



कार्यालय नगर पालिक निगम, कोरबा (छत्तीसगढ़)

साकेत भवन, नगर पालिक निगम, कोरबा (छ0ग0)

दूरभाष : 07759-221288, फ़ैक्स : 07759-221929, पो.बाक्स नं. 12 पिन कोड - 495677

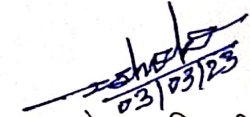
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फा.क. लेखा / 2023 /

कोरबा, दिनांक 03/03/2023

रुचि की अभिव्यक्ति

नगर पालिक निगम कोरबा द्वारा वित्तीय वर्ष 2023-24 में निगम के समस्त देयकों/नस्तियों का आंतरिक अंकेक्षण किये जाने हेतु रुचि की अभिव्यक्ति आमंत्रित की जाती है। इच्छुक फर्म निर्धारित शुल्क राशि रु. 1000/- का आयुक्त नगर पालिक निगम, कोरबा के नाम डी.डी. जमा कर दिनांक 17.03.2023 सायं 4.00 बजे तक रुचि की अभिव्यक्ति में भाग ले सकेंगे। रुचि की अभिव्यक्ति के तहत प्राप्त प्रपत्र खोलने की तिथि 20.03.2023 शाम 4.00 बजे तक रहेगी। रुचि की अभिव्यक्ति के संबंध में विस्तृत जानकारी नगर पालिक निगम, कोरबा के वेब साईट www.korbamunicipal.in से प्राप्त की जा सकती है।


03/03/23

सहा.लेखा अधिकारी

नगर पालिक निगम

कोरबा (छत्तीसगढ़)

EOI DOCUMENT

**SUBJECT:- SELECTION OF FIRMS OF CHARTERED ACCOUNTANTS FOR PRE
AUDIT AND STATUTORY COMPLIANCES FOR FINANCIAL YEAR 2023-24**

PREPARATION OF THE PROPOSAL:-

CA Firms are required to prepare and submit Tender Bid Document (BID). The Technical Bid is to be submitted in an Envelop titled "Envelop A- Technical Bid" and Financial Bid is to be submitted in another Envelop titled "Envelop B- Financial Bid". Both these Envelops are to be submitted in another envelop titled "Bid for Selection of firms of Chartered Accountants for Pre Audit and Statutory Compliances for F.Y. 2023-24". All tender documents must be in English Language. The CA Firms will bear the cost of preparation & submission of tender and no cost shall be reimbursed by the ULB. Details of the tender and work are as follows:

1. SCOPE OF WORK :-

1. CA firms -Auditors & staff must be well versed with all rules & guidelines applicable to ULBs.
2. Pre-Audit shall cover all the payment related to day to day work of ULB of any schemes in nature of contracted works, purchase bills, advances refund of all kind of work related deposits, all kinds of consultancy fees and contingent bill etc. of ULB according to the rules and regulation as per Municipal Corporation Act 1956, Municipality Act 1961, Municipal Accounts manual & Rules, Chhattisgarh Municipal Internal Audit (Standard Procedure) Rules and Any other Law/rules applicable to ULB.
3. Auditor will ensure in each payment shall be as per terms & conditions of tenders and rate offers should be according to procurement law, policies. Applicable act, rules, regulation and statutes.
4. Auditor will ensure that Expenditure incurred is within the Budget provision allocated to particular head during Pre-Audit.
5. Auditor will ensure that all the sanctioned advances should be pre-audited and then advised for payment to disbursement officer.
6. Auditor will ensure that all the expenditure i.e. Construction work, Material Procurement, Electric Bill, Fuel, Vehicle Bill etc. is advised for payment only after the process of pre-audit, however payment related to salary, utility bill may be covered into post audit only on order by the department.
7. Auditor will ensure that all the security deposit and earnest money deposited in tender /agreement process should be deposited in the bank immediately. Similarly refund of these security deposit and earnest money deposit should be made in time.
8. Reporting for the various observations during audit shall be as per department prescribed format.

9. Auditor will report that the fixed deposit and other funds should be in nationalized banks/Approved financial institutions and should earn maximum interest at their gestation period.
10. Auditor will ensure that all kind of tax deductions i.e. Goods and Service Tax (GST), Income tax, provident fund etc. Should be deducted from the payments as applicable, deposited properly and also should be properly recorded.
11. Preparation and Filing of Income Tax Return, GST Return, Annual Return, GST TDS Return and TDS Return.

2. Duration of Technical Assistance:-

The Contract duration of the assignment shall be Twelve (12) months which may be extended for further period of 2 years with enhancement of 10% of fees each year on previous year fees provided that the services are found satisfactory and further that enhancement shall be applicable after the completion first year of service.

3. Divulging of Information:-

During the course of the contract period or thereafter you shall not share with or divulge to any person or persons any of the organization's affairs without written authorization from the Commissioner Municipal Corporation

4 Manpower Requirement :-

Team	No of person	Experience
Chartered Accountant	01	One CA have 10 Years' experience in the field of Audit of government agency's
Support Staff	02	Minimum qualification B.com/M.com or passed CA (Inter) & experience of at least 3 Year in the field of Accounting /Audit of ULB or Govt Agency/PSU

5 Early Termination of the Contract:-

If for any reason, Commissioner Municipal Corporation, Korba determines that the contract should be terminated; he can do so at his own discretion after giving an opportunity to the Pre Auditor. The payment for services rendered till such termination, if any, will be made along with the termination letter.

6 Payments:-

- The Consultant firm will submit their report along with professional bill on Monthly basis.
- GST shall be paid as per prevailing rate subject to submission of GST Registration Certificate.

7 Eligibility Criteria :-


- Head office and branch office of the firm should be situated in the state of Chhattisgarh and firm should have registered with ICAI, New Delhi as on 01.01.2023.
- The firm should have minimum 5 partners out of which 4 should be FCA.
- The CA firm should have minimum 10 years' experience in auditing of government Agency in Chhattisgarh .
- Any firm not qualifying on these minimum criteria need not apply at its proposal shall be summarily rejected.
- All the rights to accept or reject the BID would be with the Commissioner, Municipal Corporation, Korba without any reasons.

8. All firms are required to enclose the following document along with the Tender Bid Document (as per Annexure-A in Envelop A)

- (A) A copy of Constitution Certificate of firm issued by the ICAI containing inter-alia.
- (B) A copy of PAN Card issued by the Income Tax Department
- (C) A copy of Income Tax Return.
- (D) The firm must submit a copy of appointment letters/ work order of accounting/auditing works.
- (E) Copy of Latest Partnership deed.
- (F) Security deposit in form of FDR/DD of Rs. 25000/- in favor of Commissioner Municipal Corporation, Korba.
- (G) Tender Form Fees of Rs. 1000/ in the form of DD.

9. Minimum Fees to be quoted for the assignment is Rs per month. Bids below minimum fees will be summarily rejected.

10. The last date for receipt of EOI Document in the specified format in sealed envelope by 17.03.2023 at 4.00 P.M. Technical offer will be opened on same day at 4.30 P.M. incomplete format/formats received after the prescribed last date will not be entertained.


सहायक लेखा अधिकारी
Asst. Account Officer
नगर पालिक निगम
Korba (C.G.)
Municipal Corporation, Korba

Annexure 2: Financial bid format

FINANCIAL BID

(To be submitted on letter head of bidder)

To,
Commissioner,
Municipal Corporation Korba.

Sub: EOI for "Selection of firms of Chartered Accountants for Pre Audit and Statutory Compliances for F.Y. 2023-24.

Dear Sir,

I/We, (Bidder's name) herewith enclose the Financial Bid for "EOI for "EOI for Selection of firms of Chartered Accountants for Pre Audit and Statutory Compliances for F.Y. 2023-24."

I/We agree that this offer shall remain valid for a period of 180 days from the Bid Due Date or such further period as may be mutually agreed upon.

Particulars	Amount (In figures & Words)
Monthly Fees for Pre Audit and Statutory Compliances	

- The above mentioned price would be exclusive of all taxes (whichever is applicable) except GST.
- No payment will be done above the quoted price except GST if applicable.

Yours Faithfully

(Signature, name and Designation of the authorized signatory)