



**OULGARET MUNICIPALITY
PUDUCHERRY-5**

No.11-1/OM/Accts-AUD/2020-21

Jawahar Nagar, the.

NOTICE INVITING QUOTATION

Selection of Chartered Accountant Firm for auditing the financial statements for 3 financial years of 2017-18 to 2019-20

Oulgaret Municipality invites sealed quotation from firms of Chartered Accountants empanelled with C&AG for auditing the accounts of Oulgaret Municipality for 3 financial years from 2017-2018 to 2019-2020. Financial statements for the three years have already been prepared under Double Entry Accounting System and kept ready.

The Firms should submit, *inter alia*, the following supporting documents:

- i. Proof of Empanelment with C & AG.
- ii. Certificate issued by ICAI regarding the status of firm as on 01-01-2021.
- iii. Firm PAN Card
- iv. GST Registration Certificate
- v. Established place of Office in Puducherry
- vi. EMD – Rs.5,000/- in the form of DD and Rs.2,500/- as Tender Fee.

The terms and conditions, the format for both technical and financial proposals (Annexure I & II) can be downloaded from the municipal website (www.oulmun.in). The same can also be collected from the Office of the Oulgaret Municipality, Jawahar Nagar Main Road, Puducherry on all working days between 07-01-2021 to 13-01-2021 (09.00 a.m. to 06.00 p.m.)

Important Dates :-

- i. Last date of submission of sealed proposal to Office 18-01-2021 upto 04.00 p.m.
- ii. Date of opening of quotation : 18-01-2021 at 05.30 p.m.



M. Kandasamy
07/1/2021
(M. KANDASAMY)
COMMISSIONER

Copy Submitted to:

1. The Secretary to Government, Local Administration, Puducherry.
2. The Director, Local Administration Department, Puducherry.
3. The State Mission Director, AMRUT, Puducherry.
4. The Assistant Examiner, Local Fund Accounts, Puducherry.

Guidelines for quoting the proposal:

Technical proposal should be submitted in original. Technical Proposal shall be submitted in the proforma given in Annexure I appended herewith. The original Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly, the original **Financial Proposal** shall be submitted in the proforma indicated in Annexure II appended with this NIQ and placed in a separate sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment. Envelopes containing Technical and Financial Proposal shall be placed into an outer envelope and sealed. This outer envelope shall be addressed to "The Commissioner, Oulgaret Municipality, Jawahar Nagar Main Road, Puducherry" and bear reference number and title of the Assignment. The Municipality shall not be responsible for misplacement, loss or premature opening, if the outer envelope is not sealed and/or marked as stipulated. These circumstances may be a case for proposal rejection, indicated above, this will constitute ground for declaring the Proposal as non responsive.

The financial bid shall be submitted for the Professional (Accounting) Fee to be charged by the firm. This fee shall be inclusive of the wages for persons engaged by the firm (inclusive of EPF/ESI and other charges in compliance with Labour Laws), hiring charges of Electronic Equipments and taxes as applicable shall be indicated separately. The taxes, as applicable (GST), shall be paid by Municipality separately on submission of invoices by the CA firm. All taxes will be deducted from the bill as per Government Rules.

Terms and Conditions of work:

The engagement of CA Firm is subject to the following conditions;

- All the CA Firm employees should work within the premises of Oulgaret Municipality and they have to liaise with all other sections of Municipality.
- The Firm should hire or use their own Electronic Equipments, the charges for which shall be inclusive of cost quoted by the firm.
- The Firm should finish the work within one month period and submit the audited statements for 3 years from 2017-18 to 2019-20 to the Commissioner of Oulgaret Municipality.
- The CA Firm shall furnish EMD of Rs.5,000/- as bid security. EMD shall be furnished in the form of DD in favour of "The Commissioner, Oulgaret Municipality". The EMD of the unsuccessful firms shall be returned/discharged immediately after the procurement process. The bids without EMD will be rejected. The EMD of the successful firm shall be returned only after successful completion of the project and after receipt of all deliverables from the Firm.
- The CA firms shall submit a Tender Fee of Rs.2,500/- along with their quotation. The Tender fee shall be paid in the form of DD in favour of the Commissioner, Oulgaret Municipality. The Tender Fee is non-refundable.
- Quotes without enclosing Tender Fee and EMD shall summarily be rejected.

ANNEXURE-I

FORMAT FOR TECHNICAL PROPOSAL

Technical Proposal shall be placed in a separate sealed envelope clearly marked on the cover as "Technical Proposal"

Sl. No	Particulars	Supporting documents required to be submitted along with this Form.
1.	Name of Firm	
2.	Address of the Firm	Phone No: Fax No: Mobile of Head Office In-charge:
3.	Firm PAN No.	Attach copy of PAN card
4.	Firm Service Tax Registration No.	Attach copy of Registration
5.	Firm Registration No. with ICAI	Attach copy of certificate issued by ICAI regarding firm Status as at 01-01-2020.
6.	Empanelment No. with C & AG	Document supporting empanelment with C & AG
7.	No. of year of Firm Existence & Date of Establishment of Firm	Attach copy of certificate issued by ICAI regarding firm status as at 01-01-2020
8.	Turnover of the firm in last three years	Audited financial statement for the last three years in support of the firm fees earnings along with copy of IT return for the respective years
9.	Details of Partners: Provide following details : - Number of Full Time Fellow Partners associated with the firm - Name of each partner - Date of becoming ACA and FCA - Date of joining the firm - Membership No. - Qualification - Experience - Whether the partners is engaged full time or part time with the firm	
10.	Details of experience in undertaking Accounting and preparation of Financial Statements, Balance Sheets. Proof of engagement shall be enclosed separately failing which, the proposal shall be summarily rejected. Proof of having undertaken and completed the work of preparation of Annual Financial Statement of any local body / Government Departments/Agencies /Board Corporation, etc., enclosed in the form of "certificate" from the said agency. Failure to submit such certificate shall lead to rejection of Technical Proposal.	
11.	Whether Affidavit on not being black listed by any Government Department / Agency / Body, etc enclosed and signed by the Authorised Signatory).	

SIGNATURE

To be signed by the Authorised Signatory of the Firm along with Seal

Note: Please use additional sheets wherever required. Incomplete or inadequate proposals shall be rejected.

ANNEXURE-II

FORMAT FOR FINANCIAL PROPOSAL

Financial Proposal shall be placed in a separate sealed envelope clearly marked on the cover as "Financial Proposal"

Name of the Firm:

Item or Activity	Total Amount (in Rupees)
Cost inclusive of wages for personnel, hiring of Electronic Equipments and taxes as applicable.	Both in Numeric and in Words. Rs.
Note: <u>Percentage of funds involved shall not be a basis of quoting the Fee.</u>	(Rupees _____ only) _____

SIGNATURE

NOTE:

- i) To be signed by the Authorised Signatory of the Firm along with Seal
- ii) Bidder to quote the cost for all the Financial Years from 2017-18 to 2018-19 and cost to include wages of personnel, hiring of computers professional fee, ESI, GPF, etc., and all applicable taxes.

Technical and Financial proposals shall be submitted in separate sealed covers. Both sealed covers shall be kept in bigger envelope which shall also sealed and submitted before stipulated time.