

# कार्यालय नगर पालिक निगम धमतरी, जिला-धमतरी (छ.ग.)

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## —: रूचि की अभिव्यक्ति (EOI) :-

क्रमांक/कार्य.अभि./लोक कर्म/निविदा/2020/911

धमतरी, दिनांक 2/6/2020

नगर पालिक निगम धमतरी में लेखाओं से संबंधित द्वि-प्रतिष्ठा प्रणाली (डबल एन्ट्री) वित्तीय वर्ष 2019-20 हेतु अधिकृत चार्टर्ड एकाउंटेंट से द्वि-लिफाफा पद्धति से रूचि की अभिव्यक्ति (EOI) स्पीड पोस्ट के माध्यम से दिनांक 23.06.2020 को शाम 05:00 बजे तक आमंत्रित की जाती है। ऐसे चार्टर्ड एकाउंटेंट जिन्हें ऐसे कार्य अनुभव रखते हैं, वे आवश्यक दस्तावेजों के साथ रूचि के अभिव्यक्ति हेतु आवेदन प्रस्तुत कर सकते हैं। दस्तावेजों की जानकारी निगम कार्यालय के लोक कर्म शाखा से प्राप्त किया जा सकता है एवं वेब साईड से डाउनलोड भी की जा सकती है। आवेदन के साथ 15000.00 रुपये जमा अमानत राशि एफ.डी.आर./टी.डी.आर. डी.डी. के रूप में आयुक्त नगर पालिक निगम, धमतरी के पक्ष में देय जमा करना होगा।

कार्य से संबंधित विस्तृत शर्तें एवं अन्य जानकारी कार्यालयों अवधि में निगम कार्यालय के लोक कर्म शाखा से प्राप्त की जा सकती है, नगरीय प्रशासन एवं विकास विभाग छत्तीसगढ़ अटल नगर, नवा रायपुर के वेबसाईट [www.nad.cg.gov.in](http://www.nad.cg.gov.in) में अवलोकन एवं डाउनलोड भी की जा सकती है।

आयुक्त

नगर पालिक निगम धमतरी

धमतरी, दिनांक 2/6/2020

पृ.क्रमांक/कार्य.अभि./लोक कर्म/निविदा/2020/912  
प्रतिलिपि -

01. माननीय महापौर महोदय, नगर पालिक निगम धमतरी
02. माननीय अध्यक्ष (स्पीकर) महोदय, नगर पालिक निगम धमतरी।
03. उपायुक्त महोदय, नगर पालिक निगम धमतरी।
04. प्रभारी सदस्य, आवास पर्यावरण एवं लोक निर्माण विभाग, नगर पालिक निगम, धमतरी
05. कार्यपालन अभियंता, नगर पालिक निगम धमतरी।
06. कलेक्टर, जिला - धमतरी।
07. अनुविभागीय अधिकारी, (राजस्व), धमतरी।
08. कार्यपालन अभियंता, लोक निर्माण विभाग, धमतरी।
09. प्रेषक, नगर पालिक निगम धमतरी को सूचना फलक में चरपा करने हेतु।
10. ग्रथपाल नगर पालिक निगम धमतरी को प्रकाशन पश्चात निविदा सूचना का पेपर कतरन प्रस्तुत करने हेतु।
11. डाटा सेन्टर प्रभारी, नगर पालिक निगम धमतरी उक्त सूचना विभागीय वेबसाईट में अपलोड करें तथा डाटा सेन्टर रायपुर को भेजें।
12. संपादक, प्रतिनिधि, दैनिक दिपल वेदिका समाचार पत्र को 2x8 से मी. साईज में उपरोक्त विज्ञापन प्रकाशित किये जाने हेतु प्रेषित।

आयुक्त

नगर पालिक निगम धमतरी



## GENERAL CONDITIONS

**SUBJECT: SELECTION OF FIRMS OF CONSULTANCY FIRM FOR ACCOUNTING IN DOUBLE ENTRY SYSTEM OF THE ACCOUNTS OF MINICIPLAL CORPORATION DHAMTARI**

### **PREPARATION OF THE PROPOSAL :-**

CA firms are requested to submit an expression of Interest (EOI) The EOI shall be in English Language-

#### **1. SCOPE OF WORK :**

Notice Inviting Expression of Interest from Proprietor/partnership firm of chartered accountants as consultants for successfully implementation of Accrual base of Double entry Accounting system (ABDEAS) in municipal corporation **Dhamtari** for the Financial Year 2019-20.

The empanelled firm shall render their professional service as mentioned below to the municipal corporation Dhamtari under specific agreement.

1. Conversion of transaction from manual to computer system (i.e. Tally) for the financial Year 2019-20 and preparations of trial balance.
  2. Verification of Assets & Liabilities based documentary evidence.
  3. Preparations of Bank Reconciliations of all Bank accounts.
  4. Investments against Earmarked funds.
  5. Provision of all loan liabilities as per details available
  6. Provision of all outstanding liabilities for expenses.
  7. Provision for all Known liabilities.
  8. Provision of prepaid expenses.
  9. Preparations of list of deposits, outstanding loan to staff, advances to contractors and suppliers, sundry debtors & Creditors.
  10. Preparations of Fixed Assets Schedule.
  11. List of Capital & Revenue Grants.
  12. Assets created out of Earmarked Funds and Grants.
  13. Preparations of capital work in progress accounts.
  14. Preparations of Balance sheet, Income Expenditure Accounts, Receipts & payment Account.
  15. The CA firm or their representative shall attend the meeting as per the requirement of Municipal corporation Dhamtari.
2. Duration of technical Assistance:

Duration of the assignment shall be twelve months which may be extended for further period of 2 Years with enhancement of 10 % of the fees each year on previous year fees provided that the services are found satisfactory and further that enhancement shall be applicable after completion of First year service.

### 3. Divulging of Information:-

During the course of contract period or thereafter you shall not share or divulge to any person or persons any of the organisation's affairs without written authorisation from the commissioner municipal corporation Dhamtari.

### 4. Guidelines for deployment of professional firm"

Team	No of person	Experience
Chartered Accountant	01	One practising CA having experience in the field of Accounting work. Visit : Twice in a week
Accountant	01	Minimum Qualification B.Com / M.com or passed CA (Inter) & experience of at least 3 years in the field of Accountancy , Knowledge of Tally ERP Visit: Full time

### 5. Early Termination of Contract:-

- If for any reason, commissioner municipal corporation Dhamtari determines that the contract should be terminated, he can do so at his own discretion.
- If for any reason you decide to terminate the contract prior to satisfactory completion of task , you may do so at your discretion but only after handling over all unsecured funds and assets created out of the specified task agreement ,handing over all notes worksheet and draft prepared to the date and after a through debriefing with the commissioner ,municipal corporation Raipur.

### 6. Payments:-

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

### 7. Eligible Criteria :-



- Head office of the firm should be situated in Chhatishgarh and firm should be registered with the ICAI, New Delhi.
  - The firm should have minimum 5 paid assistants and minimum qualifications of the assistant shall be CA- Inter.
  - The firm have experience in conducting Accounting or statutory work.
  - The firm should not be black listed at any time (Notrised Required)
  - The Firm should not have any disciplinary actions initiated by ICAI at any time. (Notrised Required)
  - Any firm not qualifying on these minimum criteria need not apply as its proposal shall be summarily rejected.
  - All the rights to accept or reject the EOI would be with the commissioner without any reasons.
  - The firm have 2 year experience in conducting accounting or statutory audit work of central / state gov./ corporate or their under tracing
  - the firm shoude have minimum average turn over off 10 lac for the last year ( turn over certifive required signed by CA )
  - the ca firm should have experience off accounting / auditing /taxation in atleast municple council / corporation/ corporate
8. All firms are required to enclose the following documents along with the expression of interest. (As per Annexure -A)

- A copy of Constitution certificates of the firm issued by ICAI containing inter-alia
    1. Date of formation of firm with full time ACA
    2. Details of partners/proprietors on st Jan of relevant year, date of joining the firm , their other interest if any.
  - A copy of certificate issued by ICAI
  - Security deposit in form of FDR/DD/TDR of Rs.,15000/- in the favor of commissioner Municipal Corporation Dhamtari.
  - Photocopy of Tender purchase receipts must be enclosed along with Expression of Interest ,This EOI could be purchased from the ulb on the payment of fees of Rs.750/-
9. The last date of receipts of expression of interest in the specified format in sealed envelope by ----- technical offer will be opened on same day at 5.00 PM incomplete formats received after the prescribed last date will not be entertained.
- The expression of Interest must be submitted by post in two separate sealed envelop one for technical big and other for financial bid by post in the commissioner municipal corporation Dhamtari The expression of interest must be addressed to :

Commissioner Municipal Corporation

नगर पालिक संस्था  
धमतरी (ज.म.)