

## **Terms & Conditions for selection of Chartered Accountants:**

Quotations/expression of interest may be called for 27 zones in 6 Regions from the Chartered Accountants firms having fulfilled the following conditions. Separate bids are invited for 27 zones in 6 regions. A CA/CA firm/LLP can apply for more than one zone, however separate bids will be submitted for every zone.

- (i) The Chartered Accountant Firm should be empanelled with the Comptroller and Auditor General of India**
- (ii) The Chartered Accountant Firm should be in existence for at least 10 years.**
- (iii) The average annual receipt of the CA Firm for the last three consecutive years should not be less than Rs. 25 lakh.**
- (iv) At least one office of the Firm should be located in the city of Chandigarh or in the State of Punjab.**
- (v) JV and Associations are not permitted in this assignment**
- (vi) CA firm should not be blacklisted by any Government undertakings or Central / other State Government.**
- (vii) Subletting shall not be allowed.**
- (viii) Audit team should consist of at least one qualified Chartered Accountant.**

**Note :- Firm means Proprietorship/Partnership Firm/LLP.**

For this purpose they are required to submit self certified copies of their Balance Sheets, Income Tax and Service Tax/GST returns filed in respect of last three financial years. The Chartered Accountant Firm shall intimate the details of its Audit Staff i.e. Chartered Accountants, Article assistants, Paid Assistants and also Technical Staff which will be deployed by them for this purpose. The Chartered Accountant Firm shall submit details of audits conducted by them in the past and enclose self declaration/ copies of assignments entrusted to them and completed by them. Preference will be given to the Chartered Accountant Firm which has experience of completing similar assignments in the past. Further terms and conditions are as follows:-

### **1. BACKGROUND**

There are approximately 167 Urban Local Bodies in the State of Punjab. They receive funds in the shape of Grants from the Punjab Government and from the Government of India under various schemes besides having income from their own sources. The accounts of the Urban Local Bodies are based on single entry system and there are certain Local Bodies where audit has not been conducted for the past few years due to shortfall of manpower with the Government of Punjab. The Department of Local Government, Punjab invites EOI / Proposal for appointment of Chartered Accountant Firms for conducting pending Audit in different Urban Local Bodies.

### **2. SCOPE AND COVERAGE OF THE AUDIT**

In conducting the audit, special attention should be paid to the issues in the enclosed check list and provisions contained in the office manual and instruction issued in this regard from time to time.

### **3. Reporting and Timing**

- a) The assignment shall have to be completed by the Chartered Accountant Firm within **3 months** after the date of allotment or as extended from time to time by the Director, Local Government, Punjab or any other officer authorized by him.
- b) The reports in respect of each ULB should be submitted to the following within time stipulated for this purpose
- The Urban Local Body concerned
  - Deputy Director Region concerned
  - Director, Local Government, Punjab
  - Local Audit Wing of Finance Department of Punjab.
- C) The Chartered Accountant Firm shall complete the allotted work within the stipulated period, failing which a penalty of Rs. 100 per day per ULB shall be imposed which shall be recovered from the Audit fee/ security deposit/bank guarantee furnished by them.
- (d) In case the Chartered Accountant Firm fails to conduct the assignment allotted, according to the prescribed benchmark or in case it is found that they have failed to execute the given responsibility, then the agreement with them shall be cancelled and the security/bank guarantee forfeited.
- (e) In case any Chartered Accountant Firm is found to be indulging in any unethical practice(s), they shall be removed from the panel and black listed and all possible legal action shall be initiated against them.

### **General Requirement and Guidelines for submitting the Bids**

- a) The technical bid should strictly be submitted in the sealed envelope and super scribed with EOI for appointment of Chartered Accountants for various Urban Local Bodies. The name and address of the applicant firm must also be mentioned on the envelope containing (eligibility conditions ) as per details contained in Annexure 1. The stamped and signed copy of the EOI along with supporting documents should be kept in this envelope.
- b) Chartered Accountant Firm shall have to submit their financial bid quoting their rates to conduct the audit in Annexure 2 in a separate sealed envelope and super scribed with "Financial Bid for EOI for appointing of Chartered Accountants for various Urban Local Bodies". The name and address of the applicant firm must also be mentioned on the envelope.
- c) Chartered Accountant Firm shall have to execute an agreement of obligation with the Department of Local Government, Punjab.
- d) Chartered Accountant Firm shall have to deposit security amount equal to five percent of their bid amount accepted by the Department.
- e) Chartered Accountant Firm must comply with the general conditions and requirements as stated above.

### **SELECTION CRITERIA/EVALUATION**

Those CAs who qualify the **Minimum Eligibility Criteria** would be qualified technically. Proposals are to be submitted in two covers.

Technical covers are opened first and evaluated. Those who does not qualify the Minimum Eligibility Criteria will straightaway be rejected and the financial cover of the rest are opened. The qualified bidders will be intimated about the opening of price bid. Bidder with lower financial bid will get selected subject to the condition that rates should not be more than the rates prescribed by the Department of Finance, Punjab i.e Rs. 6400 per day consisting team of two members.

(ii) A tie in this stage also will further lead the evaluation based on the date of registration and the Firm with oldest date of registration will be selected. However, Department of Local Government reserves the right to consider/ not to consider the Firm with the least quote due to any reason. The decision of the Department of Local Government would be final and binding in this regard .

### **FEES TO BE PAID**

The rates quoted by the Concerned Chartered Accountants/CA Firm in Financial Bid in Annexure 2 will be applicable for audit of one year and for subsequent period of audit the rates will be reduced by 25 % of the said rates.

The above lump sum Audit Fee includes TA/DA, videography and still pictures charges, if required. No other charges shall be paid to the Chartered Accountants/CA Firm..The criteria for selection of Chartered Accountants/CA Firm is enclosed as Annexure A. The Fee will be paid by the Concerned Regional Deputy Director,Urban Local Bodies Punjab after recovering the same from the relevant Urban Local Body within a period of one month after the acceptance of Audit report of the concerned Urban Local Body by the Government.

### **ARBITRATION**

In the event of any question, dispute or difference arising under this EOI or in connection there-with (except as to the matters, the decision to which is specifically provided under this EOI), the same shall be referred to the sole arbitration of the Director Local Government, Punjab or in case his designation is changed or his office is abolished, then in such cases to the sole arbitration of the officer for the time being entrusted (whether in addition to his own duties or otherwise) with the functions of the Director, Local Government, Punjab or by whatever designation such an officer may be called (hereinafter referred to as the said officer), and if the Director, Local Govt Punjab or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Director, Local Govt Punjab or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996 as amended from time to time. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the Director, Local Govt Punjab or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of arbitration shall be the Department of Local Government, Punjab, Chandigarh.

#### **JURISDICTION OF COURT**

i. The Laws of land as promulgated/modified/amended or replaced from time to time shall govern this EOI.

ii. The dispute/ claims arising out of the EOI shall be subject to the jurisdiction of the competent Court at where the concerned office of the Deputy Director, Local Government/Urban Local Body is located.

#### **DISCLAIMER**

The Department of Local Government reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.

**Format for submission of Expression of Interest****Technical Bid****Annexure-1**

S. No	Particulars Details	Details
1	Name of the Chartered Accountant/ Firm and address of the Registered Office of the Firm	
2.	Date of formation (as per the constitution certificate issued by the Institute of Chartered Accountants of India. Latest certificate issued by the Institute concerned will be considered)	
3	Number of Partners. copy of COP may be enclosed of every partner.	
4	Number of qualified Employees (either CA and/or CMA qualification)along with their names and qualification	
5	Full Postal Address of Office/ Branches	
6	Name of the contact person along with landline and mobile numbers	
7	Permanent Account Number (PAN) of the CA/Firm	
8	GSTIN number	
9	Email address, phone number and Fax number of the firm of the Head Office	
10	Seal of the Firm Signature of Authorized Signatory of the Firm	
11	Address of Firm's Office(s) in the State of Punjab/ Chandigarh.	
12	Internal Audit/Statutory Audit Experience in Years	
13	Internal Audit/Statutory Audit Experience in Years of Government Departments/Board/Corporations/PSUs/Public Sector Banks and Urban Local Bodies. (Attach Proof)	
14	Turnover of the Firm for the past three consecutive years (Attach Proof)	

a) Self declaration by CA Firm and

b) Certificate issued by ICAI of fully qualified CA employees and self declaration for fully qualified CA employees.

<b>SR. NO</b>	<b>PARTICULARS</b>	
1	<b>CA/CA Firm/LLP (Empanelled with CAG)</b>	Should be in existence for at least 10 years
2	<b>STAFF</b>	Should have at least 10 qualified CA's/Articles
3	<b>WORK EXPERIENCE IN GOVERNMENT/PSU/PUBLIC SECTOR BANKS/URBAN LOCAL BODIES</b>	Should have experience of minimum 5 entities
4	<b>PROFESSIONAL RECEIPTS</b>	The average annual turnover for the last

		three years should not be less than 25 lakhs
5	<b>Location</b>	At least one office of the firm should be located in the city of Chandigarh or in the State of Punjab.

## ANNEXURE – 2

### FINANCIAL BID

Sr. No	Committee	All Inclusive Fees (to be quoted for first year for one Municipal Council) (In Rs.)	
		(In figures)	(In words)
1.	Class I Municipal Councils(Post Audit)		
2.	Class II Municipal Councils (Post Audit)		
3.	Class III Municipal Councils (Post Audit)/ Nagar Panchayats (Post Audit)		

(Signature of the Authorized signatory of the firm with seal)

Notes: 1. No correction or overwriting is allowed in Financial Bid. 2. No additional document should be enclosed with Financial Bid. 3. If there is difference in amount quoted in figures and in words, the amount in words will be considered. 4. Rates to be quoted for 1 Municipal Council (each for class 1, 2 and 3) for 1 year. The rates of subsequent years will be reduced by 25% of the rates quoted.

**Region-wise/Zone-wise detail of pending post Audit of various ULBs**

	Class	Name of ULB	Period of Audit	Total years	As per ELFA	
					Duration for one year (Days)	Total Duration (days) {For team of two members}
<b>AMRITSAR</b>				<b>141</b>	<b>100</b>	<b>949</b>
<b>District</b>	<b>ZONE 1</b>					
<b>1. Gurdaspur</b>	I	Gurdaspur	4/05-3/17	12	15	139
	III	Sri Hargobindpur	4/04-3/17	13	5	50
				<b>25</b>	<b>20</b>	<b>189</b>
	<b>ZONE 2</b>					
	II	Dinanagar	4/05-3/17	12	12	111
	II	Dhariwal	4/05-3/17	12	10	93
			<b>24</b>	<b>22</b>	<b>204</b>	
<b>ZONE 3</b>						
<b>2. Pathankot &amp; Taran Taran</b>	II	Sujanpur	4/05-3/17	12	6	56
	III	Fatehgarh Churian	4/05-3/17	12	8	74
	III	Dera Baba Nanak	4/05-3/17	12	6	56
			<b>36</b>	<b>20</b>	<b>186</b>	
<b>ZONE 4</b>						
	III	Bhikhiwind	4/97-3/17	20	3	46
	III	Khemkaran	4/05-3/17	12	3	28
	II	Patti	4/05-3/17	12	12	111
				<b>44</b>	<b>18</b>	<b>185</b>
<b>ZONE 5</b>						
	II	Taran Taran	4/05-3/17	12	20	185
			<b>12</b>	<b>20</b>	<b>185</b>	
<b>ZONE 6</b>						
<b>BATHINDA</b>				<b>17</b>	<b>38</b>	<b>116</b>
<b>District</b>	<b>ZONE 6</b>					
<b>1. Batinda</b>	III	Talwandi Sabo	2/08-3/17	9	3	21
<b>2. Mansa</b>	II	Bareta	4/15-3/17	2	10	18
	III	Sardulgarh	4/15-3/17	2	3	5
<b>3. Shri Muktsar Sahib</b>	I	Muktsar	4/13-3/17	4	22	72
			<b>17</b>	<b>38</b>	<b>116</b>	
<b>FEROZEPUR</b>				<b>81</b>	<b>91</b>	<b>693</b>
<b>Disrict</b>	<b>ZONE 7</b>					
<b>1. Faridkot</b>	I	Faridkot	4/08-3/17	9	22	154
			<b>9</b>	<b>22</b>	<b>154</b>	
<b>ZONE 8</b>						
<b>2. Fazilka</b>	I	Fazilka	4/04-3/17	13	20	200
			<b>13</b>	<b>20</b>	<b>200</b>	
<b>ZONE 9</b>						
<b>3. Ferozepur</b>	II	Guru Har Sahai	4/07-3/17	10	10	78
	II	Talwandi Bhai	4/07-3/17	10	6	47
	II	Zira	4/13-3/17	4	10	33
			<b>24</b>	<b>26</b>	<b>158</b>	

		<b>ZONE 10</b>					
<b>4.Moga</b>	II	Bagha Purana	4/05-3/17	12	10	93	
	II	Dharamkot	4/06-3/17	11	6	51	
	III	Badni Kalan	4/06-3/17	11	4	34	
	III	Fatehgarh Panjtoor (unelected)	9/16-3/17	1	3	3	
				<b>35</b>	<b>23</b>	<b>181</b>	
<b>JALANDHAR</b>				<b>170</b>	<b>212</b>	<b>1354</b>	
<b>District</b>		<b>ZONE 11</b>					
<b>1.Hoshiarpur</b>	II	Dasuya	4/07-3/17	10	10	78	
	II	Mukerian	4/08-3/17	9	10	70	
					<b>19</b>	<b>20</b>	<b>148</b>
	<b>ZONE 12</b>						
	II	Urmur Tanda	4/08-3/17	9	10	70	
	III	Garhdhiwala	4/08-3/17	9	6	42	
	III	Sham Churasi	4/07-3/17	10	3	23	
	III	Talwara	10/10-3/17	7	3	17	
				<b>35</b>	<b>22</b>	<b>152</b>	
		<b>ZONE 13</b>					
<b>2.Jalandhar</b>	I	Nakodar	4/05-3/17	12	16	148	
	III	Lohian Khas	4/09-3/17	8	3	19	
					<b>20</b>	<b>19</b>	<b>167</b>
	<b>ZONE 14</b>						
	II	Bhogpur	4/15-3/17	2	3	5	
	III	Alawalpur	4/15-3/17	2	5	9	
	II	Adampur	4/05-3/17	12	12	111	
	II	Kartarpur	4/15-3/17	2	10	18	
					<b>18</b>	<b>30</b>	<b>143</b>
	<b>ZONE 15</b>						
	III	Bilga (un-elected)	3/16-3/17	1	3	3	
	II	Phillaur	4/05-3/17	12	12	111	
	III	Goraya	4/05-3/17	12	8	74	
					<b>25</b>	<b>23</b>	<b>188</b>
	<b>ZONE 16</b>						
	II	Nurmahal	4/05-3/17	12	10	93	
III	Shahkot	4/04-3/17	13	8	80		
				<b>25</b>	<b>18</b>	<b>173</b>	
		<b>ZONE 17</b>					
<b>3.Kapurthala &amp; S.B.S.Nagar</b>	I	Kapurthala	4/12-3/17	5	46	184	
	III	Dhilwan	4/15-3/17	2	3	5	
					<b>7</b>	<b>49</b>	<b>189</b>
	<b>ZONE 18</b>						
	II	Sultanpur Ldhi	4/06-3/17	11	12	102	
	II	Banga	4/09-3/17	8	13	81	
III	Rahon	4/15-3/17	2	6	11		
				<b>21</b>	<b>31</b>	<b>194</b>	
<b>LUDHIANA</b>				<b>30</b>	<b>53</b>	<b>258</b>	
<b>District</b>		<b>ZONE 19</b>					
<b>1.Ludhiana</b>	I	Jagraon	4/11-3/17	6	22	105	
	II	Mullanpur Dakha	4/13-3/17	4	8	26	
				<b>10</b>	<b>30</b>	<b>131</b>	



<b>ZONE 20</b>						
	II	Doraha	4/05-3/17	12	8	74
	II	Raikot	4/12-3/17	5	10	40
	III	Machiwara	4/14-3/17	3	5	13
				<b>20</b>	<b>23</b>	<b>127</b>
<b>PATIALA</b>				<b>126</b>	<b>206</b>	<b>1213</b>
<b>District</b>	<b>ZONE 21</b>					
<b>1.Barnala</b>	I	Barnala	4/06-3/17	11	36	306
				<b>11</b>	<b>36</b>	<b>306</b>
	<b>ZONE 22</b>					
	III	Bhadaur	4/05-3/17	12	6	56
	III	Dhanaula	4/07-3/17	10	6	47
	III	Tapa	4/15-3/17	2	8	14
	III	Handiaya	4/13-3/17	4	5	16
				<b>28</b>	<b>25</b>	<b>133</b>
	<b>ZONE 23</b>					
<b>2.Patiala</b>	I	Nabha	4/12-3/17	5	26	104
	III	Ghagga	4/15-3/17	2	3	5
				<b>7</b>	<b>29</b>	<b>109</b>
	<b>ZONE 24</b>					
<b>3.Sangrur</b>	I	Malerkotla	4/04-3/17	13	18	180
				<b>13</b>	<b>18</b>	<b>180</b>
	<b>ZONE 25</b>					
	I	Sangrur	4/08-3/17	9	22	154
				<b>9</b>	<b>22</b>	<b>154</b>
	<b>ZONE 26</b>					
	I	Sunam	4/08-3/17	9	11	77
	II	Ahmedgarh	4/15-3/17	2	13	23
	II	Dhuri	4/10-3/17	7	12	66
	III	Amargarh	2/14-3/17	3	3	8
	III	Bhawanigarh	4/15-3/17	2	9	16
	III	Longowal	4/09-3/17	8	6	38
	III	Cheema	4/15-3/17	2	3	5
				<b>33</b>	<b>57</b>	<b>233</b>
	<b>ZONE 27</b>					
	II	Lehragaga	4/10-3/17	7	10	55
	III	Dirba	4/10-3/17	7	3	17
	III	Khanauri	4/08-3/17	9	3	21
	III	Moonak	4/15-3/17	2	3	5
				<b>25</b>	<b>19</b>	<b>98</b>
<b>TOTAL</b>				<b>565</b>	<b>700</b>	<b>4583</b>

**ADDRESS OF REGIONAL DEPUTY DIRECTORS, LOCAL  
GOVERNMENT PUNJAB FOR SUBMITTING BID**

SR . NO	NAME	ADDRESS & CONTACT NO.
1.	Deputy Director, Urban Local Bodies, Amritsar	32-33 IIIrd Floor, Dharam Singh Market, Near Golden Temple Amritsar Punjab. Phone No. 0183-2557689
2.	Deputy Director, Urban Local Bodies, Ferozpur	Room No. 218, I Block New District Administration Complex Mini Secretariat Ferozpur Cantt. Phone No. 01632-248061
3.	Deputy Director, Urban Local Bodies, Ludhiana	Room No. 110, New Court DC Office Ludhiana Phone No.0161-2405508
4.	Deputy Director, Urban Local Bodies, Jalandhar	Kothi No. 227-228, Master Tara Singh Nagar. Phone No. 0181-2223426
5.	Deputy Director, Urban Local Bodies, Bathinda	Room No. 207 1 <sup>st</sup> Floor, E Block Mini Secretariat, Near Bus Stand Bathinda. Phone No. 0164-2215611
6.	Deputy Director, Urban Local Bodies, Patiala	Room No 409 Block –A IIIrd Floor Mini Secretariat Patiala Phone No. 0175-2363172