



OFFICE OF THE BIRMITRAPUR MUNICIPALITY: BIRMITRAPUR.

No. 2282 / Date. 29/8/18

REQUEST FOR PROPOSAL

Sealed Bids are invited from the intending CAG empanelled Chartered Accountant Firm having Regd. Certificate, Pan No, valid GST no for providing service for Compilation of Accounts & Balance Sheet on Double Entry Accrual Based Accounting System (DEABAS) as per Odisha Municipal Accounting Manual (OMAM) Rule-2012 on yearly basis from 2013-14 to 2016-17 for office of the Birmitrapur Municipality, Birmitrapur. The Bid may be submitted in person or can be sent through Regd. Post/ Speed post which must be reach the undersigned by 12.30 PM on dated 07.09.2018. The Bids received within stipulated date & time will be opened at 3.30 PM on the same day in the presence of bidders or their authorized representative who may wish to remain present. The Municipality shall not be responsible for receipt of any quotation late due to postal delay or any other reason. The bidder should superscribe "Bid for DEABAS of Birmitrapur Municipality, Birmitrapur" on the top of envelop.

The authority reserved the right to cancel any or all bids without assigning any reasons thereof.

Terms & Conditions:

- I. The firm must be a registered CA firm under Institute of Chartered Accountants of India.
- II. The firm must be a CAG empanelled CA Firm.
- III. The annual turnover of the CA Firm should not be less than Rs. 10.00 Lakhs during the last financial year i.e 2017-18
- IV. The Firm must have at least 5 year experience from the date of registration & should have conducted either statutory audit and/or internal audit, Taxation & revenue audit, Legal matter etc. of the Autonomous bodies/statutory bodies/ educational Institution / PSUs etc. more experience in the field should be evaluated.
- V. The firm must have experience in finalisation of municipal accounts.
- VI. The firm should have not less than four article/audit clerk.
- VII. The firm should have its head quarter/ branch in the State of Odisha
- VIII. Financial bid to be submitted for each year.
- IX. Copy of Regd. Certificate, PAN Card, GST No, Empanelment no with CAG, Certificate of practice shall be attached.

S. Datta 29/08/18
Executive Officer

Memo No. 2283(2) Date 29/8/18
Birmitrapur Municipality

Copy to Office Notice Board for wide publicity / MIS computer programmer for uploading in District website and Municipality website.

S. Datta 29/08/18
Executive Officer

Memo No. 2284 (4) Date 29/8/18
Birmitrapur Municipality

Copy Submitted to the collector & District Magistrate, Sundargarh / Project Director, DUDA, Sundargarh / Sub-collector Panposh / Tahasildar, Birmitrapur for information with request to display the notice in their Office Notice Board for wide publication.

S. Datta 29/08/18