

Tender notification.

**HYDERABAD METROPOLITAN WATER SUPPLY &
SEWERAGE BOARD**

Office of the Director of (Finance)
Finance Wing, Khairatabad,
Hyderabad -500 004.
Dated: 22.09.2016

TENDER NOTICE

HMWSSB invites Tenders for engaging services of registered CA Firms/CMA Firms/Companies, for Accounts Maintenance and Allied Support in Tally ERP 9 package in the Finance Wing of HMWSSB. The assignment is for a period of Three years.

The terms and conditions and other details are uploaded on the Board's website (www.hyderabadwater.gov.in). The eligible CA Firms /CMA Firms/ Companies may submit their Bids in the office of the Director (Finance), 4th Floor, Admin Building, HMWSSB., not later than 14 days from the date of publication of the tender notice.

Sd/
Director (finance)

Team Size Required:**(Format 1)**

S.No	Category	Qualifications prescribed	Experience in relevant field	Minimum Staff to be deployed
01	Project Head (Full Time)	FCA / ACA/ACMA/FCMA	07+ Years	01
02	Project Manager (Full Time)	M. Com/ MBA/ CA (Inter)/CMA(Inter)	06+ Years	01
03	Accounting and Data Validation staff - at Head Office	B. Com/ M.Com/ MBA	3+ Years	13
	Minimum Staff to be deployed for over all functional management			15

EMD Required:

The EMD payable while submitting online tender is Rs 25,000/-.The EMD of successful bidder remain with the Board. The EMD will be refunded to the unsuccessful bidders within 30 days of completion of tender processing.

Performance Bank Guarantee:

The successful bidder has to furnish Performance Bank Guarantee at 5% of total contract value before signing of the agreement.

TECHNICAL BID EVALUATION METHODOLOGY:**(FORMAT 2)**

1	OVERALL PROFILE OF THE FIRM/COMPANY/ JOINT VENTURE ENTITY Profile of the entity taking into consideration for scale of operations <u>Resources/staff</u> 1) Each CA/CMA Partner (maximum Partner 6)... 1 Marks 2) Ex-employee under CAG/AG not below the rank of Sr.AO/AO (maximum 2 person)..... 1 Marks 3) Each year of establishment..... 0.5 Marks	Max. 20 Marks
2	PAST EXPERIENCE 1) Previous Experience in accounting of Government/Public Sector Undertaking of more than Rs. 200 crores turnover per annum as per the latest audited Balance Sheets..... .30 Marks	Max.60 Marks

	2) Previous Experience in accounting of major Urban Local Bodies..... 30 Marks	
3	PROFICEINCY IN COMPUTERIZED ENVIRONMENT No. of qualified partners/Staff member in CISA/DISA ... 2.50 Marks per person	Max. 10 marks
4	LOCATION OF THE REGISTERED HEAD OFFICE For Head office in Hyderabad..... 10 Marks	Max 10 Marks
		Total 100 Marks

TECHNO-COMMERCIAL Bid EVALUATION CRITERIA:

This being a techno commercial evaluation, percentage weightage will be awarded, according to which (i) Technical evaluation & (ii) Commercial evaluation (Price Bid) will have 70% and 30 % weightages respectively. The Bidder has to submit two separate bids, one for “Technical Bid” and the other for “Financial Bid” in sealed covers. In proof of profile related to all four items referred to above, the bidders should produce self-attested zerox copies of documents/ certificates as evidence, wherever necessary.

HMWSSB’s right to accept or reject any Bid and/or All Bids:

Bidder should quote separately for various components in the formats attached herewith. HMWSSB reserves the right to accept or reject any Bid and /or the Bids without assigning any reason whatsoever.

Scope of Work:

1. Maintenance/updating of Chart of Accounts in line with Guidelines of National Municipal Accounts Manual relevant to the needs of the Organization.
2. Online Accounting of Head Office in regard to Receipts and Payments, which includes printing of cheques of all bank accounts of Head Office.
3. Maintenance and Support in Updating the Accounts of all Divisions/Circle Offices of the Board.
4. Reconciliations of all accounts of the Head Office as well as Circle/ Division Offices, besides preparation of monthly BRS.
5. Cash Books to be generated on daily/monthly basis
6. Cost Centre maintenance i.e., scheme code, sub code capturing for Govt. plan/non-plan Schemes, Deposit Works, Projects and O & M Expenditure.
7. Preparation of Daily/weekly/Monthly/Yearly MIS Reports of Finance and Accounts.
8. Consolidation of Board Accounts for Head Office, Circles and Division Offices.
9. Preparation of Monthly/Quarterly/Half yearly & Annual Financial Statements with reference to, Trial balance, Income and Expenditure Statements and Balance Sheet.
10. Filing of e-TDS Returns for 30 TAN's including rectifications wherever necessary, on a quarterly basis of both Head Office and Division Offices.
11. Timely filing of various statutory returns like VAT 501 forms of Contractors, Service Tax and GST (likely to be enforced shortly).
12. Any other finance and accounts related works to be attended.

Tendering Procedure:

- The firm/company/ joint venture entity, fulfilling the above conditions and willing to participate, submit comprehensive technical and financial bid separately quoting the monthly financial compensation.
- Self-attested copies of the eligibility criteria shall also be enclosed.

Director (Finance)