HMWSSB invites Tenders for engaging services of registered CAFirms/CMA Firms/Companies,for Accounts Maintenance and Allied Support in Tally ERP 9 package in the Finance Wing of HMWSSB for period of three years.

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

S.No	Category	Qualifications prescribed	Experience in relevant field	Minimum Staff to be deployed
01	Project Head	ACA/ FCA /ACMA/FCMA	07+ Years	01
02	Project Manager (Full Time)	M. Com/ MBA/ CA (Inter)/CMA(Inter)	06+ Years	01
03	Accounting Incharge (Full Time)	Retired-employee under State Govt./CAG/AG not belowthe rank of Sr.AO/AO/DDO		01
04	Accounting and Data Validation staff - at Head Office	B. Com/ M.Com/ MBA	3+ Years	16
05	Scanner Operator	Minimum S.S.C		01
	Minimum Staff to be deployed for over all functional management			**20**

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 METHODLOGY: **(FORMAT 2)**

1	**OVERALL PROFILE OF THE FIRM/COMPANY/ JOINT VENTURE ENTITY** Profile of the entity taking into consideration for scale of operations Resources/staff 1) Each CA/CMA Partner/Director (maximum marks-3)0.5 **Marks** 2) Retired-employee under State Govt./CAG/AG not below the rank of Sr.AO/AO/DDO, working with the firm for not less than 3 years (Proof of salary drawn bank statement of such employee)	Max. 10 Marks

	(maximum marks-2)….**1 Marks** 3) Each year of establishment(maximum marks-5)……..**1 Marks**	
2	**PAST EXPERIENCE** 1. Previous Experience in accounting of Government/Water Boards/ major Urban Local Bodies of more than Rs.500 crores turnover/income per annum as per the latest audited Balance Sheets(for each year 2 marks).....20 Marks 2. Previous Experience in shifting of accounting Platform to ERP platform .....10 Marks	Max.30 Marks
3	**LOCATION OF THE REGISTERED HEAD OFFICE** For Head office in Hyderabad……..…… **10 Marks**	Max 10 Marks
		Total 50 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 80% and 20 % 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 three items referred to above, the bidders should produce self-attested xerox copies of documents/ certificates as evidence, wherever necessary.

Score will be calculated for all technically qualified Firms using the following formula:

S = (T/T High x 80) + (C Low/C x 20)
Where:
S = Score of the Firm

T =Technical score of the Firm

T High = Highest Technical score among the Firms

C Low = Lowest Quote of C among the Firms

C= Financial Quote of the Firm

The Firm securing the highest score becomes the successful Firm

The successful bidder shall be available along with team for knowledge transfer 15 prior to commencement of agreement period.

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 and updating of Chart of Accounts in line with Guidelines of National Municipal Accounts Manual relevant to the needs of the Organization and Accounting of Receipts and Payments, which includes printing of cheques of all bank accounts of Head Office in a computerized environment.

2. Maintenance and updating of all ledger accounts of Head office, Divisions, Circle Offices based on Cost Centre mechanism i.e. scheme code, sub code capturing for Govt. plan/non-plan Schemes, Deposit Works, Projects and O & M Expenditure and all other expenditure.

3. Preparation of monthly BRS for all bank accounts of Head office, Divisions, Circle Offices.

4. Printing, verification and certification of Cash Books of Head office, Divisions, Circle Offices on monthly basis by concerned authority.

5. Verification and Scanning of vouchers and maintenance of the same(both physical and soft copies).

6. Preparation and certification of Daily, weekly, Monthly, Quarterly, Half yearly and Yearly MIS Reports of Finance and Accounts by concerned authority.

7. Consolidation and Preparation of Monthly, Quarterly, Half yearly and Annually, with reference to, Trial balance, Receipts and Payments Account, Income and Expenditure Account and Balance Sheet as per the format prescribed to the Board.

8. Filing of e-TDS Returns for all Board TAN's (i.e. Board office, division offices and circles), filing of VAT 501 forms of Contractors, GST returns and all other statutory returns applicable to Board, from time to time including revision of the same(including filing/uploading charges). Issuing of related statutory forms wherever necessary.

9. Liaison during AG audit of Accounts & Tax Audit (In providing Record/Data).

10. Generation, updation and maintenance of FCN register and payments with reference to Board Budget. Providing MIS reports as and when required.

11. Reconciliation of all collections accounts of the Board and submission of reports /BRS, daily, weekly, fortnightly, monthly.

12. Scrutiny & certifications by competent authority (CA) of Statutory recoveries applicable to the Board on monthly basis.

13. Any other finance and accounts related works (as and when required) to be attended.

Tendering Procedure:

- The firm/company/entity, fulfilling the above conditions and willing to participate, submit comprehensive technical and financial bid separately quoting the monthly financial compensation ., not later than7 days from the date of publication of the tender notice. .

- Self-attested copies of the eligibility criteria shall also be enclosed.

Sd/-
Director (Finance)