

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF REVENUE
DISASTER MANAGEMENT**

No. Rev(DMC)(C)1-1/2022-II

NOTICE INVITING TENDER

The Department of Revenue (Disaster Management) is going to prepare the Annual Accounts for the Financial Year 2023-24 & 2024-25 at HPSDMA, DDMA's (12 Nos.) & SDMA's (81 Nos.) level in the State. To prepare the same, bids are invited from qualified/registered Chartered Accountants.

Scope of Work:

The assignment will involve the following key tasks:

1. **Posting of all transactions in tally software.**
2. **Preparation of Annual Accounts at HPSDMA, DDMA's and SDMA's level.**
3. **Ensuring compliance with relevant statutory requirements.**
4. **Assisting in the finalization of accounts and addressing queries raised by the auditors of the Accountant General, Himachal Pradesh.**

The bids must reach in Department of Revenue, Disaster Management Cell, Room No. E-G11, Eilerslie Building, Himachal Pradesh Secretariat, Shimla – 2 by **21st June 2025 (5:00 PM)**. The Tender Document and the details of the NIT along with the Scope of Work and Term and Conditions are available on the website of HP State Disaster Management Authority www.hpsdma.nic.in.



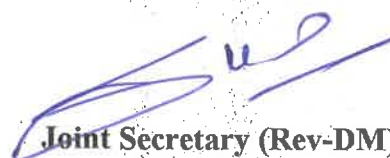
**Joint Secretary (Rev-DM) to the
Government of Himachal Pradesh.**

Endst.No. As above:-

Dated:- 28th May 2025.

Copy forwarded for information and necessary action to:-

1. The Director, Information & Public Relation Department, Himachal Pradesh, Shimla-2 along with six spare copies for wide publicity in two leading newspapers i.e. one in English and one in Hindi.
2. Sh. Mukta Kathuria Verma, Secretary, Tender Monitoring Directorate, ICAI for information, please.
3. Information Technology Specialist, Disaster Management Cell, H.P. Secretariat to upload the advertisement on the website of the department.



**Joint Secretary (Rev-DM) to the
Government of Himachal Pradesh**

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF REVENUE
DISASTER MANAGEMENT**

No. Rev(DMC)(C)1-1/2022-II

TENDER DOCUMENT

The Department of Revenue (Disaster Management Cell) intends to hire qualified/registered Chartered Accountants for preparing the Annual Accounts for the Financial Year 2023-24 & 2024-25 at HPSDMA, DDMA's (12 Nos.) & SDMA's (81 Nos.) level in the State.

Scope of Work:

The selected Chartered Accountant firm will be responsible for the following activities: -

- The CA will maintain account on tally software by entering all the transactions in the software.
- The financial transactions will be recorded separately in the tally software installed at concerned DDMA's.
- Advice shall be given by the Chartered Accountant for all the adjustments required for proper maintenance and keeping the correct balance in the cash books maintaining by the DDMA's and SDMA's. The adjustments shall also be recorded in the tally software.
- The CA will prepare balance sheet along with Receipt & Payment account and Income & expenditure account duly substantiated with Schedule of detail in respect of all 94 units (i.e. HPSDMA, 12 Nos. DDMA's and 81 Nos. SDMA's) after scrutiny of maintained accounts.
- The adjustment required due to the observation raised by the O/o Accountant General (H.P.) shall be complied/addressed during preparation of the annual accounts.
- The Annual Accounts will be prepared on the format approved by the Pr. Accountant General, Shimla, Himachal Pradesh, which will be shared by the HPSDMA/DM-Cell.
- The transactions of all funds shall be shown separately of each type of separate funds (i.e. SDRF, NDRF, SDMAF, Capacity Building Centre Sponsored Schemes, etc.).
- The annual account shall be prepared only for the funds related to DM-Cell, such as SDRF, NDRF, SDMAF, Centre Sponsored Schemes etc. (excluding government budget).
- The annual accounts shall be prepared at HPSDMA, DDMA's (12 Nos.) and SDMA's (81 Nos.) level.
- Ensuring compliance with relevant statutory requirements.
- Providing necessary financial reports and statements.

- Assisting in the finalization of accounts and addressing queries raised by the auditors of the Principal Accountant General, Himachal Pradesh.

Time schedule for completion of work

- The work of preparation of annual accounts of HPSDMA, DDMA's and SDM's located in Himachal Pradesh for the Financial Year 2023-24 to 2024-25 is to be completed within three months from the date of issue of assignment letter.

Eligibility Criteria:

- The bidder must be a registered Chartered Accountant with valid certification from ICAI.
- Minimum 5 years of experience in preparing accounts for government entities.
- Proven track record of handling similar assignments.
- Adequate qualified staff strength to ensure timely completion of work.

Tender Processing and Evaluation: -

Firms would be short-listed and invited to submit technical and financial offer. The process for selection would be QCBS (Quality and Cost Based Selection) method. The selection process will be as under:

- 1) Technical evaluation
- 2) Financial evaluation
- 3) Combined and final evaluation

The Evaluation Committee will select the Firm/Agency by giving 70% weightage to Technical bid and 30% weightage on the financial bid. The bidders must meet the qualifying criteria as given in the tender. Any bidder not meeting any of requirements, will not be short-listed for the further evaluation.

Evaluation of technical bid Criteria for Short listing at the RFP stage

Criteria	Weightage %
Long standing of the firm	10
Turnover of the firm for the last three financial years (FY) from audit and assurances services	05
Experience and Association of Partners	30
Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)	30
Experience of the firm during the last 5 years in audit of Financial Statement relevant to the assignment	20
Presence in the state where project headquarters are located (more than 3 years)	5
Total	100

Criteria (Detailed) and Scoring Scheme for Short listing.

Criteria	Scoring	Maximum Points	Documentation
Long standing of Agency/ firm	1 point for each year of existence over 10 years	10	Date of Constitution of the firm as evidenced from constitution certificate issued by ICAI
Turnover of the firm for the last three financial years (FY) from audit and assurances services "Specified Turnover"	<ul style="list-style-type: none"> • 5 points for Specified Turnover of Rs. 50 lakh or above in each of the last three FYs; • 3 points for Specified Turnover of Rs. 25 to 50 lakh or above in each of the last three FYs; • 2 points for Specified Turnover above 10 lakh and less than Rs. 25 lakhs in each of the last three FYs 	5	Self -certified; the PAF will provide the total turnover and the Specified Turnover. "Turnover" would mean the professional fee earned excluding service tax and travelling, if billed Separately.
Experience and Association of Partners	<ul style="list-style-type: none"> • 5 points for each Partner with Post Qualification Experience (PQE) of 15 years or more with the firm subject to maximum 30 • 3 point for each Partner with PQE of 10 years or more with the firm 1 point for each Partner with PQE of more than 5 year with the firm 	30	List of Partners with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI
Experience and Association of qualified full time staff (being FCAs & ACA and technical staff)	<ul style="list-style-type: none"> • 5 points for each full time staff (CA) with PQE of 10 years or more with the firm • 3 points for each full time staff (CA) with PQE of 5 years or more with the firm 	30	List of full time staff with date of qualification and number of years of PQE with the firm supported by the

	1 point for each full time staff (technical staff) with PQE of more than 2 year with the firm		latest firm constitution certificate issued by ICAI Documentation showing the qualifications and experience of staff other than CAs
Experience of the firm during the last 5 years in preparation/audit of Financial Statements:			List of the clients audited by the firm and signed under the firm name only, giving the date of issue of the audit report and self attested
a. Project financed by bilateral or multilateral agencies	4 points for each project	20	Copies of the appointment letters (only assignments in respect of which audit report has been issued during the last 5 years from date of RFP and pertaining to project as a whole should be included)
b. Agencies implementing government projects (other than above)	2 points for each agency		
Presence in the state where project headquarters is located	<ul style="list-style-type: none"> • 5 points if the head office of the applicant firm is located in the same state • 3 points if a branch office of the applicant firm is located in the same state for at least 5 years • 1 points if either the branch is in existence for less than 5 years but more than 3 years 	5	Latest firm constitution certificate issued by ICAI Date of establishment of the branch and name of Partner/CA qualified employee in charge of the firm

The bidders who score total 70 out of 100 marks as stated hereinabove shall be qualified and shall be included in the shortlist for opening and evaluation of their financial bid. However, if the number of such post qualified bidders is less than two, the DMC, may in its sole discretion, post qualify the bidder(s) whose technical score is less than 70 marks but is more than 60 marks.

Evaluation of Financial bid

1. In the second stage, the financial evaluation will be carried out.
2. For financial evaluation, the quoted amount indicated in the Financial Bid shall be considered. On financial evaluation, the shortlisted bidders will be given final score which will be determined as under:

Formula for determining the financial scores:

$$\text{Financial score (FS)} = 100 \times F_m / F$$

In which FS is the financial score

F_m is the lowest price quoted by the bidders.

F is the price quoted by the respective bidders

(a) 70% weight-age will be given to the Technical Score (TS).

(b) 30% weight-age will be given to the financial score (FS).

3. The DMC will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of works/services.

Combined and final evaluation

1. Proposals of the post qualified bidder(s) during the process of evaluation of the technical bid will finally be ranked according to the total score (Technical Score + Financial Score).

The total score will be determined as under:

(a) 70% weight-age will be given to the Technical Score (TS).

(b) 30% weight-age will be given to the financial score (FS).

The weightage given to the technical and financial proposals are $T = 0.70$ and $P = 0.30$

Combined total score $(S) = (TS \times 0.7) + (FS \times 0.3)$

2. The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws, or fails to comply with the requirements specified hereinabove.

The weightage given to the technical and financial proposals are $T = 0.70$ and $P = 0.30$

Combined total score $(S) = (TS \times 0.7) + (FS \times 0.3)$

Signing of the contract

At the same time as the DMC notifies the successful agencies /institution, the successful bidder shall furnish an undertaking regarding acceptance of term and condition and fulfilment of work assigned as per RFP.

Submission of Bids

- Tenders/ Bids must be submitted in a sealed envelope clearly marked "Tender for Hiring of Chartered Accountant for preparation of Annual Accounts".
- The bid should include:
 - Cover letter
 - Technical bid in separate envelopes
 - Financial bid in separate envelopes
 - Proof of eligibility (certificates, experience letters, etc.)

Technical Bid

- Bidder's profile.
- Details of experience in similar assignments.
- Methodology and work plan for the assignment.
- Team composition and key personnel with their qualification.
- Quality assurance plan.

• Financial Bid

- Detailed fee structure including taxes, if any.
- Breakdown of costs for different levels (i.e. HPSDMA, DDMA's and SDMs level) of the assignment for preparation of annual accounts.

• Estimated Cost per Financial Year

Particulars	Amount per Unit	No. of Unit	Total Amount
HPSDMA	25,000/- (Per FY)	1	25,000/-
DDMA	25,000/- (Per FY)	12	3,00,000/-
SDM offices	10,000/- (Per FY)	81	8,10,000/-
Total			11,35,000/-

Terms and Conditions

- Neither of firm or its partners or associate have any interest in the business of the HPSDMA.
- Based on satisfactory performance of the assignment, work can be extended further on year to year basis (upto maximum of 3 years).
- The agency/firm will have head office/branch office in the State.
- Submission of bids should be as per two bid system i.e. technical bid and financial bid separately in different small sealed envelopes, super scribed as "TECHNICAL BID" and "FINANCIAL BID". All small size envelopes shall be put inside bigger sealed envelope which Shall be scribed as marked "RFP for preparation of Annual Accounts of HPSDMA and DDMA's, including SDM offices, in the State of Himachal Pradesh".
- Bids should be addressed to "Director-cum-Special Secretary (Revenue-DM) to the Government of Himachal Pradesh, Himachal Pradesh Secretariat, Shimla-2".
- The aforesaid Bids must reach in Disaster Management Cell, Room No. E-G11, Ellerslie Building, Himachal Pradesh Secretariat, Shimla-2 on or before **21st June 2025 upto 5:00 P.M.**

- The Technical Bids shall be opened first for scrutiny of the Bid Documents and Technical Data as per the requirement of the Tender Document. Thereafter, the Financial Bids of only technically qualified Bidders shall be opened. However, if the Technical Bid(s) of any Bidder(s) is/are found incomplete or not supported by required documents or deficient viz. any technical parameters as specified in the Tender Document, the Financial Bid of such Bidder(s) shall not be opened.
- A copy of the Tender Document can be obtained during working hours from the office of the Disaster Management Cell, Room No. EG-11, Ellerslie Building, H.P. Secretariat, Shimla-2 from **29th May 2025** onwards against the payment of non-refundable/ non-transferable Tender fee of Rs. 500/- or can be downloaded from the official website of HPSDMA. The downloaded tender form must be accompanied by a Demand Draft of Rs. 500/- as Tender fee in favour of the **“Assistant Controller (Revenue-Disaster Management Cell), H.P. Secretariat, Shimla-2”** payable at Shimla in addition to earnest money/ performance security to be deposited with application fee. It is advisable that the interested Bidders should browse the aforesaid official website for information regarding any changes, amendments and updates in the Tender Document or any terms & conditions thereof, if any, before submission of bids.
- Technical bid shall be opened by the Committee in the office chamber of the Joint Secretary (Revenue-Disaster Management) to the Government of Himachal Pradesh, Room No. 311, Armsdale Building, Himachal Pradesh Secretariat, Shimla-2 at **3:00 PM** on **23rd June 2025**. The financial bids of successful technical bidders will be opened thereafter or the date may be conveyed to the firms. The bidder who wish to be present at the time of opening of bids may represents themselves or authorize theirs representatives with an authority letter.
- Incomplete bids or bids received after due date shall be summarily rejected. Technical bids offered by the bidder who can't provide the entire information as required shall be rejected summarily.
- The DM Cell shall not be bound to accept the lowest quotation. The decision of the DM Cell shall be final in this regard.
- The decision as to what would constitute "Similar" would be decided by the Tender opening Committee and its decision in this regard would be final and no further correspondence in this regard would be entertained.

- Where the price quoted by the lowest bidder is highly excessive as compare to prevalent rates justification, negotiation may be held with lowest bidder to bring price at justified level. If the negotiation with lowest bidder fails to result in an acceptable contract, DM Cell shall hold negotiation with the next ranked bidder & so on.
- The agency/firm shall also be liable for depositing all taxes, Levies, Cess etc. on account of service rendered by it to this department to concerned Tax Authorities from time to time as per extant rules and regulations on the matter.
- Tax deduction at source (TDS) shall be deducted as per the provision of Income Tax Act and GST Act.
- The successful bidder shall furnish, Earnest Money Deposit (EMD) in the form of Demand Draft amounting to Rs. 50,000/- (Fifty Thousand) payable to Drawing & Disbursement Officer, Disaster Management Cell, Department of Revenue.
- Additionally, the successful bidder shall also furnish a performance security deposit equivalent to 5% (five percent) of the total value of contract in the shape of FDR/ Bank guarantee in the name of Drawing & Disbursement Officer, Disaster Management Cell, Department of Revenue for the period of contract. The security deposit will be forfeited in the case of delay in service beyond the period stipulated by the department or non-compliance of term and conditions of agreement any by the firm/agency.
- The payment will be made on the completion of assigned work of preparation of annual account of HPSDMA & DDMA (Incl. SDMs) units as under:-

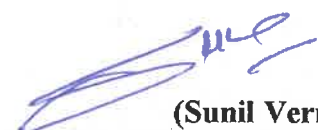
On completion of assigned work of 3 DDMA's (Including SDM offices of respective districts) units.	10%
On completion of assigned work of 7 DDMA's (Including SDM offices of respective districts) units.	15%
On completion of assigned work of 10 DDMA's (Including SDM offices of respective districts) units.	20%
On completion of assigned work of HPSDMA and 12 DDMA's (Including SDM offices of respective districts) units.	35%
On completion of Satisfactory completion from all 12 DDMA's/acceptance of the same by SDMA including the assigned work	20%
Total	100%

- Department of Revenue (Disaster Management Cell) reserve right to reject/accept tender without assigning any reasons.
- Any quotation inconsistent with the above terms and conditions may be rejected.
- The decision of the Director, DM Cell on any disputes emerging out of the RFP shall be final.
- Legal disputes, if any, shall be subject to Shimla jurisdiction only.
- The rate quoted shall be inclusive of all taxes and TA/DA.
- The bidder must ensure confidentiality and security of all financial information.
- The bidder must adhere to the timeline agreed upon for the completion of work.

Contact Information

- For any queries related to the tender, please contact:

- Name - Sh. Vinod Sharma
- Designation - Assistant Controller (Revenue-DMC)
- Mobile No. - 98057-97884



(Sunil Verma)
Joint Secretary (Rev-DM) to the
Government of Himachal Pradesh.

Endst. No. As above:-

Dated:- 28th May 2025.

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