



RANCHI MUNICIPAL CORPORATION

Kutchury Road, Ranchi-834001

Contact No. : 0651-2203469, 2203563. Fax : 0651-2211777

Email: support@ranchimunicipal.com

Website: www.ranchimunicipal.com

Invitation of Expression of Interest (EOI) from CA Firms/CA

Expression of interest from the reputed Chartered Accountant firms are invited for engagement of Chartered Accountant for owning the responsibility of preparation and maintenance of Double Entry Accounting System in Ranchi Municipal Corporation, Ranchi including supervision of works of Accountant along with below mentioned works in particular as per guidelines of The Secretary, Urban Development Department, Government of Jharkhand vide his letter No. 2039(En) Dated 19-03-2012.

1. The CA firms should have adequate exposure to government sector and preference shall be given to firms having experience in municipal accounting system. Experience should include implementing accounting system in the government sector on conducting internal/special audit of ULB/other Agencies.
2. The CA firms should have experts of legal, administrative and management fields.
3. The Chartered Accountant should have good analytical and communication skills and have experience of holding workshops and training programs. Good computer skills and working knowledge of computerized environment along with exposure to Accounting packages/ERP systems is Desirable.
4. Preference shall be given to the CA firm/Chartered Accountant who has working experience in the state of Jharkhand, especially in the field of Tally software based computerized municipal accounting.

Reputed Chartered Accountant firms should therefore submit their expression of interest for the above mentioned works for two financial years starting from financial year 2012-13 as per details below.

- (i) The CA firms shall submit their technical and financial proposals in two separate envelopes which should be clearly marked as (a) Technical Bid (b) Financial Bid and should reach this office latest by **21-05-2012 before 4:00 P.M.** by post or personally, which shall be opened at **4:30 P.M.** on the same day in the **Office of the Chief Executive Officer**. Enclosures of details of work of similar nature executed in the past with documentary evidence are needed.
- (ii) Technical bid shall comprise of the credentials of the CA firms, whereas financial bid shall mention the total fee of the assignment, the payment schedule thereof. The total overall lump sum fee is also to be quoted.
- (iii) The CA firms are advised to inspect the office of Ranchi Municipal Corporation, on their own cost and risk before submitting their proposals.
- (iv) The undersigned reserves the right to accept or reject any or all proposals without assigning any reasons thereof.

Chief Executive Officer
Ranchi Municipal Corporation, Ranchi

Memo No.1506...../Dated ...02.05.12...

- C.C:-
1. Copy forwarded to M/s. Shivesh Publicity, Kutchury Road, Ranchi with direction to publish this notice in one edition of Hindustan Times, Prabhat Khabar, Sanmarg, Ranchi Express.
 2. Publicity Manager - Dainik Bhaskar, Dainik Jagran with a request to publish this notice in one edition of their local news paper.
 3. Mr. Rajesh Kumar, Department Incharge (IT) with direction to upload relevant files in the website of Ranchi Municipal Corporation, www.ranchimunicipal.com.



Chief Executive Officer,
Ranchi Municipal Corporation, Ranchi