

GREATER VISAKHAPATNAM MUNICIPAL COPRORATION
SHORT & URGENT TENDER NOTICE

Roc.No.5194/03/2007/AO (F)

Dt.14-11-2011.

Last date of sale & Receipt of Application for tender schedule: 22 -11-2011 Up to 5.00PM

Last date of receipt of Tenders : 23-11-2010 Up to 3.00 PM

Opening of Tenders : 23 -11-2010 at 3-30 PM

SL No.	Name of the work	Tender Schedule Cost + ST Non Refundable	Tender Deposit	Security deposit	Period
1	Engaging Chartered Accountant for preparation of accounts and reconciliation of all receipts with DCBs of GVMC	Rs.2000/- + 250/-	Rs.5000/-	The lowest agency/firm should deposit Rs.50,000/- towards performance Guarantee and Security Deposit before the agreement. Job chart will be attached to the tender schedule.	21 Months

Note : For other details required in respect of above tender notice, contact Financial Advisor & Accounts Officer, GVMC in office working hours or visit our web site <http://www.gov.in>.

Sd./-xxxxxxx

for COMMISSIONER

JOB CHART

To take up accounts as per the Double Entry Accrual Based Accounting System in respect of all accounts of GVMC. Reconciliation of all receipts (Transaction wise) collected through e-Seva Centres, Soukaryam Centres, Collection Banks with the DCBs of GVMC and submit the weekly, monthly, quarterly, half yearly and annual reports. The Agency should attend all the Income Tax, VAT, Service Tax, CST Matters etc. relating to GVMC, filing of returns and appeals. Preparation of Financial data like IRR, NPV, DSCR, DER etc for JNNURM works/other project works. Procuring grants from State & Central Govt. To prepare subsidiary registers as per double entry Accounting system, imparting of training to the concerned accountants and other

staff of GVMC. Assist in preparation of Budget as per AP Municipal Accounting Manual. Reconciliation of all cash books monthly and annual. Certification of receipts, receivables in respect of Gadavari Bonds, JNNURM, LIC Bonds Bank Loans. Preparation quarterly, Half yearly, and Annual Financial statements & Balance Sheet, Preparation of Financial and Budget Analysis reports. Preparation and certification of Asset Registers as per Govt. valuation norms. The Agency should implement all instructions issue by the Govt. from time to time for the implementation of DEABAS. The Agency/Firm has to provide 6 well experienced professionals in all the 6 Zonal Offices of GVMC located at Madhurawada, Asilmetta, Surybagh, Kancharapalem, Gajuwaka and Pendurthy to reconciliation of all receipts relating to zones every day and preparation accounts at Zonal level. The Agency to provide 5 experienced professionals at GVMC Main Office to consolidate all the Zonal reports and prepare.