

RFP No-557

Request for Proposal

Dated-25.03.2021

“RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in
Collector Kondagaon”

Office of the Collector, Kondagaon Dist- Kondagaon (C.G.)

Collector Kondagaon Distt. Kondagaon, Chhattisgarh

RFP NOTICE

Second - Call

DATED : 25-03-2021

RFP for “RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.”.

Name of work	EMD	RFP Document Fee
RFP for “Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.”.	INR 20,000/-	INR 1,000/-

1. RFP documents can be seen on the website <http://Kondagaon.gov.in/> and downloaded from the said portal.
2. Date of Publishing of Tender – **27.03.2021**
3. Last date of submission of tender – **05.04.2021**
4. Date of opening of tender – **05.04.2021 (3.00 PM)**

-SD/-

(Pushpendra Kumar Meena,IAS)

Collector Kondagaon

1. Disclaimer

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the Collector or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Collector to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful for formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Collector in relation to set up the “RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon. ” Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Collector Kondagaon, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The COLLECTOR accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed here in.

The COLLECTOR, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained there in or deemed to form part of this RFP or arising in any way in this Selection Process.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the COLLECTOR or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the COLLECTOR shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

-SD/-

(Pushpendra Kumar Meena ,IAS)

Collector Kondagaon

Quick Information Data Sheet

“RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.”

Web Address to download the RFP	http://kondagaon.gov.in/
Date of Issue of RFP	Date:
Last date and time of Submission of Bid (Bid Due Date)	Up to Date: Till
Mode of Submission of RFP	Through speed post /registered post only. Note: - No drop box facility will be available.
Opening of Technical Bid	
Date of opening of Financial Bid	To be intimated later to the technically qualified bidders.
Duration of services:	Two Years
Cost of RFP Document	Rs. 1,000/- (One Thousand Rupees Only) Demand draft in favour of Collector Kondagaon payable at Kondagaon.
Earnest Money Deposit (EMD)	20,000/-
Validity of EMD	225 Days
Validity of proposal	180 Days.
Selection Process	As per RFP.
Representative/Contact Person of ZILA PANCHAYAT, for Further information	Phone 07786-242001 Email: collectorkondagaon@yahoo.in miningkondagaon@gmail.com
Evaluation Criteria	As per RFP
Address where Bidders must send proposal	Office of the Aadkachepta Para Umarkot Road, Collector Composit Bulding KondagaonDist.-Kondagaon (C.G.) Pin-494226

Note:

2. This document is non-transferable and non-refundable.
3. In case a Holiday is declared on any day, the event will be held on the next working day at same time and same venue.

2: Details of project

- **The purpose of assignment includes:**
 - To improve the state of check of accounts;
 - To facilitate quick and accurate finalization of Annual Report at the end of the financial year;
 - To ensure transparency in governance;
 - To help in tracking proper end-use of grants released.
 - To ensure correctness and compliance of all rules and regulation followed in all day to day activities.
 - To ensure non-diversion of fund in its ultimate end-use.
 - To provide time bound correct information to management and donor agency and ensure timely release of grant funds and effective decision making
 - To ensure proper compliance of all statutory provisions applicable.
 - To ensure Proper compliance of Utilization Certificate(UC).

3: Schedule of RFP and instructions to bidder

Request for Proposal

Request for Proposal (RFP) “RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.”. COLLECTOR intends to select the Bidder for each cluster through a competitive bid process in accordance with the procedure set out herein.

Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment before submitting the Bid.

Sale of RFP Document

Bid document is available at the website <http://kondagaon.gov.in/> Interested parties may download the bid documents from the website and submit their offer. Bidders submitting the bid after downloading from the website shall have to furnish the fees amounting to **INR 1,000.00/- (INR One Thousand only)** in the form of a demand draft in favour of , Collector Kondagaon, Chhattisgarh and payable at Kondagaon (Chhattisgarh) along with bid documents.

Documents Constituting the Bid

The Bid prepared by the Bidder shall comprise the following components -

- a) Envelope A: RFP document fees and EMD & Technical Bid
- b) Envelope B: Financial Bid

Earnest Money Deposit(EMD)

- a) The bidder shall furnish, as part of the pre-qualification, an EMD as mentioned in Quick Information Data Sheet.
- b) The EMD shall be in Indian Rupees and shall be in the form of Fix Deposit Receipt (FDR)/Bank Guarantee/DD drawn in favour of “, COLLECTOR Kondagaon, Chhattisgarh and payable at Kondagaon and valid for 225 days from the date of submission of bid.
- c) Refund of EMD: EMD of all unsuccessful bidders except the 2nd Lowest/Ranked bidder, would be refunded by COLLECTOR with in 45 days of the bidder being notified as being unsuccessful. The EMD of the 2nd Lowest/Ranked bidder shall be returned once the agreement has been executed with the successful bidder.
- d) EMD to be submitted in the separate envelope.

Validity of the Bid

The Bid shall be valid for a period of not less than 180 days from the Bid Due Date (the “BDD”).

Brief description of the Selection Process

The COLLECTOR has adopted a Single stage two envelope bid process (“Selection Process. Financial Bid of only shortlisted parties will be opened and evaluated as specified in RFP. The selection of the bidder would be done on the basis of Least Cost.

Duration of the Project

Duration of the Project is as per Service Level Timeline.

Pre-Proposal visit

Prospective Bidders may visit the office of the COLLECTOR to get general information/additional data at any time (office hours only)prior to Bid Due Date.

Communications

- I. All communications including the submission of Bid should be addressed to:

Collector
Dist.-Kondagaon
Aadkachepda Para Umarkot Road
Collector Composit Bulding Kondagaon (C.G.)
Pin- 494226 Phone No. 07786-242001
Email ID- collectorkondagon@yahoo.in

- II. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: “RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.”

Conditions of Eligibility of Applicants

Technical Bid

Applicants shall submit the technical bid in the formats at Annexure-I (the “Technical Bid”). While submitting the Technical bid, the Applicant shall, in particular, ensure that:

- All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- The bid is responsive in terms as follows:-
- The Technical Bid is received in the form specified at Annexure-I;
- It is received by the BDD including any extension as notified by COLLECTOR through Corrigendum;
- It is signed and sealed.
- It contains all the information (complete in all respects) as requested in the RFP; and
- It does not contain any condition;

The Technical bid shall not include any information relating to the Financial Bid. If the financial Bid is included with the technical bid envelop, the bid of the concerned bidder will be rejected.

Financial Bid

Applicants shall submit the financial bid in the formats at Annexure-2 (the “Financial Bid”). Financial bid shall not be conditional.

The monthly minimum fees shall be Rs 75,000/- (Seventy five Thousand only) for DMFT, CSR & SCA. If the same amount of Financial Bid, Received by the two or more successful bidders, Tender Should be award by the technical remark.

The monthly minimum fees shall be Rs 75,000/- (Seventy five Thousand only) for extra team member as per RFP

Submission of Bid

The bid will be sealed in an outer envelope which will bear the address of the Collector Kondagaon, RFP Notice number and name as indicated (RFP Notice No. & “RFP for Appointment of Consultant for conducting Internal/ Pre-audit and Management reporting in Collector Kondagaon.” It should also include address of the Bidder. If the envelope is not sealed and marked as instructed above, the COLLECTOR assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

The aforesaid outer envelope will contain two separate sealed envelopes, as specified.

The completed Bid must be delivered on or before the specified time on BDD.

The COLLECTOR may, in its sole discretion, extend the BDD by issuing an Addendum/Corrigendum.

JV/Consortium

JV is not allowed

EVALUATION

PROCESS Evaluation of Proposals

Not with standing anything to the contrary contained in this RFP, COLLECTOR may, at its sole discretion, waive any minor infirmity, non-conformity or irregularity in a proposal that does not constitute a material deviation, and that does not prejudice or affect the relative position of any Bidder, provided it conforms to all the terms, conditions of the tender documents without any material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects, in any substantial way, the scope, quality or performance of the contract; (ii) that limits, in any substantial way, inconsistent with the tender documents, COLLECTOR's rights or the selected Bidder's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidders, who are presenting eligible proposals.

The Authority shall open the Proposals at [16:00] hours on the PDD, at the place specified in RFP and in the presence of the Bidders who choose to attend.

The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

Evaluation of Technical Bid

- a. The Technical Bids that are in substantial compliance with the eligibility criteria will be evaluated by the Evaluation Committee and may require meeting with the Bidders or presentations by the bidders on their bids, discuss the bids with each and request clarifications.
- b. Evaluation Committee & COLLECTOR shall be the deciding authority in all matters related to the evaluation process of Technical and Price/Financial Bids. The Technical Bids will be evaluated based on the submissions along with the technical bid.
- c. COLLECTOR may, at the time of evaluation of the Technical Bid, request for additional information from the Bidder, which the Bidder shall provide within a period of 7 days. The Bidder may also be asked to make a presentation to the Evaluation Committee on their proposal (if required)

Legal Jurisdiction :

If the work is not found satisfactory the service will be terminated by District Collector at any time. No Court proceedings will be eligible and collectors decision will be final.

OPENING OF Financial BIDS

Process: Prior to opening of Price/ Financial Bid, Evaluation Committee will determine if (i) General Submissions and Technical Bids of consortium/Bidder meet the requirement (ii) Bid is technically compliant/ qualified and if the submission satisfies (i) & (ii) then, Evaluation Committee will review and evaluate the Price Bid. If the submission does not satisfy the criteria, the submission will be rejected, and the Bidder will be eliminated from further evaluation process.

Bidder should provide all prices as per the prescribed format provided under “Annexure -2”. All prices are to be entered in INR ONLY (Values IN % or any other currency are not allowed. The Bidder needs to account for all Out of Pocket expenses related to Boarding, Lodging and other related items in the Financial bids. No additional charges shall be paid by COLLECTOR office, except GST if applicable.

AWARD Award

Criteria

The intention to sign Agreement would be conveyed by COLLECTOR to the Preferred Bidder who satisfies all other compliance requirements.

Right to reject any or all Bids

Not with standing anything contained in this RFP, COLLECTOR reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for its action.

4: Process of Bidding

Purchase of RFP: - The bidder has to purchase the RFP as mentioned.

EMD: - Submission of EMD as per RFP.

Submission of RFP: - As per clause 3.13 section3

Evaluation of Bid: - The bid evaluation criteria are as follows: - Envelope

A will be opened and evaluates as mentioned below

Eligibility Criteria		
S. No.	Particulars	Requirement
1.	EMD	AS per RFP (Section 3)
2.	Bid Document Fees	AS per RFP
3.	Technical Bid	AS per RFP

CONDITIONS FOR ELIGIBILITY OF FIRM:

Firms must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Firms who satisfy the Conditions of Eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Firm shall fulfill the following Minimum Eligibility Criteria:

- The CA (Chartered Accountants) Firm should be a Proprietary/partnership Practicing Firm registered with ICAI with a registered office in Chhattisgarh.
- The CA Firms should be in Practice for a period of 5 years or more and empanelled with C&AG of India. (As per the latest Certificate of ICAI as on 01/01/2020 OR latest Firm Status Card & C&AG empanelment letter).
- The firm shall have minimum average turnover of last 3 FY of INR 10 lacs (10 lacs) from Professional fees

in the last three financial years i.e. 2016-17, 2017-18 and 2018-19.

- Minimum number of partners should be 5 (at least 1 should be DISA) along-with 2 paid assistant. The firm should have at least 2 FCA as per the ICAI Constitution certificate.
- Experience in similar assignments of Government department: minimum 2.
- The firm should have, during the last five years, neither failed to perform any Agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Firm, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Firm. (Self-Certification duly notarized to be attached).

Section 5: Technical Evaluation

Technical Evaluation - Only the bidders qualifying the minimum technical score (70) will be considered for financial evaluation.

DETAILED MARKING	Criteria	Maximum Marks
	Experience of Firm in Auditing Business, Similar Assignments, Manpower available& Turn Over	100
1	Total Years of Experience of the firm: (i) <5Years: - 0marks (ii) ≥ 5Years <10 Years: -10 marks (iii)≥10 Years: -20marks Copy of Latest Constitution Certificate (1 marks for each year of experience, Max marks – 20 years)	20
2	Number of Partners in the firm as per Constitution Certificate i. < 5 partners: 0 marks ii. 5 to 10 partners: 5 marks iii. > 10 partners: 10 marks (1 mark for each number of partners, Max marks – 10 partners)	10
3	Number of Qualified (other than partners) in the firm as per Constitution Certificate i. < 2 qualified: 0 marks ii. 2 to 5 qualified: 5 marks iii. > 5 qualified: 10 marks (1 mark for each number of qualified. Max marks – 10 qualified)	10
4	Turnover of the firm (Average of last 3 years) as per audited financials i. <10 lacs: 0 marks ii. 10 lacs to 50 lacs: 10 marks iii. >50 lacs: 20 marks (2 marks for Rs. 10 lacs of turnover, Max marks – 100 lacs)	20
5	Number of Similar Assignment in Government sector: (i) <2Assignments: -0marks (ii) ≥ 2Assignments< 10Assignments: -10 marks (iii)≥ 10Assignments: -20marks Work Order or Provisional/ Experience Certificate (1 marks for each similar assignment. Max marks – 20 assignments)	20
6	Presentation on detailed approach and methodology	20

6: Financial Evaluation

Financial Evaluation

Financial Bid of short-listed Bidders who qualify eligibility criteria and get past the minimum technical score shall be opened in the presence of the representatives of qualified Bidders, who choose to attend.

Notwithstanding anything mentioned herein above, it shall be noted that the final decision of awarding the work shall remain with the Collector and no bidder shall be allowed to question the decision of the authority. Also, if in a case there is no clear bidder can be awarded the decision of Collector for awarding of work shall be final and binding.

Negotiations: - Negotiations may, however, be undertaken with successful bidder, when the rates are considered to be higher than the prevailing market rates or found to be on higher side upon analyzing by bid evaluation committee. The bid evaluation committee shall have full power to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

7. Minimum Team Deployment.

- The bidder shall have to depute a Pre auditor for Head Quarter(location as instructed by collector).
- The representative should have signing authority for the project and other necessary correspondences.
- The office setup should have all required equipment's for proper functioning and reporting. No additional payment shall be made in this regards and participating bidders shall have to consider the same in their Financial Bids.
- However, Collector can call for Extra Team as and when required and for that will reimburse as per rate approved.

7.9. Contract Period

Initial Contract Period for the project shall be 24 months. However, based on the performance of the consultant and approval from the competent authority, the contract duration shall be extended further for 12 months, with price escalation of 10%.

Section 8: Terms of Reference and Scope of work

8.1. Introduction and Background

Introduction of the project

- The purpose of pre-audit includes:
 - a) To improve the state of check of accounts;
 - b) To facilitate quick and accurate finalization of Annual Report at the end of the financial year;
 - c) To ensure transparency in governance;
 - d) To help the Government to track proper end-use of grants released by the Collector;

- e) To ensure correctness and compliance of all the rules and regulation followed in all the day to day activities.
- f) to ensure non-diversion of fund in its ultimate end-use.

Scope of work: -

The indicative role and scope of CA firms are as under

PRE-AUDIT& Internal Audit

1. CA firms -Auditors & staff must be well versed with all rules & guidelines applicable to Colletorate
2. Pre-Audit shall cover all the payment related to day to day work of Collector of any schemes in nature of contracted works, purchase bills, advances refund of all kind of work related deposits, all kinds of consultancy fees and contingent bill, Grant Release etc. of Collector according to the rules and regulation as per applicable as per notification dated.
3. Auditor will ensure in each payment that terms & conditions of tenders and rate offers should be according to procurement law and policies.
4. Auditor will ensure that Expenditure incurred is within the Budget provision allocated to particular head during Pre-Audit.
5. Auditor will ensure that all the sanctioned advances should be pre-audited and then advised for payment to disbursement officer
6. Auditor will ensure that all the expenditure i.e. Construction work, Material Procurement, Electric Bill, Fuel, Vehicle Bill etc. is advised for payment only after the process of pre- audit, however payment related to salary, utility bill may be covered into post audit only as per order by the department.
7. Auditor will ensure that all the security deposit and earnest money deposited in tender/agreement process should be deposited in the bank immediately. Similarly refund of these security deposit and earnest money deposit should be made in time.
8. Auditor will ensure that all revenue receipts should be audited and bank entry should be reconciled with cash & bankbook.
9. Auditor will review that the fixed deposit and other funds should be in nationalized banks/Approved financial institutions and should earn maximum interest at their gestation period.
10. Auditor will ensure that all kind of tax deductions Should be deducted from the payments as applicable, deposited properly and also should be properly recorded.
11. Any other areas/reporting/certification as may be required and directed by Collector Kondagaon.

Annexure 1: Summary of Information**Details of the Firm**

S. No.	Particulars	Details
1	Name of the Firm	
2	Constitution of Firm	
3	Address of the Head Office (incl. Tel Phone)	
4	PAN of the Firm	
5	GST registration No.	
6	ICAI Registration No.	
7	Date of constitution of the Firm	
8	Number of Full time Partners as on PDD	
9	Number of full time CA Employee as on PDD	
10	Number of Audit Staff employed full time with Firm as a. Article Clerks b. Other Audit Staff	
11	Number of Branches	
12	Firm has experience in internal audit or internal audit of accounts or any other services for any Govt. Companies/Corporations etc.	
13	Whether there any court cases/arbitration/any other legal case against the Firm (If yes, please provide details in separate annexure)	
14	Contact Person: Contact No: Email address:	

Authorized Signatory

Declaration of Non-Blacklisting

To

Collector

Kondagaon

Dear Sir,

Sub.: Undertaking on the not Black-Listed Requirement

We _____ hereby confirm that our firm/organization/company is not blacklisted by any Government organization/Central/State/PSU/ULB/Government Parasternal Bodies or its agencies for any reasons whatsoever as on date of submission of the bid for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or backing out from execution of contract after on award of work.

Sincerely yours

Name:

Designation:

Bidder Organization Name:

Date:

Seal:

Financial bid format

FINANCIAL BID

(To be submitted on letter head of bidder)

To,

Collector,
Kondagaon

Sub: RFP for “RFP for Appointment of Consultant for conducting Internal/ Pre-audit, and Management reporting in Collector Kondagaon.

Dear Sir,

I/We, (Bidder’s name) herewith enclose the Financial Bid for “RFP for “RFP for Appointment of Consultant for conducting Internal/ Pre-audit, and Management reporting in Collector Kondagaon.”.

I/We agree that this offer shall remain valid for a period of 180 days from the Bid Due Date or such further period as may be mutually agreed upon.

Particular	Amount (in Words)
Monthly Fees for pre-audit/ internal audit	

The abovementioned price would be inclusive of all taxes (whichever is applicable) except GST. No payment will be done above the quoted price except GST if applicable.

Yours faithfully,
(Signature, name and designation of the authorized signatory)