

MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
(AN AGENCY OF GOVERNMENT OF MADHYA PRADESH)
5th Floor, Block-II, Paryavas Bhawan, BHOPAL M.P. – 462004

No./10934/A-7-4/Acct./CA/FY 2022-23

Bhopal, Dated : 13/07/2023

REQUEST FOR PROPOSAL (RFP)

**FOR APPOINTMENT OF STATUTORY AUDITOR FOR HEADQUARTER OFFICE
AND PIUs OF MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
FOR THE FINANCIAL YEAR 2022-23**

1. Madhya Pradesh Rural Road Development Authority (MPRRDA) Bhopal seeks to invite technical and financial proposals from *Chartered Accountants firms empanelled with C & AG as Major Auditors* who are meeting the minimum eligibility criteria for providing their services for the statutory audit of Headquarter office and Project Implementation Units (PIUs) of MPRRDA at district level for the F/Y 2022-23, which could form the basis for future negotiation and ultimately a contract between **MPRRDA** and **CA firm**.
2. The purpose of this assignment is to Audit the Project Financial Statement of MPRRDA and its all PIUs for the **accounting period April 2022 to March 2023 (FY 2022-23)**.
3. In order to obtain first hand information on the assignment and the local conditions, it is considered desirable that a representative of the firm visit the office of the MP Rural Road Development Authority, Bhopal before the proposal is submitted. Your representative may meet the following officials or contact on the phone numbers given below:-

Name, address, telephone number /Fax number.

Mr. S.L.R.Dubey

Chief General Manager (Finance)

MP Rural Road Development Authority,

Bhopal, Ph. (0755) 2577710, Fax – 2573396, E-Mail cgmfinmprrda@gmail.com

OR

Mr. Subhash Mahajan,

Accounts Officer

MP Rural Road Development Authority,

Bhopal, Ph.(0755) 2577710, Fax - 2573396. auditmprrda@gmail.com

4. The proposals including all the supporting information in the prescribed formats (Enclosed) **will be received on e-procurement www.mptenders.gov.in up to 17.30 hrs on 04/08/2023.** Offline document will not be handled through this system.

The details about the background of the auditee, the units to be covered in the Audit, scope of work, terms of reference, and the eligibility criteria for selection of the CA firm are given in the following paragraphs.

S.N.	Stages	Date & Time
1	Tender/RFP publishing date	14.07.2023 from 17:00 hrs.
2	Tender/RFP document Download/ Sale Start Date	14.07.2023 from 17:30 hrs
3	Bid Submission Start Date	15.07.2023 from 11:00 hrs.
4	Bid Submission closing Date	04.08.2023 upto 17:30 hrs.
5	Date of opening of Technical bid	08.08.2023 from 12:00 hrs.

Note:-Date of Financial Bid opening will be notified on the e-tender portal after technical bid evaluation.

(1) INTRODUCTION :-

MP Rural Road Development Authority receives fund from the Central Government, State Government, MP Krishi Vipnan Board, ADB, World Bank, AIIB, DMF etc. for the Rural Road Development Project. The project is being implemented in the State of Madhya Pradesh by the Government of Madhya Pradesh through the Department of Panchayat and Rural Development. The MPRRDA executing agency is registered under the Madhya Pradesh State Society Registration Act 1973.

At present the Project is being implemented at District level by PIUs of MPRRDA (List enclosed). The Authority intends to appoint Chartered Accountants for audit of the Project Financial Statements (PFS). The work of audit of accounts of different PIU as above and that of Head Quarters may be assigned to one or more agencies as may be decided by the authority.

(2) PROJECT DESCRIPTION:-

The main objective of the project is to construct the village roads/Bridges throughout the State as per guidelines issued by Government of India, State Government.

(3) PROJECT SETUP:-

The project is being executed by MPRRDA, a society incorporated under the Madhya Pradesh State Society Registration Act 1973. The project implementation setup is as follows-

1. At the State level Executive Committee (E.C.) shall be responsible for strategy and policy formulation, review of performance at unit level, ratification of budget, etc.

2. The principle executive body at the state level is the Head Office of the MPRRDA which would be responsible for supervision of project's operational matters including close monitoring of the project at all levels, imparting professional support to the districts, etc.
3. The execution of the Project is being done by the Project Implementation Units who are responsible for procurement, disbursement, monitoring, reporting and co-ordination with various work agencies.

(4) OBJECTIVE OF AUDIT SERVICES:

The objective of the Audit is to ensure independent, professional audit of Accounts and that the grants provided by Union & State are used for the purposes for which it is intended and that the Annual Financial Statements are free from material mis-statements and the terms of the credit/ loan agreements of ADB/ (Asian Development Bank) , World Bank, AIIB,DMF etc. are complied with all material respects.

The objectives of the Statutory Audit is to enable the Auditor to express a professional opinion on the financial position of MPRRDA and on funds received & expenditure incurred during the accounting period ending on 31 March, 2023 (Financial Year 2022-23).

It further enable to the auditors to express as to whether:-

1. The financial statements give a true and fair view of the financial position of the Authority including PIUs at the end of fiscal year, 2022-23
2. The funds were utilized for the purposes for which they were provided, and
3. Where programs are financed by ADB, World Bank, AIIB the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

Standards: The audit will be carried out in accordance with **National Standard of Auditing** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the Auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

(5) Minimum Audit Fee:

Minimum audit fee for statutory audit for the year 2022-23 including all scope of work shall be Rs. 5.50 lakhs (Rs. Five Lakhs Fifty thousand only) plus applicable GST at prevailing rate (Fee shall be inclusive of food/boarding/lodging expenses) for Financial Year 2022-23.

(6) SCOPE & COVERAGE OF AUDIT

In conducting the Audit special attention should be paid to the following:

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of

remedying weak controls ; verification of assets and liabilities, Bank Guarantees & FDRs; a specific report on this aspect would be provided by the Auditor as a part of the Management Letter;

- b) Funds have been spent in accordance with the condition laid down by the Government of India / State Govt./ADB/ World Bank/ AIIB/DMF ect. from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GOI/World Bank, AIIB, ADB etc.
- d) All necessary supporting documents, records and accounts have been kept in respect of the project.

(7) DURATION OF AUDIT

The audit period will commence from the 1st April, 2022 to 31 March 2023 which may be extended further for two years (2023-24 and 2024-25) depending upon satisfactory performance of the auditor and on the same fees and terms and conditions.

(8) PROJECT FINANCIAL STATEMENT

The Scheme wise Project Financial Statements (individual and consolidated financial statements of the State and PIUs) would broadly cover:

1. Balance Sheet, Income & Expenditure, Receipt & Payment, Utilization Certificates together with relevant accounting policies, notes on accounts and schedules i.e. Bank Reconciliation Statements, Statement of Fund Position, and Reconciliation of Expenditure with reference to monthly accounts.
2. A summary of funds received from Central Government, State Government, MP Krishi Vipnan Board, ADB, World Bank ,AIIB /DMF etc. separately.
3. A summary of Expenditures shown under the main project headings and by main categories of expenditure both for current fiscal year and accumulated to date and
4. A statement of account showing accumulated funds of the Project, bank balances, other assets and liabilities, if any.
5. Compiled financial statements of all schemes of MPRRDA.

(9) STATEMENT OF EXPENDITURES

The auditor is required to audit all expenditure which mainly consists of payments to the contractors for the work done. The auditor should apply such tests and controls as the auditor considers necessary to ensure that payments have been correctly made as per agreement and bring to light any excess of irregular payments. Where irregular expenditure is identified as having been incurred the same should be reported separately by the auditor. MPRRDA executes projects with the assistance of ADB, World Bank/ AIIB. Audit is required to submit project specific certificated expenditure statement for each project and Audit Report thereon.

(10) **AUDIT OPINION**

- (a) Besides a primary opinion on the Project financial Statements, the Annual Audit Report of the Project Accounts should include a separate paragraph commenting on the accuracy, regularity and propriety of expenditures.
- (b) **Financial Management Letter:-**The Auditor will prepare a Financial Management Letter in which the summary on the Internal control issues (Other than those which materially affect his opinion on the Financial statement) as under:-
- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of audit;
 - Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
 - Report any procurement which has not been carried out as per the procurement manual/ guidelines of the schemes and the Government;
 - Communicate matters that have come to notice during the audit which might have significant impact on implementation of the schemes; and
 - Bring to Management's attention any other matter that the Auditor considers pertinent.

The observations in the financial management letter must be accompanied by the implications, suggested recommendations. Management comments/ response on the observations/ recommendations have to be obtained and reported along with the audit opinion.

(11) **COVERAGE**

Audit will be carried out in respect of the following:-

1. The fund received from Government of India by the state authority head office and transferred to Project Implementation Unit and utilization in project units.
2. The fund received from the Government of MP and its utilization and transfer to project implementation unit from head office and utilization in project units.
3. The fund received from the MP *Vipnan* Board , ADB, World Bank ,DMF and its transfer to concerning department/PIU
4. Payments made to contractors, Consultants and other incidental expenditure.

(12) **TIME SCHEDULE FOR SUBMISSION OF FINAL ACCOUNTS AND REPORTING**

The Audit Reports and financial statements covering period from 1st April 2022 to 31st March 2023 should be submitted to the Madhya Pradesh Rural Road Development Authority as per following time schedule:-

Sl. No.	Description	Date of submission
1.	Submission of signed copy of balance sheets of all PIUs to MPRRDA Head Quarter	By 10 September
2.	Submission of scheme/ Project wise Provisional Consolidated balance sheets	By 15 September
3	Submission of Audited Project Financial Statement (AFPS)	By 15 September
4	Submission of Signed copy of scheme/project wise Consolidated Balance Sheets.	Up to 25 September
5	Consolidated Signed copy of balance sheet of MPRRDA including all Funds.	Up to 25 September

The firm will submit **3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) are also to be submitted in mail or CD** of the Scheme wise audited Financial Statements and Audit Report along with the final Utilisation Certification signed by the Authority & Auditor both with their comments, if any.

(12) (A) PENALTY FOR DELAY:

Penalty in the event of delay on the part of the Firm in completion of the assignment shall be levied @ 2% per week of the total agreed fee subject to maximum 15 % of the total agreed fee. If delay in completion of assignment is more than eight weeks the agreement is liable to be terminated without any notice in this regards.

(13) TERMS OF PAYMENT

The mode of payment of the agreed fee to be made in consideration of the assignment to be performed by the firm shall be in the following stages:-

- (i) Upon receipt of audited A/C with audit report of all PIUs. - 30% of total agreed amount.
- (ii) Audited accounts of MPRRDA head quarters with audit report.- 30% of total agreed amount.
- (iii) Upon receipt of Final consolidated A/c's with audit report acceptable to the MPRRDA-30% of total agreed amount.
- (iv) On receipt of comments of NRRDA and clearance of observation/rectification of errors of the accounts by the firm.- 10% - of total agreed amount.

In the event of variation in number of PIUs, payment will be made as per F-1. (Break up at S.No.-2)

(14) ELIGIBILITY CRITERIA

- i. The firm must be empanelled with C & AG of India as a major Auditor for last five years including the empanelment for the year 2022-23. Copy of the letter of office of Comptroller & Auditor General of India conforming empanelment of five years including the year 2022-23 must be enclosed. The particulars of the Firm's H.O., B.O. and Partners and paid Chartered Accountants should match with the certificate issued by ICAI not earlier than date of publication of this RFP without which the application of the firm would not be considered.
- ii. The firm must be registered with the Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service tax registration (GSTN). (Attach documentary evidences in terms of copies of registration documents etc.)
- iii. **The firm must have/open its office at Bhopal within a month of award of assignment.**
- iv. The firm must qualify following minimum criteria:-

1. The Firm must have 10 partners out of which five partners must be FCA having five years experience from the date of FCA.
2. The Firm must have two CA as full time employee; the name of such employees should be specially disclosed.
3. Average annual turnover of the firm in last three financial years (2019-20, 2020-21 and 2021-22) must be Rs. 50.00 lakh or above.
4. The firm's existence as per ICAI certificate must be 6 (Six) years.
5. The firm should have experience of conducting at least 10 statutory audits of Government Corporate/PSU entities, except Bank Branch Audits, in last five years including year 2021-22
6. Experience of at least 4 audits of Externally Aided Projects/ Social Sector Projects of the State (other than Audit of Charitable Institutions & NGOs) in the last 3 years including year 2021-22.
7. Firm should have at least One Peer Review during last five years (copies of certificates to be attached).

a) Any firm not qualifying on above minimum criteria need not apply as its proposal shall summarily be rejected.

b) Supporting Documents for Eligibility Criteria.

Following supporting documents must be submitted by the firm along with the technical proposal:

- i. For S. No. 1, 2 & 4 above, the firm must submit an attested copy of latest Certificate of ICAI.
- ii. For S. No. 3, the firm must submit, a copy of the Audited Balance Sheet & Profit & Loss Account for the last three years (2019-20, 2020-21 and 2021-22) The firm may also provide the break-up of fees (Audit Fee, Taxation and Others).
- iii. For S. No. 5 & 6, the firm must submit copies of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
Regarding the turnover of the auditee organization and audit fee paid/received, the details have to be provided along with the relevant evidences/ documents.
- iv. For S. No. 7, the firm should submit the “ PEER REVIEW CERTIFICATES ”
- v. The firm or any partners of the firm should not be black listed by any PSUs or Government Company or any other organization in respect of any assignment or behavior. *[Affidavit on stamp paper is to be given in this regard by the authorized person of the firm].*

(15) Special Instructions for E- Submission of Bids Online through this E-Procurement Portal .

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the Authorized Certifying Authorities such as e Mudhra CA/GNFC/IDRBT/ Mtnl Trust line/ Safe Scrt / TCS.

2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents Option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser 'upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. If there are any clarifications, this may be obtained online through the e-procurement Portal, or through the contact details given in the tender document. Bidder should take into account the corrigendum published before submitting the bids online.
8. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLSIRAR/DWF formats. If there is more than one document, they can be clubbed together.
9. The bidder should read, the terms and conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
11. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
12. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
14. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
15. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
16. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the Submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to Participate in the bid opening event.

17. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system does not certify for its correctness.
18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
19. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
20. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by anyone until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
21. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
22. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

(16) GUIDELINES FOR SUBMITTING THE PROPOSALS

A. General Guidelines:

The firms are required to submit the proposal as per the guidelines and formats detailed out in the following paragraphs:

- i. The Technical Proposal along with all essential document shall have to be scan and uploaded at the portal “**TECHNICAL PROPOSAL**” Similarly, the Financial Proposal shall also have to be uploaded at portal.
- ii. **Team Composition & Number of Teams for the assignment:** As there are a large number of PIUs (about (75) therefore, a time bound completion schedule and the technical proposal must clearly elaborate on the team composition as given in **T-4**. The team(s) for the assignment must be headed by a qualified Chartered Accountant with one semi-qualified C.A. (C.A. Inter) and two support staff (Junior Auditor). The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).

It may be noted that a record of the team shall be maintained at the PIU visited and team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that PIU.

- iii. Joint Ventures are not allowed to participate.
- iv. Existing CA firm appointed for statutory audit of MPRRDA will not be allowed to participate.
- v. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.

- vi. All agencies must comply with the Format/Requirements for Technical and Financial proposal.
- vii. Financial proposals submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm. If the offer is withdrawn during validity period the firm will be debarred from participation in future bids of MPRRDA.
- viii. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- ix. Madhya Pradesh Rural Road Development Authority (MPRRDA) reserves the right to accept or reject any offer without giving any explanation.

B. Technical Proposal:

- i. Letter of Transmittal (*Form T-1*)
- ii. Details of the Firm along with Details of Partners (*Form T-2*),
- iii. Details of Qualified Staff & Semi-qualified Staff (*Form T-3*),
- iv. Details of the Team Composition (*Form T-4*): Firm must provide the structure and composition of the teams which shall be deputed (see point ii of the general guidelines above) for conducting the audit in the MPRRDA & PIU's. Firm should provide the Curriculum Vitae of the key personnel (experts) who would be leading the individual audit teams and the overall audit assignment.
- iv. Description of Approach, Methodology & Work Plan for performing the Audit of State & PIU (*Form T-5*)
- v. Brief of the relevant experience (*Form T-6*)
- vi. Comments & suggestions on the TOR (*Form T-7*)

C. Financial Proposal:

- i. Firm shall express the fee of their assignment in Indian National Rupee only.
- ii. The Financial bid shall be submitted for the professional (audit) fee including TA/DA & Taxes as applicable to be charged by the firm except GST *Form F-1 along with a Break-up for each work mentioning the Man Days wise cost.*
- iii. The firm must submit strategic plan for completing the Audit up to the given time schedule.

D. Earnest Money Deposit (EMD)

Earnest Money Deposit-

- i. An EMD of Rs. 20000/- (Rs. Twenty Thousand only) shall be paid online on the website <https://www.mptenders.gov.in>. as appearing on e-procurement through debit/credit card, Internet Banking or system generated challan or NEFT/RTGS before submission of bid. EMD of disqualified /unsuccessful bidders will be refunded online in the bank account notified by the bidder on the portal at the time of submission of Bids.
- ii. EMD has to be submitted along with the bid documents. Proposals not accompanied by EMD shall be rejected as non-responsive.

Forfeiture of the EMD

- i. If proposal is withdrawn during the validity period or any extension thereof issued by the MPRRDA.
- ii. If proposer tries to influence the evaluation process.

- iii. If first ranked proposer (L-1CA Firm) withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the proposer CA firm)
- iv. If after acceptance of proposal, agreement not signed by the firm.

(E) RFP document Fee

- i. RFP document can be seen online on the website <https://www.mptenders.gov.in>. after making online payment of tender fees Rs 5900/- (Five thousand nine hundred only including GST).

(F)- Other-

- i. MPRRDA will not provide office as well as office equipments required during the execution of contract.
- ii. Assignment will be awarded for initial one financial year (2022-23). Employer (MPRRDA), at its sole discretion and based on performance of the Chartered Accountant Firm, can extend the contract period for further two years (2023-24 and 2024-25) on the same terms and conditions and fee .

(G) Evaluation of Technical Proposal:

- i. The evaluation of technical proposals shall be based on the following parameters:

Sl. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Fellow Partners associated with the firm for not less than five years experience (As per certificate of ICAI)	5 FCA	10	Five FCA as partners = 5 marks 6 to 7 FCA = 8 marks more than seven FCA =10 marks
2.	Audit related turnover of the firm (Average annual turnover in last three financial yrs.)	Minimum Rs.50 Lakh	15	Rs 50 Lakh = 6 marks Rs. 51 Lakh to 70 Lakh = 10 marks Rs. 71 Lakh and above =15
3.	No. of assignments: Experience of Statutory Audit of Government Corporate/ PSU entities etc in last five years including year 2021-22.	10 Assignments	15	10 assignments = 10 marks 11 to 15 assignments = 12 marks more than 15 assignments = 15 marks

3A	<u>Specific Experience of the firm relevant to the assignment at least 3 years including year 2021-22.</u> Experience of audit in relation to Social Sector of the State (excluding the Audit of Charitable Institutions).	4 Units	10	Four units of social sector = 5 marks 5 to 6 units = 8 marks More than 6 units = 10 marks
4	Key Professional Staff Qualifications & Competence for the assignment. No. of Team (with min 4 members as specified in Form T-4) & Team composition.	5 Teams	35	Five teams = 25 marks 6 to 7 teams = 30 marks More than seven teams = 35 marks
5	Firm Existence	6 years	5	Existence for 6 years. = 3 marks 6 to 10 years = 4 marks More than 10 years = 5 marks
6	Firm must have “PEER REVIEW CERTIFICATE”	1 Certificate	5	For one certificates = 3 marks 2 to 3 certificates = 4 marks More than three certificates = 5 marks
7.	Preference to Madhya Pradesh State based firms	MP State based firm	5	Head office in MP State (other than Bhopal) = 3 Marks Firm has Head office at Bhopal=5 Marks

(16 A) SELECTION METHODOLOGY:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 40% weightage would be given to the Technical evaluation and 60% weightage would be given to the financial bid

First Stage:

- i. Technical proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.

- iii. The technical proposal scoring at least 40% of the marks shall be considered as “Qualified on Technical Parameters”. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 40%) and eligibility criteria given in Para 14.

Second Stage:

- i. Financial proposals shall be opened only for the CA firms who have qualified on Technical Parameters. Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. **In evaluation of the proposals the Quality Cum Cost Based Selection (QCBS) process shall be followed as per the formula as under :-**

To allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure. The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$SF = 100 \times F_m / F$$

Where:

SF is the financial score of the Financial Proposal being evaluated,
F_m is the ETP of the lowest priced Financial Proposal,
F is the ETP of the Financial Proposal under consideration.

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weightage of 40% and 60% respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After approval of the competent authority, successful consultant will be notified. The competent authority reserves all rights to accept or reject any or all proposals without assigning any reason for his decision.

(17) AWARD OF CONTRACT:

On completion of selection process, the firm selected shall be awarded the contract of audit of State & PIU by issuing the Letter of Award (LOA). The firm should execute a Contract with the State Office within 2 weeks of the award of the issuance of LOA. The firm shall enter in to an agreement with the State as per format prescribed.

Chief General Manager (Tender)
M.P. Rural Road Development Authority
Bhopal

List of documents to be uploaded with technical Bid.

- i. Form T-1 (letter of Transmittal) as mention in RFP.
- ii. All information dully filled in Form T-2 of RFP document.
- iii. Certificate of ICAI down loaded after the date of publication of RFP.
- iv. Proof regarding empanelment with C&AG of India as mentioned in the eligibility criteria in RFP.
- v. Details of partners as mentioned in Sl. No.11 of form T-2 of RFP.
- vi. Proof regarding turnover of firm in last three financial years as per Sl.No.8 of form T-2 of RFP.
- vii. Copy of Partnership Deed, PAN & GST No.,
- viii. Copy of firms registration with ICAI and existence of firm as per certificate of ICAI.
- ix. All information dully filled in Form T-3 along with Proof, T-4 & T-5 of RFP document.
- x. Information dully filled in form T-6 along with requisite supporting documents.
- xi. All Certificates of Peer Review & Scanned copy of Affidavit on stamp paper as per clause 14 (b) mentioned in RFP.

Letter of Transmittal

To,

Chief Executive Officer,

Madhya Pradesh Rural Road Development Authority,
Bhopal.

Dear Sir,

We, the undersigned, offer to provide the audit services for [*MPPRRDA Bhopal*] in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, which includes a Technical Proposal, and a Financial Proposal sealed in a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief.

The rates quoted by us in the Financial Proposal (Form F-1) are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that [*MPPRRDA Bhopal*] is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal.

Yours faithfully,

()

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
(i)	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
(ii)	Date of establishment of the firm	
(iii)	Date since when is H.O. at the existing Station	
(vi)	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
(v)	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Upload Scanned copy of PAN card
4	Firm GST Registration No.	Upload Scanned copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Upload Scanned copies of letter of C&AG conforming empanelment for five years including year 2022-23.
7	No. of Years of Firm Existence & Date of establishment of Firm	Upload Scanned copy of Partnership Deed
8	Turnover of the Firm in last three years (2019-20, 2020-21 and 2021-22)	Upload Scanned copies of balance sheet and P&L Account of the last three years giving Break-up of Audit Fee and Other Fees Received.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Upload a Chart
10	Audit Experience of the Firm	Please Upload information in form T-6
11	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA 	Upload scanned attested copy of Certificate of ICAI

	<ul style="list-style-type: none">• Date of joining the firm,• Membership No.,• Qualification• Experience• Whether the partners is engaged full time or part time with the firm.• Their Contact Mobile No., email and full Address	
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A. Details of Qualified Staff (Chartered Accountants)*(Please provide a self attested copy of latest Certificate of ICAI for each qualified staff)*

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						
..						

**Details of Structure & Composition of Team and Task Assignments – DEPLOYED FOR
Proposed Assignment**

Each team will constitute of minimum 4 members with qualifications as below:

Name	Position/ Team Number	No's (Minim um)	Educational Qualificatio n	Key Responsibilitie s or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimated for task completi on
Chartered Accountant	Team Leader	1					
Semi-Qualified (Inter CA)	Individual District Team Lead	1					
Support Staff (Jr Auditors)	Support to District/ State team lead	2					

1. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
2. **Firms must also clearly bring out the number of teams it plans to deploy for the audit keeping in view the scope of work, coverage and Guidelines for submitting the proposal.**
Structure of each team should be indicated as per format below:

Structure of Team 1:

Name of CA	Names of Support Staff	Qualifications	Number of districts (including the blocks as in point 8(f) of Section II of RFP) proposed to be covered.	Time Required for Each assignment

**Description of Approach & Work Plan for performing the Audit of Head Office & PIUs of
MPRRDA**

A. **Technical Approach :**

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

B. **Work Plan along with the time required for each work/ assignment in the HO/
District(PIUs) etc:**

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones (including interim approval by the HO), and delivery dates of the reports.

The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

Brief of Relevant Experience:

<u>Specific Experience of the firm relevant to the assignment at least 3 years including year 2021-22.</u>							
S. No.	Name of the Auditee Organization	Accounting Year for which the Audit was Conducted	Grant-in-aids handled by the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization, Appointment letter (Pl. upload scanned copy of letter)

A. Experience of audit in Commercial Sector/PSUs etc except bank branch office in last five years.							
S. No.	Name of the Auditee Organization	Accounting Year for which the Audit was Conducted	Turnover of the Auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl Upload scanned copy of the letter)

FORMAT FOR FINANCIAL BID

(Please provide the break-up of Firm's quoted fees for each work and unit)

Item or Activity	Total Amount (in Rupees)
AUDIT FEE (Inclusive of TA/DA), and all taxes except GST	Both in Numeric and in Words. Rs. _____/- (Rupees _____).