

DEPUTY COMMISSIONER OFFICE, KALABURAGI

(DISTRICT MINERAL FOUNDATION TRUST)

Office of the Deputy Commissioner Office, Kalaburagi – 585102

E-Mail ID: dcokalburagi@gmail.com / Ph: 08472-278061

ONLINE TENDER THROUGH E-PROCUREMENT PORTAL

HIRING OF CHARTERED ACCOUNTANT FOR

STATUTORY AUDIT FOR THE FINANCIAL YEAR 2022-23 OF DMFT FUND

About DMF

District Mineral Foundation Trust (DMFT) is statutory bodies in India established by the State Governments by notification. They derive their legal status from section 9B of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26 March 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12 January 2015. Each District Mineral Foundation is established by the State Governments by notification as a **TRUST** or **NON-PROFIT BODY** in the mining operation affected districts. The objective of District Mineral Foundation is to work for benefit of the persons and areas affected mining related operations in such manner as may be prescribed by the State Government.

District Mineral Foundation Trust (DMFT), invites applications in prescribed Performa from interested and eligible the chartered accountant/firms which is empanelled in CAG for 2020-21 year for conducting **Statutory Audit for the financial year 2022-23**

Important Bidding Information Summary

Tender reference	No:DMF/KLB/AUDIT/2022-23 Dated : 10.07.2023
Amount put to tender	Rs.59,000/- + GST
Statutory Audit	Financial Year 2022-23
Date of commencement & Downloading tender document	16/09/2023 11am.
Time and date of Pre bid meeting	19/09/2023 11am.
Last date and time for Receipt of tenders	25/09/2023 05pm.
Time and date of opening of Technical Bid	29/09/2023 11am.
Time and date of opening of Financial Bid	09/10/2023 11am.
Address for communication	Deputy Director Department of Mines & Geology , Khanija Bhavavana, CA Site No. 01, Sy. No. 76, Atal Bihari Vajpayee Badavane, Kotnoor (D) Kalaburgji-585102 .
Contact No	08472-222637

- **EligibilityCriteria:**

1. Must be a Chartered Accountant firm empanelled in Comptroller and Auditor General of India(CAG).
2. For this agreement Chartered Accountant firms will be considered eligible which have their registered office OR branch office in Karnataka.
3. The firm or any partner or employee there of should not be banned by SEBI/RBI/ICAI or any other regulatory body.
4. The Chartered Accountant firm should have been registered for a period of at least 5 Years.
5. The last year's income of Chartered Accountant firm from Audit and Attestation assignments should be minimum Rs.10Lakhs.

- **SCOPE OFWORK:**

1. All the transactions of Receipt and Payment should be entered in the Tally Software.
2. Opening Balance & Closing Balance of the Receipt and Payment accounts tallies with that of Bank Statement of District level & all Implementing Agencies Level.
3. Opening Balance adopted tallies with Closing Balance of last Year.
4. Annual income and expenditure statements shall reflect scheme's details and it shall be prepared project expenditure sector wise.
5. All payments to all implementing agencies are shown as advances, pending adjustments.
6. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.
7. There does not exist any minus balance at any stage during the year.
8. Bank reconciliation is being done regularly.
9. Cashbook is written on accrual account basis.
10. All receipts/refund have been correctly accounted for and remitted.
11. The Auditor will verify whether rules of delegation of power have been followed or not in respect of purchase, sanction, payment and other applicable matters.
12. The following records shall be verified by the Auditor while compiling the Audit Report.
 - a) Verification of preparation and presentation of balance sheet, cash flow, and fund flow statements etc.
 - b) Checking of all transaction recorded in cash book and bankbook.
 - c) Bank reconciliation.
 - d) Account of cheque books received from bank and their use.
 - e) Soft and Hard copy of tally data.
13. Other compliances required, if any.

GOVERNMENT OF KARNATAKA
DISTRICT MINERAL FOUNDATION TRUST
KALABURAGI

REQUEST FOR PROPOSALS (RFP NO.)

FOR THE CONSULTANCY ASSIGNMENT
HIRING OF CHARTERED ACCOUNTANT FOR
STATUTORY AUDIT OF DMFT FUND
FOR THE FINANCIAL YEAR 2022-23

Deputy Director Department of Mines & Geology , Khanija Bhavvana, CA Site No. 01, Sy. No. 76,
Atal Bihari Vajpayee Badavane, Kotnoor (D) Kalaburgi-585102 .
Telephone: 08472-222637

CONTENTS

Annexure	Description	Page No.
	Letter of Invitation	3
Annexure 1	Terms of Reference	7
Annexure 2	Supplementary Information for Consultants	8
	Technical Proposal – Standard Forms	9
	Financial Proposal – Standard Forms	14
Annexure 3	Contract for Consultant Services	16

SECTION: 1- LETTER OF INVITATION (LOI)

(Name of the Consultant)

(Location and Date)

Dear Sir:

**SUBJECT: ONLINE TENDER THROUGH E-PROCUREMENT PORTAL HIRING OF
CHARTERED ACCOUNTANT FOR STATUTORY AUDIT OF KALABURAGI
DMFT FUND FOR THE FINANCIAL YEAR 2022-23**

1. You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between your **firm and Deputy Commissioner /Chairman, District Mineral Foundation Trust.**
2. The purpose of the assignment is to:
 - (a) HIRING OF CHARTERED ACCOUNTANT FOR STATUTORY AUDIT OF KALABURAGI DMFT FUND FOR THE FINANCIAL YEAR 2022-23
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of Reference (TOR) – Annexure 1
 - (b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals –Annexure 2
 - (c) Form of Contract for Consultant's Services under which the Services will be performed. (Annexure 3)
- 4.² In order to obtain first hand information on the assignment and local conditions, it is considered desirable that a representative of your firm visit the Client before the proposal is submitted. Your representative shall meet the following officials:

(Name, address, telephone number)

Deputy Director Department of Mines & Geology , Khanija Bhavana,
CA Site No. 01, Sy. No. 76, Atal Bihari Vajpayee Badavane, Kotnoor (D)
Kalaburgi-585102 .
Telephone: 08472-222637.

5. Submission of Proposals:

The proposals shall be submitted in two parts viz., "**Technical**" and "**Financial**" and should generally follow the Forms given in the "Supplementary Information to Consultants"

The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the Supplementary Information for Consultants. The first envelope marked "**Technical Proposal**"

¹ Give in brief the Objectives of the Assignment or give reference to the relevant paragraphs of the TOR.

² Delete if considered not necessary.

should include the description of the firm/organization, the firm's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan, methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second cover marked "Financial Proposal" should contain the detailed price offer for the consultancy services.

costs and fees as follows:

- Lump sum

Opening of Proposal

The proposal, first cover containing Technical Proposal only and second cover containing the Financial Proposal will not be opened until evaluation of Technical Proposal has been completed and approved by competent authority.

6. Evaluation of Proposals

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to opening of financial proposals. The technical proposals will be evaluated using the following criteria:

- (i) the consultant's relevant experience for the assignment (5 points);
- (ii) the quality of the methodology proposed (25 points); and
- (iii) the qualifications and experience of the key staff proposed for the assignment (70 points)

Where as for the III assignment sub classified as below and given the points as follows.

- (iii a) General qualifications (20 points);
- (iii b) Adequacy for the assignment (suitability to perform the duties of the assignment). These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.(40points);
- (iii c) Their language and experience in the region (5 points)³
- (iii d) Involvement in skills transfer program and training ability (5 points)⁴

7. Deciding the Award of Contract

Quality and competence of the consulting services shall be the paramount requirement. The decision of the award of the contract would be made as under:

- (i) Technical proposals scoring not less than 75% of the total points will only be considered for further evaluation;

³ Delete if considered not necessary

⁴ Delete if considered not necessary

- (ii) The Client shall notify those consultants whose proposals did not meet the minimum qualifying points or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail;
 - (iii) The Evaluation Committee will determine whether the Financial Proposals are complete [i.e., whether they have costed all items of the corresponding Technical Proposals. If not, the Client will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude the Consultant's Service Tax.
 - (iv) The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as $Sf = 100 \times Fm / F$ in which Sf is the financial score, Fm is the lowest price offer and F is the price offer of the proposal under consideration. Proposals will be ranked according to their combined Technical (St) and Financial (Sf) scores using the weights (T=0.75 and P=0.25) $S = St \times T\% + Sf \times P\%$. The Consultant firm securing the highest combined technical and financial score will be invited for negotiations.
 - (v) Negotiations will commence with a discussion of the Consultant's Technical Proposal, the proposed methodology (work plan), staffing and any suggestions you may have made to improve the TORs. Agreement will then be reached on the final TOR, the staffing and staff months, logistics and reporting. Special attention will be paid to optimization of the required outputs from the Consultants and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.
 - (vi) Having selected Consultants, among other things, on the basis of the evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the Technical Proposal and prior to contract negotiations will require assurance from the Consultant that these staff will be actually available. The Client will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
 - (vii) The negotiations will be concluded with a review of the draft form of contract. The Client and the Consultant will finalize the contract to conclude negotiations.
 - (viii) If the negotiations with the Consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with the winning Consultant, the Consultant getting second highest score in technical proposals will be invited for negotiations. This process will be repeated till an agreed contract is concluded.
8. Please note that the Client is not bound to select any of the firms submitting proposals. Further as quality is the principal selection criterion, the Client does not bind itself in any way to select the firm offering the lowest price.

- 9 Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.
- 10 Assuming that the contract can be satisfactorily concluded in first 30 days for FY 2022-23.
- 11 We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
- 12 Please note that if your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However joint ventures between firms on the shortlist are not permitted except with the prior approval of Client. The request for a joint venture should be accompanied with full details of the proposed association.
16. Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
17. We would appreciate if you inform us by Telex/Cable/E-mail/Facsimile
- (a) Your acknowledgement of the receipt of this letter of invitation, and
(b) Whether or not you will be submitting a proposal

Yours faithfully

Deputy Commissioner/ Chairman
Kalaburagi District Mineral Foundation Trust
Kalaburagi.

Annexures:

1. Terms of Reference (TOR)
2. Supplementary Information to Consultants
3. Contract format under which Assignment will be performed

TERMS OF REFERENCE (TOR)

The Terms of Reference should include the following:

1. Background
2. A concise statement of the objectives of the assignment
3. An outline of the tasks to be performed
4. Schedule for the completion of the tasks
5. Data, services, and facilities to be provided by the Client
6. Final outputs (i.e., Reports, drawings, etc.,) that will be required of the Consultant
7. Composition of the Review Committee and review procedure to monitor Consultant's work
8. List of Key positions, whose CV and experience would be evaluated.

SUPPLEMENTARY INFORMATION FOR THE CONSULTANTS

Proposals:

1. Proposals should include the following information:

(a) **Technical Proposals:**

- (i) Technical Proposal Submission in Form F-1
- (ii) A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-2;
- (iii) Any comments or suggestions of the Consultant on the TOR
- (iv) A description of the manner in which Consultants would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment;
- (v) The composition of the team of personnel which the Consultant would propose to provide and the tasks which would be assigned to each team member in Form F-4;
- (vi) Curricula Vitae of the individual key staff members to be assigned for the assignment and of the team leader who would be responsible for supervision of the team. The curricula Vitae should be in Form F-5 and signed by the concerned personnel.
- (vii) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.

(b) **Financial Proposals:**

The financial proposals should include the following:

- (i) Financial Proposal submission in Form – 6
- (ii) Cost Estimate of Services, List of Personnel and Schedule of Rates in Form - 7

2. Two copies of the Proposals should be submitted to the Client.

3. The Consultants should note that the Contract for this Assignment will be with the Client ----- (Project Agency). Payments to the Consultants shall be made in accordance with the agreed payment schedule and incorporated in the Contract. The Client proposes the following payment schedule⁵ for consideration of the Consultant.

- (i) 10% of Contract price: After signing of contract and submission of Inception Report.
- (ii) 50% of Contract Price: On submission of Intermediate Reports as stipulated and their approval by the Client
- (iii) 20% of Contract Price: On submission of Draft Final Report
- (iv) 20% of Contract Price: On approval of Final Report.

4. **Review of reports:**

A review committee (to be restricted to Four members) consisting of the following officers will review all reports of Consultants (Inception and other reports)

- 1. Technical Adviser of DMF Trust Kalaburagi.
- 2. Deputy Director Department of Mines & Geology Kalaburagi.
- 3. Chief Account Officer, Corporation Kalaburagi.
- 4. Executive Engineer, PWD Division Kalaburagi.

FORM F - 1

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

From:

To:

.....
.....
.....
.....

.....
.....
.....
.....

(Name of Consultant)

(Name of Client)

Sir:

Hiring of Consultancy Services for
Reference: RFP No. Your letter dated

We herewith enclose Technical Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988"

Yours faithfully,

Signature:.....

Name:.....

Address:.....

.....

.....

(Authorized representative)

FORM F - 2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST THREE YEARS

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

[Note: Please attach certificates from the Client by way of documentary proof]

FORM F – 3

WORK PLAN TIME SCHEDULE

A. Field Study:

Sl. No.	Item	Day-wise Program ⁶						
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th

B. A short Note on the Approach and Methodology outlining various steps for performing the Assignments

C. Completion and submission of Reports

- 1 Inception Report
- 2 Draft Final Report
- 3 Final Report

D. Comments/Suggestions on Terms of Reference

E. Comments on the data, services and facilities to be provided by the Client.

⁶ The period should match with the period of completion of assignment as given in the TOR.

⁷ The Reports should match with that specified in the TOR.

FORM F - 4

COMPOSITION OF THE TEAM PERSONNEL AND THE TASK ASSIGNED TO EACH TEAM MEMBER

1. Technical/Managerial Staff

Sl.No.	Name	Position	Task assignment
--------	------	----------	-----------------

2. Support Staff

Sl.No.	Name	Position	Task assignment
--------	------	----------	-----------------

FORM F - 5

**SUGGESTED FORMAT OF CURRICULA VITAE
FOR MEMBERS OF CONSULTANT'S TEAM**

1. Name:
2. Profession/
Present Designation:
3. Years with Firm/Organization: _____ Nationality:
4. Area of Specialization:
5. Proposed Position on Team:
6. Key Qualifications:

(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:

(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. Experience:

(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Staff Member

Date:.....
Place:.....

FORM F - 6

FORM OF SUBMISSION OF FINANCIAL PROPOSAL

From:

To:

.....
.....
.....
.....
.....
(Name of Consultant)

.....
.....
.....
.....
.....
(Name of Client)

Sir:

Hiring of Consultancy Services for
Reference: RFP No. Your letter dated

We herewith enclose Financial Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988"

Yours faithfully,

Signature:.....

Name:.....

Address:.....

.....
.....
(Authorized representative)

FORM F - 7

COST ESTIMATE OF SERVICES, LIST OF PERSONNEL, SCHEDULE OF RATES⁸

I. Remuneration of Staff(Professional/Managerial/Support)

Designation	Name	Rate (Rs.) (per day/month)	Period (days/months)	Total Amount (Rupees)
-------------	------	-------------------------------	-------------------------	--------------------------

(a) Team Leader Lump sum

CONTRACT FOR CONSULTING SERVICES

Annexure 3

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert Client's name]* ("the Client") having its principal place of business at *[insert Client's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

- (i) The Consultant shall perform the services specified in Attachment A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- (ii) The Consultant shall provide the personnel listed in Attachment B, "Consultant's Personnel" to perform the Services.
- (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Attachment C, "Consultant's Reporting Obligations".

2. Term:

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

A. Ceiling

For Services rendered pursuant to Attachment A, the Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The Schedule of payments shall be as under¹¹:

- | | |
|------------------------------|--|
| (i) 10% of Contract price- | After signing of contract and submission of Inception Report. |
| (ii) 50% of Contract Price- | On submission of Intermediate Reports as stipulated and their approval by the Client |
| (iii) 20% of Contract Price- | On submission of Draft Final Report |
| (iv) 20% of Contract Price- | On approval of Final Report. |

⁸Modify as necessary in order to reflect the output required as described in Attachment C

Note: All payments shall be made on submission of pre-receipted invoices by the Consultant in duplicate for the respective stages.

D. Payment Conditions:

Payment shall be made in Indian Rupees, no later than 60 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4.

4. **Contract Administration:**

A. Coordinator:

The Client designates Mr./Ms..... As Client's Coordinator; The Coordinator shall be responsible for the coordination of activities under the Contract, for acceptance and approval of the reports and other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports:

The Reports listed in Attachment C, "Consultant's Reporting Obligations" shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under Clause 3.

5. **Performance Standards:**

The Consultants undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. **Confidentiality:**

The Consultants shall not, during the term of the Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. **Ownership of Material:**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultants for the Client under the Contract shall belong and remain the property of the Client. The Consultants may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. **Consultants not to be engaged in certain activities:**

The Consultants agree that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. **Insurance:**

The Consultant will be responsible for appropriate insurance coverage. In this regard, the Consultant shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultant shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property

arising out of, or in connection with the services which result from the fault of the Consultant or its staff. The Consultant shall provide the Client with certification thereof up on request.

10. Assignment:

The Consultant shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

11. Law governing the Contract:

The contract shall be governed by the Laws of India.

12. Indemnify the Client:

The Consultant shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the Consultant and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

13. Taxes:

The Consultant shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed. However Consultancy Service tax payable for providing this Consultancy Services shall be paid/reimbursed by the Client separately.

For the Client

Signed by:

Name and designation

Date:

Place

For the Consultants

Signed by:

Name and designation

Date:

Place:

List of Attachments to the Contract :

- Attachment A: Description of Services
- Attachment B: Consultants Personnel
- Attachment C: Consultant's reporting Obligations