



REQUEST FOR BID
(Open E - Tender)

**Selection of Internal Auditor Firm for Internal audit of MSRLM & Other
Scheme for the FY- 2023-24 & 2024-25**

Tender Ref No.: MSRLM/SMMU/INTAUDIT/06/2024-25

eTender ID: 2024_MSRLM_1073679_1

Date:- 21/08/2024

Issued by:

**UMED - Maharashtra State Rural Livelihood Mission
Rural Development & Water Conservation Department
Government of Maharashtra**

5th Floor, CIDCO Bhawan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 02227562552

Website: <http://www.umed.in>

I. Disclaimer

- a) The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM), on behalf of Rural Development Department Government of Maharashtra hereinafter referred to as "Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the "Tender Document") for **Selection of Internal Auditor Firm for Internal audit of MSRLM & Other Scheme for the FY- 2023-24 & 2024-25**
- b) This tender document has been prepared with intent to invite prospective applicants / CA firm and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the CA firm (s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain the entire information Chartered Accountant firms may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each CA firm.
- c) MSRLM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested Chartered Accountant firms are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Chartered Accountant firm may require.
- d) This tender is not an agreement by or between the TIA and the prospective Chartered Accountant firms or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each Chartered Accountant firm is advised to consider this document as per his understanding and capacity. The Chartered Accountant firms are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The Chartered Accountant firms are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting the bid.
- e) No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The Chartered Accountant firm shall bear all costs arising from, 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 TIA or any other costs incurred in connection with or relating to its bid.
- f) This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected Chartered Accountant firm, as the case may be and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.

- g) The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- h) The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of Chartered Accountant firm for participation in the bidding process) towards any Applicant or Chartered Accountant firm or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- i) The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any Chartered Accountant firm upon the statement contained in this tender document.
- j) Interested Chartered Accountant firms, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>.
- k) All eligible Chartered Accountant firms need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>.

II. Background Information

Details are described in ToR

III. Objective of Assignment

To select the Chartered Accountant firm for internal audit of MSRLM & All others Schemes implemented by MSRLM for the FY -2023-24 & 2024-25.

1. Invitation of Bid

The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM) invites Online Bids through e-Tender portal (<https://mahatenders.gov.in>) from eligible Chartered Accountant firms for **Selection of Internal Auditor Firm for Internal audit of MSRLM & Other Scheme for the FY- 2023-24 & 2024-25. The selection of Chartered Accountant firm will be based on Least Cost Selection (LCS) Method.** The Chartered Accountant firms are advised to study this tender document carefully and visit the site before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document and the actual site survey with full understanding of its terms, conditions and implications.

- A) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- B) The Chartered Accountant firms who wish to participate in this bidding process must register on [-https://mahatenders.gov.in](https://mahatenders.gov.in)
- C) A Two (2) envelope selection procedure shall be adopted.
- D) The Chartered Accountant firms (authorized signatory) shall submit their offer online in electronic formats for Technical and Commercial bids. The tender document fee and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- E) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, Chartered Accountant firms are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the Chartered Accountant firms may contact the helpdesk number mentioned on <https://mahatenders.gov.in>
- F) The Chartered Accountant firms are also advised to refer "Bidders Manual Kit" available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

1.1 Key Events and Dates

Sr. No.	Particulars	Dates
1	Date & Time for commencement of downloading tender document	Date : 21/08/2024
2	Last date & Time for sending requests for clarifications	Date : 26/08/2024 Time: 12.30 hrs
3	Last Date & time for downloading the tender document	Date : 29/08/2024 Time: 15.00 hrs
4	Date, Time and place of Pre- Bid meeting	Date : 26/08/2024 Time: 15.00 hrs
5	Last Date (deadline) & Time for submission of bids	Date : 29/08/2024 Time: 15.00 hrs
6	Date and Time for Opening of Technical Bids	Date : 30/08/2024 Time: 15.00 hrs
7	Date and Time for Opening of Commercial Bids	Will be published on https://mahatenders.gov.in

Note: Chartered Accountant firms are requested to frequently visit <https://mahatenders.gov.in> to see any change in scheduled dates, and for any other changes made in the bidding document through

corrigendum etc. If there is any difference between date mentioned in tender document and date mentioned on <https://mahatenders.gov.in>, in such case date mentioned on <https://mahatenders.gov.in> is final.

1.2 Other Important Information related to Bid

Sr.No.	Information	Details
1.	Tender Fee	Rs. 4200/- (Rupees Four thousand two hundred only) to be paid online on the e-tendering portal at the time of submission of the tender
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 70,000/- (Rupees Seventy thousand only) to be paid online on the e-tendering portal at the time of submission of the tender.
3.	Bid Validity Period	120 days from the date of opening of the technical bid
4.	Performance Security	5% of the quoted value
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft	Within fifteen (15) days of the date of award of contract Notification. The Performance Security shall be valid for 60days after the ending of the rate contract/extended date of rate contract
6.	Last date for signing the contract	As intimated in Letter of Acceptance by the <i>Tender Inviting Authority</i>

-Sd-

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

2. Instructions to Chartered Accountant Firms

This section includes all the important information required to bid for this project.

2.1 General Information and Guidelines

- a) The TIA invites bids from eligible Chartered Accountant Firms as per the scope & technical Criteria mentioned in this tender document.
- b) Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue for a period of one year which may be extended by as per the need and on the performance of the Chartered Accountant Firm.
- c) The TIA reserves the right to extend the *Term* on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d) All information supplied by the Chartered Accountant Firms may be treated as contractually binding on the Chartered Accountant Firms, on the successful award of the assignment by the TIA on the basis of this tender document.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred Chartered Accountant Firm status by the TIA shall not give rise to any enforceable rights by the Chartered Accountant Firm. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f) This tender document supersedes and replaces any previous public documentation & communications, and the Chartered Accountant Firm should place no reliance on such communications.
- g) All figures of costs, project values and others should be mentioned in Indian Rupees.
- h) No Chartered Accountant Firm shall submit more than *one Bid* for this tender.

2.2 Consortium Conditions: Not Applicable.

2.3 Tender Document Fees

The Chartered Accountant Firms are requested to pay Tender fees as mentioned in the clause 1.2 through the Tender Portal's Payment Gateway. The Tender fee is non-refundable. The tender document can be downloaded free of cost from the portal: <https://mahatenders.gov.in>, on registration. The bids that are not accompanied by the tender fee shall be considered non-responsive and will be rejected.

2.4 Earnest Money Deposit (EMD)

The Chartered Accountant Firms are requested to deposit the EMD as mentioned in the clause 1.2 through the Online Payment Gateway as integrated in the <https://mahatenders.gov.in> tendering solution.

- a) The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Chartered Accountant Firm on the amount of the EMD.
- b) The EMD should be valid for 90 days from the date of technical bid opening.

- c) The bids submitted by Chartered Accountant Firms without the prescribed EMD, will be rejected.
- d) The Unsuccessful Chartered Accountant Firm's EMD will be returned within 120 days from the date of opening of the commercial bid.
- e) The EMD of successful Chartered Accountant Firm will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- f) The EMD may be forfeited:
 1. If a Chartered Accountant Firm withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 2. If successful Chartered Accountant Firm fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
 3. If during the bid process, a Chartered Accountant Firm indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon Chartered Accountant Firms.
 4. If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

2.5 Contact Details

For any clarifications & communication with regards to the tender document, the Chartered Accountant Firms are expected to communicate at the contact information provided below:

S. No	Particulars	Details
1	Designation	Sr. Account Officer / Deputy Director – Finance & Accounts State Mission Manager- Procurement
2	Office Address	Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614
3	Phone No.	Phone : 022-27562552/54

2.6 Pre-Bid Meeting

As per para 1.1 Key Events and Dates

2.7 Corrigendum / Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the Chartered Accountant Firms, may modify the tender document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this tender. Such supplements, amendments / corrigendum to the tender document, issued by the TIA would be displayed on <https://mahatenders.gov.in> and shall be deemed to be incorporated by this reference into this tender document.

2.8 Completeness of Response

- a) The Chartered Accountant Firms are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the Chartered Accountant Firm's risk and may result in rejection of its bid

2.9 Bid Preparation Cost

The Chartered Accountant Firms shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process.

2.10 Right to Termination

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied that this process will result in a business transaction with anyone. This tender document does not constitute an offer by the TIA. The Chartered Accountant Firm's participation in this process may result in the TIA selecting the Chartered Accountant Firm to engage towards execution of the contract. In the event of such termination, EMD of all Chartered Accountant Firms shall be returned, without any interest.

3 Bid Submission Instructions

3.1 Online Bid Submission

- a) The Chartered Accountant Firm shall submit the bid online through e-tendering Portal <https://mahatenders.gov.in>
- b) The bids submitted, shall comprise of the following 2 envelopes:
 - **Envelope A:** Technical Bid
 - **Envelope B:** financial Bid in the form of BoQ
- c) Modification and Withdrawal of Bids -
Resubmission of bid by the Chartered Accountant Firms for any number of times before the final date and time of submission is allowed.
- d) The Chartered Accountant Firm should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

3.2 Eligibility Criteria

The Chartered Accountant Firms shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

Sr No	Eligibility Criteria
01	The Consulting firm should be Chartered Accountant Firm and should be empanelled with C&AG for major audit & ICAI the year 2023-24
02	The Chartered Accountant Firm must have minimum 5 full time partners (FCA) who are fellow

	members of the ICAI associated with the firm for a period not less than 5 years (as per certificate of ICAI as on 01.07.2024)
03	The Chartered Accountant Firm should have an average turnover of Rs. 100 lakhs p.a. in the last 3 years (i.e. F.Y 2021-22, 2022-23 & 2023-24) (Relevant documents viz, audited Financial Statements / Certificate from Chartered Accountant in support of satisfying the criteria should be submitted)
04	The Chartered Accountant Firm should have experience of at least 5 assignments of Internal / Statutory Audit under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) of State & /or Central Government Department During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more (Excluding GST). (Firm must submit the experience certificate from auditee organization).
05	The Chartered Accountant Firm should have experience of at least 2 Statutory Audit Assignment under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) in Government department of Maharashtra During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more (Excluding GST). (Firm must submit the experience certificate from auditee organization).
06	Bidder should be registered under GST act.
07	The Chartered Accountant Firm or any partner of the firm should not been blacklisted or debarred by any PSUs, State Government or Central Government Department/Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations or any other organization in respect of any assignment or behavior for this firm should give undertaking on Rs 100 Stamp Paper during the last 10 Years.

- Note-**
1. The firm should not apply in Joint venture or in association with anyother firm. Such proposals will be summarily rejected.
 2. The Firm selected this assignment is not eligible for the Statutory audit or any other service provider as a vender for MSRLM.

3.3 Technical Bid (Envelop - A)- Documents to be uploaded

The technical bid must be submitted online as per the instructions on the portal and in this tender document. Following documents are mandatory and should be submitted online

- a) Tender Acceptance Letter:- Form - 1
- b) Chartered Accountant Firm Information:- Form- 2
- c) Details of Experience / Performance Statement:- Form-3
- d) Description of approach, Methodology and work plan for perofrming the assignment / job- Form No-4
- e) Turnover certificate issued by chartered accountant firm:-Form-5.
- f) Details of Key experts proposed - Form No-6
- g) CV of Team Leader – Form no-7
- h) Declaration Form –8 (To be given on Rs.100 Non Judicial stamp paper)
- i) Details of Fellow Partners associated with the firm - Form no -9
- j) POWER OF ATTORNEY FOR SIGNING OF BID - Form no -10
- k) CA Firms registration with C&AG Certificate
- l) ICAI Firm registration Certificate as on 01/01/2024
- m) GST Registration Certificate.

Non submission of the required documents or submission of the document in a different format / contents may lead to the rejection of the bid submitted by the Chartered Accountant Firm.

3.4 Financial Bid (Envelop - B)

- i. The financial bid shall be submitted separately as prescribed in BOQ format online only. The firm has to quote consolidated audit fees giving a break up of professional (audit) fees including out of pocket expenses like Boarding / Lodging, TA / DA etc.
- ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee, and in such case the proposal shall be rejected.
- iii. Auditor should plan the audit in such a way that the maximum numbers of facilities are covered during the visit and also to ensure about the completion of audit in a time bound manner.
 - a) The Chartered Accountant charges should be submitted in BOQ format which include Lumpsum amount inclusive of out pocket expenses like TA DA, Boarding lodging etc. for one years Internal audit..
 - b) Rate should be quoted including GST
The rates ones offered must remain fixed and must not be subject to change for whatsoever reason within the period of the contract.
 - c) In case the same audit fee is quoted by two or more CA firms, the selection of auditor shall be done considering the following factors (priority-wise): -
 - (i) Highest Technical score.
 - (ii) Highest Turnover of the firm.

3.5 Validity of Bid

The bid shall be valid for a period mentioned in clause no 1.2 from the date of opening of the technical Bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the Chartered Accountant Firm's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

3.6 Corrections / errors in financial Bid

- a) The Chartered Accountant Firms are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
- b) The quoted price shall be corrected for arithmetical errors by TIA.
- c) In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.

3.7 Language

The bid should be submitted by the Chartered Accountant Firm in English/ Marathi/ Hindi language only. If any supporting documents submitted are in any other language, translation of the same in English/ Marathi / Hindi language is to be duly attested by the Chartered Accountant Firms. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

3.8 Conditions under which Tender is issued

- a) This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The

TIA reserves the right to disqualify any Chartered Accountant Firm, should it be so necessary at any stage.

- b) The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- c) No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a Chartered Accountant Firm with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to Chartered Accountant Firms shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.
- d) Neither the Chartered Accountant Firm nor any of the Chartered Accountant Firm's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the Chartered Accountant Firm in accordance with the terms thereof).
- e) Until the Contract is awarded and during the validity of the Contract, Chartered Accountant Firms shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the Chartered Accountant Firm, or any person acting in collusion with the Chartered Accountant Firm, without prior written approval of the TIA.

3.9 Right to the content of Bids

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the Chartered Accountant Firms. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

3.10 Non-Conforming Bid

A bid may be construed as a non-conforming bid and ineligible for consideration if:

- 1. It does not comply with the requirements of this tender document.
- 2. It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

3.11 Disqualification

The bid is liable to be disqualified in the following cases or in case the Chartered Accountant Firm fails to meet the requirements as indicated in this tender document:

- a) The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- b) During the validity of the bid, or its extended period, if any, the Chartered Accountant Firm increases the quoted prices.
- c) The Chartered Accountant Firm qualifies the bid with own conditions.
- d) The bid is submitted in an incomplete form.
- e) The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
- f) The Commercial bid is enclosed with the Technical bid.

- g) The Chartered Accountant Firm tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
- h) In case any one Chartered Accountant Firm submits multiple bids or if common interests are found in two or more Chartered Accountant Firms, the Chartered Accountant Firms are likely to be disqualified,
- i) The Chartered Accountant Firm fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the notification of award of contract or within such extended period, as may be specified by the TIA.
- j) Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some Chartered Accountant Firms may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the Chartered Accountant Firms so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.
- k) If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

3.12 Acknowledgement of Understanding

By submitting the bid, each Chartered Accountant Firm shall be deemed to acknowledge that Chartered Accountant Firm has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

3.13 Mode Of Selection -

Selection of Chartered Accountant Firm will be based on the Least Cost Selection (LCS) method.

4 Bid opening and Evaluation process

4.1 Bid Opening

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which Chartered Accountant Firm is free to attend him or depute an authorized officer as his representative.

4.2 Opening of Envelop - A (Technical Bid)

Envelope No. A (Technical bid) of the Chartered Accountant Firms will be opened online through- e tendering procedure.

4.3 Evaluation of Technical Bid

The evaluation of the technical bids will be carried out in the following manner:

- a) The Chartered Accountant Firm's technical bid will be scrutinized based eligibility criteria mentioned in clause no 3.2. Chartered Accountant Firms not fulfilling any of the eligibility criteria shall be rejected.
- b) The Chartered Accountant Firms who will fulfill minimum eligibility criteria mentioned in clause no 3.2 will be further evaluated as per the following marking system based on the documents submitted by the Chartered Accountant Firms.

Sl. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Fellow Partners associated with the firm for not less than 5 years (As per certificate of ICAI as on 01.07.2024)	5 FCA	15	For 5 FCA partners = 10 marks, For each additional FCA Partner 1.5 Mark (Associated with the firm for more than 5 Years). ACA Partners Associated with the firm 1 Mark per ACA Partners. Subject to maximum of 15 Mark.
2	Turnover of the firm (Average annual in last three financial yrs.)	Minimum Average Rs.100 Lakhs	15	Turnover Rs 100 Lakhs = 5 mark, over and above 1 mark for per 5 lakhs subject to maximum of 15 Marks.
3.	The Chartered Accountant Firm should have experience of at least 5 assignments of Internal / Statutory Audit under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) of State & /or Central Government Department During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more(Excluding GST). (Firm must submit the experience certificate from auditee organization).	5 Assignment	20	Up to 5 assignment = 3 mark over and above 1 mark per assignment subject to maximum 20 Mark.
4.	The Chartered Accountant Firm should have experience of at least 2 Statutory Audit Assignment under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) in Government department of Maharashtra During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more (Excluding GST). (Firm must submit the experience certificate from auditee organization).	2 Assignment	20	Up to 2 assignment = 5 mark over and above 1 mark per assignment subject to maximum 20 Mark.
5.	Adequacy of the proposed Technical Approach, Methodology & work plan as per generally accepted standards also considering the target date of report		20	As per the evaluation of the Proposal

	submission.			
6.	Experience in the Internal / Statutory Audit of NRLM / SRLM (any State & only state or District office) Schemes during last 5 Year i.e. From F.Y. 2019-20 to 2023-24		10	1 Mark Per assignment subject to maximum 10 Marks.
			100	

- c) The Chartered Accountant Firms are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document.
- d) In any case, in the event of any deviation from the factual information provided by the Chartered Accountant Firm in technical bid, the deviation can reject the bid and also ban the Chartered Accountant Firm from participation in any future tenders in the state of Maharashtra.
- e) At any time during the bid evaluation process, the MSRLM committee may seek verbal / written clarifications from the Chartered Accountant Firms. The committee may seek inputs from their professional experts in the evaluation process.
- f) The committee reserves the right to do a reference check of the past experience stated by the Chartered Accountant Firm. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- g) The Chartered Accountant Firms scoring minimum 75 marks out of the 100 marks in technical evaluation based on above mentioned marking system shall be declared as technically qualified.**
- h) The Firms those are interested to be appointed will have quote minimum audit fees of Rs. 9,69,760/- for the year 2023-24 yearly and quote minimum audit fees of Rs. 4,84,880/- for the year 2024-25 Half Yearly (Calculated on the basis of quantum & quality of work) considering the Guidelines no. CA (7)/3/2016, DT 07/04/2016 issued by Institute of Chartered Accountants of India.**
- i) The Chief Executive Officer, Maharashtra State Rural Livelihood Mission (MSRLM) reserves the right to keep, amend, and accept/reject of any proposal/clauses/criteria according to the need / requirements in the interest of organisation.
- j) The Firm or partners of the firm must comply with the Chartered Accountants Act, 1949, other notification & guidelines issued by the ICAI from Time to time.
- k) If required constitution of the team is not deployed/The assignment is outsourced to some other firm or chartered accountants, the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry/ICAI informed.
- l) Joint venture/ Consortium of the firm are not allowed if the proposal is submitted in JV/Consortium in that case proposal is summarily rejected.
- m) General Power of Attorney signed by all the partners authorizing the one partner to signed the proposal on behalf of the firm.
- n) Any response received after the due date or not found to be in accordance with the above procedure, maybe liable to be rejected outright and the decision of the MSRLM in this regard shall be final.

- o) The firm having experience of audits of NRLM projects in India will be given the additional weightage during evaluation.
- p) As per the Government mandate, Goods & Service Tax Registration (GST) of the said firm is mandatory.
- q) The originals of all supportive documentary evidences may be called for its verification in case of selection to ensure about its authenticity & genuinely.
- r) The CEO, Maharashtra State Rural Livelihood Mission, Maharashtra (MSRLM), Mumbai may take its own decision while evaluating the proposal with regard to awarding weightage on Technical & financial scrutiny.

4.4 Opening of Envelop - B (Financial Bid)

This envelope of technically qualified Chartered Accountant Firms as per clause no 4.3 (g) shall be opened as per e-tendering procedure. The date and time of opening of financial bids will be published on <https://mahatenders.gov.in>.

5 Award Criteria

The Chartered Accountant Firm who quoted lowest financial quote (L-1) shall be invited for negotiation and signing of contract.

6 Right to accept any Bid and to reject any or all Bids

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Chartered Accountant Firms(s) or any obligation to inform the affected Chartered Accountant Firm(s) of the grounds for the TIA's action.

7 Notification of Award

- a. Before expiry of the bid validity period, the TIA will notify the successful Chartered Accountant Firm(s) in writing, by registered / speed post or by fax or by email that its bid have been accepted by the Tender Inviting Authority.
- b. The successful Chartered Accountant Firm, upon receipt of the acceptance letter, shall furnish the required performance security in the form of Bank Guarantee or Demand Draft and submit an agreement in the prescribed format within 15 days, failing which the EMD will be forfeited and the award will be cancelled.
- c. After cancellation of award of contract with L1 Chartered Accountant Firm, TIA reserves the right to call L2 and asked to match the rate offered by L1. If L2 accept the offer, award of contract will be issued to L2. If L2 refuse to match the rate with L1, then L3 will ask to match rate with L1 and If L3 accepts award of contract will be issued to L1 and so on. In such case EMD submitted by L2, L3...will not forfeit if they refuse to match the rate with L1.
- d. The Notification of Award shall constitute the formation of the Contract.

8 Place of Work -

As per Terms & Refernces & Scope of work.

9 Contract Period:-

The contract will be for the period of two year which may be extended one year as per the need of the mission (maximum for three financial year's audit) without change in the financial norms. However, contract may be terminated by giving one month notice for whatever reason.

10 Signing of Contract:

The contract will be signed as per tender document, after selection of Chartered Accountant Firm. In lieu of the same, the successful Chartered Accountant Firm will have to execute an agreement in a non-judicial stamp paper of value of Rs-500/- in favour of Chief Executive Officer, MSRLM. If the successful Chartered Accountant Firm fails to execute the agreement and payment of Performance Security within the time specified or withdraws the tender, the successful Chartered Accountant Firm is unable to undertake the contract; the Earnest Money Deposit of the successful Chartered Accountant Firm shall stand forfeited. Such Chartered Accountant Firm(s) will also be liable for all damages sustained by the TIA by reasons of breach of tender conditions. Such damages shall be assessed by the TIA whose decision shall be final.

11 Failure to agree with Terms and conditions of this Tender

Failure of the successful Chartered Accountant Firm to agree with the terms and conditions of the tender document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful Chartered Accountant Firm.

12 Performance Security Deposit

The successful Chartered Accountant Firm shall deposit the performance Security as follows:

- a. The successful Chartered Accountant Firm shall at his own expense, deposit with the TIA, A performance Security in the form of Bank Guarantee or Demand Draft as mentioned in clause No-1.2
- b. The Performance Security may be discharged / returned by the TIA upon being satisfied that there has been due performance of the obligations of the successful Chartered Accountant Firm under the contract. However, no interest shall be payable on the performance Security.
- c. The TIA shall also be entitled to make recoveries from the performance Security on the following grounds
 1. Any amount imposed as a fine for irregularities committed by the Chartered Accountant Firm.
 2. Any amount which the TIA becomes liable to the Government / Third Party on behalf of any default of the Chartered Accountant Firm or any of his / her / their agent / employees or staff.
 3. Any payment / fine made under the order / judgement of any court / consumer forum or law enforcing agency or any person working on his behalf.
 4. Any other outstanding amount.

13 Subletting -

Subletting of contract is not permitted.

14 Payment Terms

As per mentioned in terms of reference

15 Scope of Work / Terms of References - Attached separately

16 Corrupt or Fraudulent Practices

MSRLM requires that the bidders shall observe the highest standards of ethics in execution of the contract. In pursuant to this policy, MSRLM.

- 1) Defines, for the purpose of this provision, term set forth as below
 - i) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or contract execution; and
 - ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or execution of the contract to the detriment of the Employer.

- 2) Will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 3) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any MSRLM contract, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing

17 Laws and Regulations

- 1) Governing Law: The contract shall be governed by and construed in accordance with the laws and by-laws of India, the State of Maharashtra and the local bodies in this region. All disputes arising under or in relation to this Agreement shall be subject to jurisdiction of the Courts in Navi Mumbai only to the exclusion of other courts.
- 2) DISPUTES:
 - a) If a dispute of any kind whatsoever arises between the bidder & MSRLM, the matter shall be referred in writing to the Secretary, Rural Development Department, Maharashtra within 14 days from the date of dispute.
 - b) The Secretary, Rural Development Department, Maharashtra State, Mantralaya Mumbai shall give his decision in writing within 28 days of receipt of such representation. The decision of the Secretary, Rural Development Department, Maharashtra State, Mantralaya Mumbai shall be final & binding on both parties.

18 Force Majeure clause

"If, at any time, during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lock-outs or acts of God (hereinafter referred to as "events"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance; and services under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the purchasing officer as to whether the services have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the purchaser shall be at liberty takeover from the contract at a price to be fixed by the purchasing Officer which shall be final.

19 Permits, Fees, Taxes

Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, Government fees and licenses necessary for the execution and completion of the work. Any violation, in the legal provisions of taxes, duties, permits and fees, carried out by the Contractor and detected subsequently shall be the sole responsibility of the Contractor and his legal heirs.

20 Income Tax and Other Taxes:

Income Tax (TDS) and any other taxes as applicable from time to time, shall be deducted from bills of the Contractor and a certificate to that extent shall be issued by MSRLM.

21 Statutory Increases in Duties, Taxes Etc

All the taxes and duties levied by the State and Central Govt. and by Local Statutory Bodies at the prevailing rates applicable on the date of receipt of tender shall be fully borne by the Contractor and will not be reimbursed to him on any account.

Further MSRLM shall not honour any claim arising out of any increase in any of the prevailing statutory duties, taxes, levies etc. at the time of quoting / bidding contractor should bear the above fact in mind.

22 Price Variation

No Price Variation will be payable to the Contractor during the Contract period & extended period if any.

23 Labor laws and other applicable laws

Agency will be solely responsible for all type of liabilities that may arise under any act like Maharashtra stamp act and/or related to workmen Compensation, Minimum wages, EPF, ESIC, Bonus, etc. Injury to Staff or damage to any property, insurance of employees who are employed by the agency under this contract and no additional amount will be paid to the agency under this contract.

24 Scope of Work / Terms of References

TERMS OF REFERENCE (ToR)

Internal Audit

1. Introduction

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been launched in Maharashtra in July 2011 as a registered organization under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika – endeavors to impact rural poverty through a range of comprehensive and strategic livelihoods interventions in a time bound manner. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods.

Maharashtra State Rural Livelihoods Mission (NRLM) aims at reaching nearly 84 lakhs rural households in 34 district of Maharashtra that account for 85% of the rural poor households in the State.

The Mission is implemented through a three tier structure comprising a State Mission Management Unit, District Mission Management Unit and Block Mission Management Unit. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on ‘trickle down’. The DAY-NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

Following major scheme are implemented by Maharashtra State rural livelihoods mission

National Rural Livelihood Mission (NRLM)

Ajeevika - National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India in June 2011.

Aided in part through investment support by the World Bank, the Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services.

Maharashtra set out with an agenda to cover 84 Lakhs rural poor households, across 34 districts, 351 blocks and 28000 Gram Panchayats and 48000 villages in the state through self-managed Self Help Groups (SHGs) and federated institutions and support them for livelihoods collectives in a period of 12-15 years.

In addition, the poor would be facilitated to achieve increased access to rights, entitlements and public services, diversified risk and better social indicators of empowerment. DAY-NRLM believes in harnessing the innate capabilities of the poor and complements them with capacities (information,

knowledge, skills, tools, finance and collectivization) to participate in the growing economy of the country.

In November 2015, the program was renamed Deendayal Antayodaya Yojana (DAY-NRLM).

As of now out of 34 Rural Districts of Maharashtra, in 351 blocks and 34 districts NRLM is being implemented in intensive manner for 2019-20 (Name of District List is attached)

Major Component of NRLM scheme are:

Component under NRLM	
IUFR Code	Component
B1.1	SMMU and DMMU (Admin cost)
B1.2	Capacity Building of SMMU and DMMU staff
B2	Institution Building and Capacity Building
B3	Community Investment Support
B4	Special Programs (implementation through Partnerships and others)
D	Project Implementation Support
E	Infrastructure & Marketing
F	Interest Subvention in Category II Districts

National Rural Economic Transformation Project (NRETP)

The Ministry of Rural Development with support of the World Bank has proposed “National Rural Economic Transformation Project (NRETP)” with a total outlay of USD 500 million for a period of 5 years from 2019-20

NRETP proposes to implement higher order economic activities which are cross cutting in nature, for instance, the project design envisages that there will be an organic link between the model Cluster Level Federation (CLFs) and financial inclusion strategies, insurance and pension schemes, producer groups and organizations, product marketing and enterprise development. The financial inclusion strategy will also have a key role in financing of farm and non-farm enterprises.

The technical assistance provided by NRETP and the higher level interventions facilitated by the project will enhance the livelihoods promotion and access to finance and scale-up initiatives on digital finance and livelihood interventions.

As of now out of 34 Rural Districts of Maharashtra, in 55 blocks and 15 districts NRETP is being implemented in intensive manner for 2019-20 (Name of District List is attached)

Major Component of NRETP scheme are:

Component under NRLM	
IUFR Code	Component
A	Institutional and Human Capacity Building
A.1	Technical Assistance
A.2	Human Resource Development
B	State Livelihood Support
B.1	State Rural Livelihoods Missions (SRLM)

B.2	Institution Building and Capacity Building
B.3	Community Investment Support
B.4	Special Programmes
C	Innovation and Partnership Support
C.1	Innovation Forums and Action Pilots
C.2	Social Entrepreneurship Development
C.3	Public Private Community Partnerships
D	Project Implementation Support
D.1	NMMU
D.2	Monitoring and Evaluation
D.3	Electronic National Rural Livelihoods Management System (e-NRLMS)
D.4	Governance and Accountability Framework
D.5	Knowledge Management and Communication

Mahila Kisan Sashaktikaran Pariyojana (MKSP)

Mahila Kisan Sashaktikaran Pariyojana is a livelihoods programme implemented by MSRLM in partnership with technical support agencies. MKSP is aimed at improving the capacities of women farmers and establishing their identity as farmers and decision makers. The programme will cover 25 districts, including all districts of Vidarbha and selected districts of Marathwada and other regions in the state. The face of the programme in the village is the community resource person - popularly known as *krishisakhi* or *pashusakhi*. The interventions include sustainable agriculture, goat rearing and backyard poultry which will result in an incremental income of nearly Rs.50,000 for about 2.15 lakh poor HHs in Maharashtra. This is in addition to the food security and gender sensitization to be experienced by the beneficiaries. More than 4Lakh Mahila Kisan have participated in this project.

Details available on www.mksp.in

As of now out of 34 Rural Districts of Maharashtra, in 139 blocks and 25 districts MKSP is being implemented in intensive manner for 2023-24 (Name of District List is attached)

Start-up Village Entrepreneurship Program (SVEP)

Start -up Village Entrepreneurship Program (SVEP) is a project implemented in 8 blocks of 5 district. The aim is to increase and support entrepreneurship by creating an enabling environment in villages. This will be achieved by training and positioning local Community Resource Persons for enterprise promotion and establishing Block Resource Centres in each block. SVEP also aims to provide funds to micro enterprises through the women based institutions set up under MSRLM.

Under SVEP, MSRLM aims at creating and supporting business through systematic business advisory support.

As of now out of 34 Rural Districts of Maharashtra, in 8 blocks and 5 districts SVEP is being implemented in intensive manner for 2019-20 (Name of District List is attached)

Rest of above following scheme are implemented by MSRLM details are available on website

- 1. RSETI – Rural Self Employment Training Institute**
- 2. SAANSAD ADARSH GRAAM YOJANA**

3. AMDAR ADARSH GRAAM YOJANA
4. Asmita Yojana
5. Saras
6. Sumatibai Sukalika Udyogini Mahila Sakshikaran Yojana (SSUMSY)
7. Additional Revolving fund and CRP payment
8. PVTG
9. PMKSY
10. PMFME
11. Other scheme

MAVIM Partnership

The Project has entered in partnership with MAVIM in three intensive districts viz. Solapur, Thane & Gondia.

MSRLM allocation to MAVIM for the year 2023-24 has been earmarked at approximately Rs. 8 Crores.

2. Objectives of the Audit:

The essence of the World Bank/NMMU MoRD audit policy is to ensure that the Government Of India/Government of Maharashtra receives adequate, independent, professional, audit assurance that the proceeds of World Bank loan/Government Of India/Government of Maharashtra financing were used for the purposes intended, that the audit reports are free from material mismanagement and that terms of the loan agreement are complied with in all material respects.

The objectives of the internal audit are to enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements. It has to be ensured that the overall financial management and arrangements including the system of internal controls as documented as per the Financial Management Manual (FMM) & Procurement Manual (PM). It is expected that the process of audit shall be in position to provide to project management with timely information on financial management aspects of the mission, including internal controls and compliance with financing agreements, to enable follow-up action.

In addition, it is expected that internal audit should play a role in assisting management with misutilization of fund, including the prevention, detection and investigation of fraud as part of “**Bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes**”.

3. Coverage:

Schemes under the coverage of MSRLM primarily cover World Bank sponsored National Rural Economic transformation project (NRETP) Centrally sponsored National Rural Livelihood Mission(NRLM), Centrally sponsored Deen Dayal Upadhyay Gramin Kaushalya Yojana(DDU GKY), State sponsored Sumatibai Sukalika Mahila Sakshikaran Yojana(SSUMSY), Mahila Kisan Shashaktikaran Pariyojana (MKSP) and a few others.

Auditor will have to submit the Internal Audit Reports for following scheme

1. National Rural Livelihoods Mission (NRLM)
2. National Rural Economic transformation project (NRETP)
3. Mahila Kisan Shashaktikaran Pariyojana (MKSP)
4. Start-up Village Entrepreneurship Program (SVEP)

5. Rseti – Rural Self Employment Training Institute
6. Saansad Adarsh Graam Yojana
7. Asmita Yojana
8. Saras
9. Sumatibai Sukalika Udyogini Mahila Sakshikaran Yojana (SSUMSY)
10. Additional Revolving fund and CRP payment
11. PVTG
12. PMKSY
13. PMFME
14. SWYAM
15. Other scheme

The Audit of 2023-24 will be carried out on a yearly basis. Coverage for 2023-24 is as under:

Sr. No	Name of Scheme	SMM U	DMM U	DRD A	BMM U	CL F	VO	Partn er
1	National Rural Livelihoods Mission (NRLM)	1	34	0	351	20	300	15-20
2	National Rural Economic transformation project (NRETP)	1	15	0	55	5	50	10
3	Mahila Kisan shaktikarn pariyojana (MKSP)	1	25	0	139	0	0	5
4	Start-up Village Entrepreneurship Program (SVEP)	1	5	0	8	0	0	3-4
5	Additional RF and CRP payment	1	34	0	351	0	0	0
6	RSETI – Rural Self Employment Training Institute	1	0	0	0	0	0	0
7	SAANSAD ADARSH GRAAM YOJANA	1	0	34	0	0	0	0
8	Asmita Yojana	1	0	0	0	0	0	0
9	Saras	1	0	0	0	0	0	0
10	Sumatibai Sukalika Udyogini Mahila Sakshikaran Yojana (SSUMSY)	1	34	34	0	0	0	0
11	PMKSY	1	29					
12	PMFME	1	34					
13	PVTG	1	8					
14	SWYAM	1	16					

The Audit of 2024-25 will be carried out on a half yearly basis. Coverage for 2024-25 is as under:

<u>Sr. No</u>	<u>Name of Scheme</u>	<u>SMM U</u>	<u>DMM U</u>	<u>DRD A</u>	<u>BMM U</u>	<u>CL F</u>	<u>VO</u>	<u>Partne r</u>
<u>1</u>	National Rural Livelihoods Mission (NRLM)	<u>1</u>	<u>34</u>	<u>0</u>	<u>351</u>	<u>20</u>	<u>300</u>	<u>15-20</u>
<u>2</u>	National Rural Economic transformation project (NRETP)	<u>1</u>	<u>15</u>	<u>0</u>	<u>55</u>	<u>5</u>	<u>50</u>	<u>10</u>
<u>3</u>	Mahila Kisan shaktikarn pariyojana (MKSP)	<u>1</u>	<u>25</u>	<u>0</u>	<u>139</u>	<u>0</u>	<u>0</u>	<u>5</u>
<u>4</u>	Start-up Village Entrepreneurship Program (SVEP)	<u>1</u>	<u>5</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>3-4</u>
<u>5</u>	Additional RF and CRP payment	<u>1</u>	<u>34</u>	<u>0</u>	<u>351</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>6</u>	RSETI – Rural Self Employment Training Institute	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>7</u>	SAANSAD ADARSH GRAAM YOJANA	<u>1</u>	<u>0</u>	<u>34</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>8</u>	Asmita Yojana	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>9</u>	Saras	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>10</u>	Sumatibai Sukalika Udyogini Mahila Sakshikaran Yojana (SSUMSY)	<u>1</u>	<u>34</u>	<u>34</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>11</u>	PMKSY	<u>1</u>	<u>29</u>					
<u>12</u>	PMFME	<u>1</u>	<u>34</u>					
<u>13</u>	PVTG	<u>1</u>	<u>8</u>					
<u>14</u>	SWYAM	<u>1</u>	<u>16</u>					

i) Partnerships with MSRLM:

Unit	Total No. of Units to be audited for 2020-21
Accounting centres under MAVIM	4
Accounting centres under other Partnerships	15-25

ii) Standards for the Internal Audit:

Internal audit should be carried out in accordance with the Auditing & Assurance Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls, as the auditor considers necessary under the circumstances.

iii) Scope of Work:

The Auditor is expected to make an assessment of the adequacy of the mission financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls and any need for revision if any.

The scope of the Audit is as given below:

a) Approved Annual Action Plan: Auditor is expected to ensure that expenditure on each activity throughout the Project is as per approved annual action plan and budget.

b) Availability and utilization of funds:

i) The auditor should ensure the efficiency and timeliness of the funds flow mechanism at the State and District level and whether there are delays and which could impact the timely implementation of project. The auditor should also identify and report the reasons for such delays

ii) The auditor should ensure that all funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided. Relevant legal agreement includes the Financing Agreement, the Project Agreement and the Minutes of Negotiation.

iii) The auditor should ensure all funds received under the Mission have been used with due attention to economy, efficiency and effectiveness, and only for the purposes for which the financing was provided.

iv) Auditor will verify the no. of CBOs to whom fund transferred during the quarter and no. of CBOs reported in IUFR.

c) Books of Accounts & Reporting:

i) The auditor should ensure that all necessary supporting documents, records, have been separately filed in respect of all project activities and that clear linkages exist between the supporting documents, accounting books and records and the periodic financial reports from the respective spending units

ii) The monthly expenditure Statement submitted by the districts indicating the approved budget provision and expenditure during the month, cumulative expenditure against the activity / sub-activity during the year should be reviewed in the internal audit.

iii) The auditor should see that IUFRs are submitted in a timely manner, whether release of funds are conditional to receipt of IUFRs and report exceptions, if any

iv) The auditor should see that the Mission account throughout the State has been prepared in accordance with consistently applied Govt. accounting standards.

v) The auditor should see that systems are in place for monitoring the receipt of periodic financial reports & follow up on overdue reports are adequate. Exceptions should be identified and reported.

The auditor or his representative shall be required to put the certificate with date on all manual records and books of accounts of being verified. Any record not found to have the stamp shall be considered as not verified and deficiency in audit on the part of auditor.

- d) **Procurement:**
- i) The procurement procedure adopted for civil works, goods and consultancy services should be reviewed by the internal auditors and it should be ensured that correct procedures as per the Bank procurement guidelines have been followed, for each procurement.
 - ii) It should be ensured that the records of all procurement, agreements, work/purchase orders, invoices, receipts, stock registers etc are properly maintained, duly linked and retained including expenditures reported via Interim Unaudited Financial reports (IUFR). The auditor should also review contract management and whether business standards for payment to contractors are being adhered to.
- e) **Verification of Assets:**
The internal auditor should ensure that the adequate records are maintained regarding the assets created and assets acquired by the project, including description, details of cost, identification and location of assets. The internal auditor should carry out physical verification of a sample of assets created out of the project and comment on its utilization.
- f) **Advances:**
The Auditor should check that whether the accounting for the advances to line departments and concern units are properly recorded in the accounting books.
- g) **Duties and Taxes:**
The Auditor should check whether all types of tax liabilities have been deducted and deposited to Government Treasury and periodical tax returns have been filed within time.
- h) **Compliance of previous outstanding paras:**
While conducting internal audit in a subsequent phase the auditor will ensure that the compliance report on previous audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the Audit Report of the subsequent phase.
- It is expected that the Audit team comprising of Audit Team Leader, Senior Audit Assistant and Junior Audit Assistant, should be deployed at each of the accounting centre in each quarters for minimum of 3 working days and for a single day at each of Partnership Firm centre. (List of the same has been attached separately)

iv) Reporting Procedure:

- a) **Audit Plan:**
The auditor should make audit programme and plan for SMMU in coordination with the accounts & finance team. The auditor shall interact with the management before furnishing of any report. Discussion notes duly signed by the both parties (Auditor and Head of the concerned Accounting Centre) will be part of the Audit Report.
- Entry conference and exit conference is mandatory for every accounting center when audit start and end and all entry conference and exit conference notes submitted by auditor with audit report duly signed by the both parties.
- The routine errors of omission or commission noted during the course of internal audit may be rectified on the spot.
- b) **Management Letter:**
The Management Letter provided by the Auditor for each quarter have the following sections:

- 1) Objectives of the audit;
- 2) Methodology of the audit;
- 3) The status of implementation of the financial management system;
- 4) The status of compliance of the previous audit reports, including major audit observations pending compliance;
- 5) Risk Assessment Report (the key areas of weaknesses that need improvement)
- 6) Recommendations for improvements.

Executive Summary (summary of the key findings)

- c) The Auditor will provide separate consolidated reports of all scheme and partnerships. The reports will be provided Quarterly.
- d) The Auditor will provide quarterly District wise and scheme wise separate reports of all scheme to District mission management unit in two copy and same one copy will be provided to SMMU also yearly district wise consolidated audit report will provided to district mission management unit.
- e) The Auditor will provide quarterly District wise audit para observed and para settled summary to State mission management unit on quarterly basis.
- f) The audit reports should be submitted within 45 days after completion of the said Quarter. Any delay beyond 45 days for any Quarterly report attracts the termination of the contract without any financial liability of the client.

v) Composition of Review Committee and review procedure to monitor Consultants work

The proposed assignment will be reviewed and monitored by a review committee on a **Quarterly** basis and take further remedial measures on the discrepancies pointed out in internal audit constituted by MSRLM. The Internal Audit Review committee at SMMU will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chief Executive officer with following members.

SMMU Members	Designation	Representation
Chief Executive officer	Chairman	SRLM/State Govt.
COO & Additional Director	Member	SRLM/State Govt.
Under Secretary	Member	SRLM/State Govt.
Dy. Director –Finance and Accounts	Member	SRLM/State Govt.
Senior Accounts Officer-1	Member	SRLM/State Govt.
Senior Accounts Officer-2	Member Secretary	SRLM.

Committee will provide an update to the Principal Secretary, (RDD). Review will be done for the work performed by the Internal Audit Firm.

vi) Data, services and facilities to be provided by MSRLM:

- All the Mission documents, copy of agreement and relevant papers needed for Audit will be provided by the MSRLM. The auditor would be given access to all documents, correspondence, and any other information relating to the Mission and deemed necessary by the auditor for carrying out audit.
- The auditor would be provided copies of the Project Implementation Plan (NMMU), Financial Management Manuals, Procurement Manual, guidelines, Government Resolutions, minutes of executive committee meeting, policies and procedures issued by NMMU/MSRLM.
- One day workshop will be organized by MSRLM for giving details of Mission. It should be attended by all the members of audit team.
- In order to facilitate the Auditor, the Project shall provide an Indicative Questioner to the Auditor.

vii) Period of Internal Audit.

Initially contract with the firm will be for two year which could be extended further, taking into consideration the performance of the Auditor.

The extension can be given one year at a time limited to 2 such extensions based on the performance and the decision of the Audit Review Committee.

viii) Selection process based on least cost selection):

The Audit firm will be selected based on **least cost selection (LCS)** method of NRLM procurement guidelines.

ix) Delivery and Payment Schedule:

Deliverable	Period of Audit	Time line Schedule	Payment Schedule	Remark
Internal audit of F. Y 2023-24 completed and submission of district wise audit report and state consolidated audit report	April 2023 to March - 2024	30 September 2024	80% of Contract Value after submission of district wise audit report and state consolidated audit report	Payment will be released only after the acceptance of the Audit Report by MSRLM.
			20% of Contract Value after two month submission of district wise audit report and state consolidated audit report	

Internal audit of F. Y 2024-25 (April 2024 to September-2024) completed and submission of district wise audit report and state consolidated audit report	April 2024 to September -2024	31 December 2024	40% of Contract Value after submission of district wise audit report and state consolidated audit report	
Internal audit of F. Y 2024-25 (October 2024 to March-2025) completed and submission of district wise audit report and state consolidated audit report	October 2024 to March - 2025	30 June 2025	40% of Contract Value after submission of district wise audit report and state consolidated audit report	
			20% of Contract Value after two month submission of Second half yearly district wise audit report and state consolidated audit report	

The written acceptance of the report by MSRLMs will be considered as the date of submission of the Report.

x) KEY PERSONNEL

The list of key personnel's required for this assignments;

Sr.No	Key Professionals	Description of Services to be provided	Experience	No. of persons
1	Audit Manager	Overall coordination & planning, Team leadership, reporting, liaison with client	Qualified Chartered Accountant with at least 7 years experience as a partner with expertise in the area of internal audit planning, execution and reporting.	1
2	Audit Team Leader	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with heads of offices, consolidation /compilation	Qualified Chartered Accountants with at least 5 years experience in internal audit with ability to lead and team and interact with senior level govt officials.	3
3	Senior Audit Asst. (Minimum Two Persons Required)	Vouching and verification of SMMU and DMMU books of	CA (Inter) with 3 years of experience in Accounting, audit and report writing.	3
4	Junior Audit Asst. (Minimum four Persons Required)	Vouching and verification of SMMU and DMMU books of accounts	Graduate/ CA (Inter) with 1 years of experience in Accounting, audit and report writing.	3

Annexure I

LIST OF ACCOUNTING CENTRES UNDER MSRLM FOR F.Y.2023-24 AND 2024-25

Division	Sr.No	District Name	NRL M	NRE TP	MKSP	SVEP	SSUM SY	SAG Y	PMF ME	PMKS Y	Additional RF and CRP Payment
Amravati	1	Amravati	Y	N	Y	N	Y	Y	Y	Y	Y
	2	Akola	Y	N	Y	N	Y	Y	Y	Y	Y
	3	Buldhana	Y	N	Y	N	Y	Y	Y	Y	Y
	4	Washim	Y	N	Y	N	Y	Y	Y	Y	Y
	5	Yavatmal	Y	Y	Y	Y	Y	Y	Y	Y	Y
Aurangabad	6	Aurangabad	Y	N	Y	N	Y	Y	Y	Y	Y
	7	Beed	Y	Y	Y	N	Y	Y	Y	Y	Y
	8	Hingoli	Y	N	N	N	Y	Y	Y	Y	Y
	9	Jalna	Y	Y	Y	Y	Y	Y	Y	Y	Y
	10	Latur	Y	N	Y	N	Y	Y	Y	Y	Y
	11	Nanded	Y	N	N	N	Y	Y	Y	Y	Y
	12	Osmanabad	Y	Y	Y	N	Y	Y	Y	Y	Y
	13	Parbhani	Y	N	Y	N	Y	Y	Y	Y	Y
Konkan	14	Palghar	Y	Y	Y	Y	Y	Y	Y	Y	Y
	15	Raigad	Y	N	N	N	Y	Y	Y	Y	Y
	16	Ratnagiri	Y	Y	Y	N	Y	Y	Y	Y	Y
	17	Sindhudurg	Y	Y	Y	N	Y	Y	Y	Y	Y
	18	Thane	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nagpur	19	Nagpur	Y	N	Y	N	Y	Y	Y	Y	Y
	20	Chandrapur	Y	Y	Y	N	Y	Y	Y	Y	Y
	21	Gadchiroli	Y	Y	Y	N	Y	Y	Y	Y	Y
	22	Gondia	Y	Y	Y	N	Y	Y	Y	Y	Y
	23	Bhandara	Y	N	Y	N	Y	Y	Y	Y	Y
	24	Wardha	Y	Y	Y	N	Y	Y	Y	Y	Y
Nashik	25	Nashik	Y	Y	N	N	Y	Y	Y	Y	Y
	26	Dhule	Y	N	Y	N	Y	Y	Y	Y	Y
	27	Jalgaon	Y	N	Y	N	Y	Y	Y	Y	Y
	28	Nandurbar	Y	Y	Y	N	Y	Y	Y	Y	Y
	29	Ahmednagar	Y	N	N	N	Y	Y	Y	Y	Y
Pune	30	Pune	Y	N	N	N	Y	Y	Y	Y	Y
	31	Kolhapur	Y	N	Y	N	Y	Y	Y	Y	Y
	32	Sangli	Y	N	Y	N	Y	Y	Y	Y	Y
	33	Satara	Y	N	Y	N	Y	Y	Y	Y	Y
	34	Solapur	Y	Y	Y	Y	Y	Y	Y	Y	Y

Sr. No.	Partnership Firms	Partnership District / State
	MAVIM	Gondia Thane Solapur
	AFARM	Pune
	MITTRA	Nashik

	BAIF	Pune
	TGT	Lucknow
	SJSM	Satara
	CSA	Hyderabad
	CMSA	Hyderabad
	SSP	Pune
	SERP	Hyderabad
	Srijan	New Delhi
	BASIX	Mumbai
as above list some partner contract be ended and some may be added so that expected partner is 15-20		

<u>SR.No</u>	<u>Particular</u>	<u>Number</u>	<u>Remark</u>
<u>1</u>	<u>CLF</u>	<u>50</u>	<u>List will provided at time audit</u>
<u>2</u>	<u>VO</u>	<u>300</u>	<u>List will provided at time audit</u>

Annexure II

Mandatory Information for of Internal Audit Firm of Maharashtra State Livelihoods Mission

Submission Requirements

Form-1

(To be submitted on the letterhead of the bidder)

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, Southwing, CIDCO Bhavan
CBD Belapur,
Navi Mumbai-400614

Sub- Acceptance of Terms & Conditions of Tender

Tender Ref No.: MSRLM/SMMU/INTAUDIT/06/2024-25

Name of Tender / work – Selection of Auditor Firm for Internal audit of MSRLM & Other
Scheme for the FY- 2023-24 & 2024-25

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://mahatenders.gov.in> and /or www.umed.in as per advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of Bidder

Form- 2**BIDDER INFORMATION (To be given on Letter Head)**

Date: _____

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the H.O. Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge: Email ID:
	Date of establishment of Firm	Attach copy of certificate of ICAI as on date of advertisement
	No. of Years of Existence of Firm	Attach copy of Partnership Deed
	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Branch Address of the firm: Phone No: Fax No: Mobile of each Branch Office In-charge: Email ID:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach copy of certificate of ICAI as on date of advertisement
6	Empanelment No. with C & A G	Attach proof of empanelment with C&AG for the year 2023-24.
7	Whether the firm is listed as Major Audit firm by C&AG	If yes, Attach copy of C&AG Major Auditor Certificate for the F.Y 2023-24.
8	Turnover of the Firm in last three years i.e. During the F.Y 2021-22, 2022-23 & 2023-24	Mention the yearly turnover of the firm. Attach balance sheet and P&L Account of the last three years duly certified. And also give Break-up of Audit Fee and Other Fees Received.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Form No-3

Details of Experience / Performance Statement (To be given on Letter Head)

A. Experience of at least 5 assignments of Internal / Statutory Audit under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) of State & /or Central Government Department During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more(Excluding GST).

S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment (Internal / Statutory Audit)	Scope & Coverage of the assignment	Duration of Completion of Assignment	assignment fees Rs. Excluding GST	Proof of the letter of Work /Completion Certificate or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

B. Experience of at least 2 Statutory Audit Assignment under PFMS of External Aided Project (excluding the Audit of Charitable Institutions/NGOs) in Government department of Maharashtra During the F.Y 2021-22, 2022-23 & 2023-24. The per assignment fees must be Rs. 2,00,000/- Per Annum or more (Excluding GST).

S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment (Internal / Statutory Audit)	Scope & Coverage of the assignment	Duration of Completion of Assignment	assignment fees Rs. Excluding GST	Proof of the letter of Work /Completion Certificate or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

C. Experience in the Internal / Statutory Audit of NRLM / SRLM (any State & only state or District office) Schemes during last 5 Year i.e. From F.Y. 2019-20 to 2023-24

S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment (Internal / Statutory Audit)	Scope & Coverage of the assignment	Duration of Completion of Assignment	assignment fees Rs. Excluding GST	Proof of the letter of Work /Completion Certificate or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Form - 4

Description of Approach, Methodology & Work Plan for performing the Assignment / Job (Audit of MSRLM)

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 State/ District/ Blocks 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 MSRLM), 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

C. Key Professional Staff Qualifications & Competence for the assignment:

The Experience of the Firm in executing the similar assignment of Internal / Statutory Audit of External Aided Projects in Maharashtra, Teams composition proposed for the assignment etc.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

Form No-5

Turnover certificate on (CAs Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name of bidders firm) is having registered office at (detailed office address). The turnover of the (name of proposer) for the last three financial year is as under

Sr. No.	Financial Year	Turnover in lakhs
1	2021-22	
2	2022-23	
3	2023-24	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Form- 6
Details of Key experts Proposed Staff

A. Details of Qualified Staff (Chartered Accountants)

(Please provide a self-attested copy of Certificate of ICAI as on date of advertisement 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	Audit Manager					
2	Audit Team Leader					
3	Senior Audit Asst. (Minimum Two Persons Required)					
4	Junior Audit Asst. (Minimum four Persons Required)					

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 (Minimum)	Educational Qualification	Key Responsibilities 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 estimate d for task completion
Chartered Accountant	Team Leader	1					
Semi-Qualified (CA Inter)	Individual District Team Lead	1					
Support Staff (Jr Auditors)	Support to District/ State team lead	2					
Total estimated man days required to complete the task							

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
3. Please attach CV of Team Leader

Structure of Team 1, 2, 3 ..:

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

Form no 7
Curriculum Vitae of Proposed Key personnel

1	Proposed Position:			
2	Name of Firm:			
3	Name of Staff:			
4	Date of Birth:			
5	Nationality:			
6	Education:			
	Qualification	Name of Institution / University	Year of Passing	
7	Other Training:			
8	Countries of Work Experience:			
9	Languages			
	Languages	Reading	Writing	Speaking
10	Employment Record:			
	From : To			
	Employer :			
	Positions held:			
	 From : To			
	Employer :			
	Positions held:			
	 From : To			
	Employer :			
	Positions held:			
	 From : To			
	Employer :			
	Positions held:			
11	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned			
	Name of Assignment/job or Project:			
	Year:			
	Employer:			
	Main project features:			
	Positions held:			
	Activities performed:			

	<p>Name of Assignment/job or Project: Year: Location: Employer: Main project features: Positions held: Activities performed:</p> <p>Name of Assignment/job or Project: Year: Location: Employer: Main project features: Positions held: Activities performed:</p>
12	<p>Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.</p>

Signature of staff member or authorized representative of the staff

Full name of Key Expert:

Full name of authorized representative:

Date:

Place:

Annexure-8
DECLARATION
(To be given on Rs.100 Non judicial Stamp Paper)

To

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission
5th Floor, Southwing, CIDCO Bhavan
CBD Belapur,
Navi Mumbai-400614

Ref. :- i) NIT/ Tender No-----

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge bearing consequences to of non performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been under suspension/termination/banned/blacklisted in the preceding 10 years, till last date of submission of bid, by any PSU/Govt. Departments/PSU Banks/ MSRLM/ or any other organization where we have worked. Further, if any of the partners/directors of our organization /firm is blacklisted or having any criminal case against them, our bid/offer shall not be considered. At any later point of time, if this information is found to be false, MSRLM may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of MSRLM in selection of Bidders will be final and binding to us.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal:

Annexure-9

Details of Fellow Partners associated with the firm for not less than 5 years (As per certificate of ICAI as on 01.07.2024)

Sr. No.	Name Of Fellow Partner	Qualification	Date of ACA	Date of FCA	Date of Firm Joining	No of Years Completed with the firm as on 01/07/2024	Remarks

Form no -10

POWER OF ATTORNEY FOR SIGNING OF BID

(To be executed on Rs. 100 Non Judicial Stamp Paper of relevant jurisdiction)

Know all men by these presents, We..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us / the Lead Member of the Consortium and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the “.....” (Hereinafter referred to as “the Project”) proposed or being developed by the MSRLM. (the “Authority”) including but not limited to signing and submission of all bids and other documents and writings, participate in pre-bids and other conferences and providing information / responses to the Authority, presenting us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 20**.

For

.....

(Signature, name, designation and address)

Witnesses:

1.

2.

Person identified by me/ personally appeared before me / signed
before me/ Attested / Authenticated*

(Signature, Name and Address)

Seal of the Notary

Date:

.....

(Signature)

(Name, Title and Address of the Attorney)

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Maharashtra State Rural Livelihoods Mission (MSRLM), State Mission Management Unit (SMMU)

Name of Work: Selection of Internal Auditor Firm for Internal audit of MSRLM & Other Scheme for the FY- 2023-24 & 2024-25

Contract No: MSRLM/SMMU/INTAUDIT/ /2024-25

Name of the Bidder/ Bidding Firm/ Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (Per Units) Including GST Rs. P	TOTAL AMOUNT Including GST	TOTAL AMOUNT In Words
1	2	4	5	13	54	55
1	Selection of Internal Auditor Firm for Internal audit of MSRLM & Other Scheme for the FY- 2023-24 & 2024-25					
1.11	Audit Charges / Fee for the year 2023-24 One Year Internal Audit (Including Amount of Outpocket expenses, like Ta/Da, Bording Lodging, Stationery, etc)	1.000	Year		0.000	INR Zero Only
1.12	Audit Charges / Fee for the year 2024-25 One Year Internal Audit Half Yearly (Including Amount of Outpocket expenses, like Ta/Da, Bording Lodging, Stationery, etc)	2.000	Half Year		0.000	INR Zero Only
Total in Figures					0.000	INR Zero Only
Quoted Rate in Words				INR Zero Only		