



Request for Proposal For

Selection of Chartered Accountants for Internal Audit of Gwalior Smart City Development Corporation Ltd (GSCDCL)

Ref Number: [GSCDCL/229/E-Tendering/2024-25]

Date: [30th Oct 2024]

Gwalior Smart City Development Corporation Limited

**1st floor, Integrated Command and Control Centre, Moti Mahal,
GWALIOR, Madhya Pradesh, 474003**

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Website: www.smartcitygwalior.org

NOTICE INVITNG TENDER

NIT No. GSCDCL/229/E-Tendering/2024-25

Date- 30th Oct 2024

Gwalior Smart City Development Corporation Limited (GSCDCL) invites online bids from eligible bidders through <https://mptenders.gov.in/nicgep/appfor> “**Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)**”.

The details are as under.

Sr.No.	Event's Name	Information
1.	Tender document Fee	Rs 1,000/- (One Thousand Only)
2.	Earnest Money Deposit (EMD)	Rs.10,000/--(Rupees Ten Thousands Only)
3.	Last date for sending pre-bid queries	11 th Nov 2024 till 17:00 hrs. at gscdeltender@gmail.com
4.	Date, Time & Place of Pre-bid Meeting	12 th Nov 2024 at 12:00 hrs. Venue: Gwalior Smart City Development Corporation Limited Integrated Control Command Center, Moti Mahal Gwalior, Madhya Pradesh
5.	Last date of Online Submission of Bids	03 rd Dec 2024 till 17:30 hrs.
6.	Date & Time for Opening of Technical Proposal	04 th Dec 2024 at 17:30 hrs.

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Executive Director

Gwalior Smart City Development Corporation Limited

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Section 1.0 Instructions to Bidders

1 Instruction to Bidders

1.1 General Information and Guidelines

1.1.1 Purpose

The Gwalior Smart City Development Corporation Ltd (“GSCDCL”) seeks the services from reputed firms of Chartered Accountants having relevant experience for appointment as Internal Auditors for the financial years 2024-25. This document provides information to enable the bidders to understand the broad requirements to submit their Proposals. The detailed scope of work is provided in **Section 2.0** of this RFP document.

1.1.2 Consortium & Sub-contracting

Consortium & Sub-Contracting is not allowed.

1.1.3 Completeness of Bid

The Bid should be completed in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Bid and forfeiture of the EMD.

1.1.4 Proposal Preparation Costs

- a. The bidder shall submit the bid at its cost and expense. GSCDCL shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over GSCDCL and GSCDCL shall be at liberty to cancel any or all bids without giving any notice.
- b. All materials submitted by the bidder shall be the absolute property of GSCDCL and no copyright etc. shall be entertained by GSCDCL.

1.1.5 Pre-bid Meeting and Queries

- a. GSCDCL will host a Pre-Bid meeting as per the date mentioned in the RFP NIT sheet. The representatives, limited to 2, of the interested organizations may attend the pre-bid meeting at their own cost. The purpose of the meeting is to provide bidders with information regarding the RFP and the proposed solution requirements in reference to the RFP. Pre-Bid meeting will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the project.
- b. Any prospective bidder may raise his queries and/or seek clarifications in writing before or during the pre-bid meeting. The purpose of such meeting is to clarify issues and answer questions on any

matter that may be raised at that stage. The Employer may, at his option, give such clarifications as felt necessary.

- c. GSCDCL shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, GSCDCL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring GSCDCL to respond to any question or to provide any clarification.
- d. GSCDCL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by GSCDCL shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by GSCDCL or its employees or representatives shall not in any way or manner be binding on GSCDCL.

1.1.6 Amendment of RFP Document

- a. All the amendments made in the document would be published on the e-Tendering Portal and shall be part of RFP.
- b. The Bidders are advised to visit the e-tendering portal on regular basis to check for necessary updates. GSCDCL also reserves the right to amend the dates mentioned in this RFP.

1.1.7 Supplementary Information to the RFP

If GSCDCL deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

1.1.8 GSCDCL's Right to Terminate the Process

GSCDCL may terminate the RFP process at any time and without assigning any reason. GSCDCL reserves the right to amend/edit/add/delete any clause of this RFP Document. This will be informed to all and will become part of the RFP and information for the same would be published on the e-Tendering portal.

1.2 Key Requirements of the Bid

1.2.1 RFP Document/Tender Fee

RFP can be downloaded from the website <https://mptenders.gov.in/nicgep/app>.

1.2.2 Earnest Money Deposit (EMD)

- a. In terms of this RFP, a Bidder is required submit EMD of Rs. 50,000 (Rupees Fifty Thousand Only) through online payment only.
- b. The Unsuccessful Bidder's EMD will be returned within 90 days from the date of opening of the financial proposal. No interest will be paid by GSCDCL on the EMD amount and EMD will be refunded to all the bidders (including the successful bidders) without any accrued interest on it.
- c. The Bid submitted without EMD, mentioned above, will be summarily rejected.
- d. The EMD may be forfeited:
 - i. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - ii. In case of a successful bidders, if the Bidder fails to sign the contract in accordance with the terms and conditions.
 - iii. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - iv. If, during the bid process, any information is found false/fraudulent/mala fide, and then GSCDCL shall reject the bid and, if necessary, initiate action.
- e. The decision of GSCDCL regarding forfeiture of the EMD shall be final and binding upon bidders.

1.3 Bid Submission Instructions

1.3.1 Bid Submission Format

The entire Bid shall be submitted strictly as per the format specified in this RFP. Bids with any deviation from the prescribed format are liable for rejection.

1.3.2 Bid Submission Instructions

- a. Complete bidding process will be online (e-Tendering) in three covers system. Submission of bids shall be in accordance to the instructions given in the Table below:

Particulars	Instructions
Cover 1	Proof of online payment of RFP Document Fee and EMD
Cover 2: Technical Proposal	The Technical Proposal shall be prepared in accordance with the requirements specified in this RFP. Technical Proposal should be submitted through online bid submission process as per

Particulars	Instructions
	mentioned in the NIT.
Cover 3: Financial Proposal	<p>The Financial Proposal shall be prepared in accordance with the requirements specified in this RFP and in the formats prescribed in Annexure 4 of the RFP.</p> <p>Financial Proposal should be submitted through online bid submission process only.</p>

Note: GSCDCL will conduct the bid evaluation based on documents submitted through online e-tendering portal.

- b. The following points shall be kept in mind for submission of bids;
- i. GSCDCL shall not accept delivery of Bids in any manner other than that specified in this RFP. Bid delivered in any other manner shall be treated as defective, invalid and rejected.
 - ii. The Bidder is expected to price all the items and services sought in the RFP and proposed in the technical proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the Bidder as per the scope of work and in accordance with the terms and conditions as set out in the RFP.
 - iii. GSCDCL may seek clarifications from the Bidder on the technical proposal. Any of the clarifications by the Bidder on the technical proposal should not have any commercial implications. The Financial Proposal submitted by the Bidder should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the technical proposal during the evaluation of the technical offer.
 - iv. Technical Proposal shall not contain any financial information.
 - v. Similarly, if the Bidder does not meet the technical evaluation criteria, the financial proposal of the Bidder shall not be opened.
 - vi. It is required that all the proposals submitted in response to this RFP should be unconditional in all respects, failing which GSCDCL reserves the right to reject the proposal.

1.3.3 Late Bid and Bid Validity Period

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall not be opened in the e-Tendering system. The validity of the bids submitted before deadline shall be till 180 days from the last date of submission of the bid.

1.3.4 Modification and Withdrawal of Bids

No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period. Entire EMD shall be forfeited if any of the Bidders withdraw their bid during the validity period.

1.3.5 Non-conforming Bids

Bid may be construed as a non-conforming proposal and ineligible for consideration:

- i. If it does not comply with the requirements of this RFP
- ii. If the Bid does not follow the format requested in this RFP or does not appear to address the particular requirements of GSCDCL.

1.3.6 Language of Bids

The Bids should be submitted in English language only. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submitted with the bid, and English translation shall be validated at GSCDCL's discretion.

1.3.7 Authentication of Bid

- a. Authorized person of the bidder who signs the bid shall obtain the authority letter from the bidder, which shall be submitted with the Bid. All pages of the bid and its annexures, etc. shall be signed and stamped by the person or persons signing the bid.
- b. The Bidder should submit a Power of Attorney as per the format set forth in **Annexure 1.4**, authorizing the signatory of the Bid to commit the Bidder.

1.3.8 Acknowledgement of Understanding of Terms

By submitting a Bid, each Bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

1.4 Evaluation Process

- a. GSCDCL will constitute a Bid Evaluation Committee (BEC) to evaluate the responses of the bidders.
- b. The BEC constituted by GSCDCL shall evaluate the responses to the RFP (Cover 1, Cover 2 and Cover 3) and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c. The decision of the BEC in the evaluation of responses to the RFP shall be final. No correspondence shall be entertained outside the process of negotiation/ discussion with the Committee.
- d. The BEC may ask for meetings with the Bidders to seek clarifications on their proposals and may visit Bidder's client site to validate the credentials/ citations claimed by the bidder.
- e. The BEC reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- g. The BEC may seek inputs from their professional, external experts in the Bid evaluation process.

1.4.1 Bid Opening

- a. Total transparency shall be observed and ensured while opening the Bids. All Bids shall be opened online. Bidder's representatives may choose to attend the Bid opening sessions on the specified date, time and address.
- b. GSCDCL reserves the rights at all times to postpone or cancel a scheduled Bid opening.
- c. Bid opening shall be conducted in 2 (Two) Stages;
 - Stage 1 - Bid Security/EMD and Technical Proposal
 - Stage 2- Financial Proposal
- d. The venue, date and time for opening the Technical Proposal are mentioned in the Tender Notice in the RFP. The date and time for opening the Financial Proposals would be communicated to the qualified bidders.
- e. The Financial Proposals of only those bidders who fulfill the technical qualification criteria will be opened.
- f. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for GSCDCL, the bids shall be opened at the same time and location on the next working day. In addition to that, if the

representative of the Bidder remains absent, GSCDCL will continue process and open the bids of the all bidders

- g. During Bid opening, preliminary scrutiny of the Bid documents shall be made to determine whether they are complete, whether required EMD has been furnished, whether the Documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements shall be prima facie rejected. GSCDCL has the right to reject the bid after due diligence is done.

1.4.2 Evaluation of Technical Proposals

- a. GSCDCL shall open Cover 1 marked “RFP Document Fee and Earnest Money Deposit (EMD)”. If the contents of the Cover 1 are as per requirements of the RFP, GSCDCL shall open Cover 2 marked “Technical Proposal”. Each of the Technical qualification condition mentioned in **Section 1.4.3** of the RFP is MANDATORY. In case the Bidder does not meet any one of the conditions, the bidder will be disqualified. The technical evaluation of the submitted bids will be carried out as per Annexure 1.1-A. Bidders who score a minimum of 70 marks will be declared technically qualified. The Annexure 1.1-A is attached.
- b. GSCDCL will review the technical bids of the bidders to determine whether the technical proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at GSCDCL’s discretion.
- c. The Bidders are required to submit all required documentation in support of the evaluation criteria specified as required for technical evaluation.
- d. At any time during the Bid evaluation process, GSCDSCL may seek oral / written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- e. GSCDCL reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- f. GSCDCL reserve the right to accept or reject any or all bids without giving any reasons thereof.
- g. GSCDCL shall inform to the technically shortlisted Bidders about the date and venue of the opening of the financial proposals. The proposal failing to meet all of the below pre-qualification eligibility criteria shall be disqualified and will not be considered for technical evaluation process.

1.4.3 Documents for Technical Proposal

S No	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The Bidder must be a Chartered Accountant firm with minimum 15 years of existence.	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration under relevant authority
2	Turnover	The Bidder should have gross average annual professional receipts of Rs. 75 lakhs or more evidenced by audited financial statement for the last 3 financial years (2021-22, 2022-23, 2023-24).	<ul style="list-style-type: none"> • Certificate from the Statutory Auditor, or • Tax Returns or • Audited Financials
3	Accreditations	The bidder should have been on the panel of CAG for being appointed auditor of PSUs during the FY 2023-24.	<ul style="list-style-type: none"> • Copy of relevant documentary proof from the CAG countersigned by the Authorised Signatory of the Bidder
4	Experience	The Bidder should have Completed at least Two Internal Audit Assignment of State/Central PSUs during the last 3 financial years i.e. from FY 2021-22 to 2023-24.	<ul style="list-style-type: none"> • Copy of Work Order • Copy of completion certificate
5	Bidder Detail	The Bidder shall have head office or branch office at Gwalior headed by a FCA.	<ul style="list-style-type: none"> • Documentary proof countersigned by Authorised Signatory
6	FCA Partner availability	<ol style="list-style-type: none"> 1. The Bidder shall have 10 Partners. 2. Out of these 10 partners , 	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration under relevant authority

S No	Basic Requirement	Specific Requirements	Documents Required
		at least 5 must be FCA (As per Record of the ICAI at the time of Issuance of NIT. ers.	<ul style="list-style-type: none"> • Certificate from Authorised Signatory for availability of FCA partners • Certificate Issued by ICAI.
7	Blacklisting	The Bidder should not have been blacklisted by Central/State Government/ PSU entity in India or similar agencies globally for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as on date of submission of the bid.	<ul style="list-style-type: none"> • Undertaking by the authorized signatory.

1.4.4 Financial Proposal Evaluation

- a. All the technically qualified bidders will be notified to participate in Financial Proposal opening process.
- b. Financial Proposals for the technically qualified bidders will then be opened on the notified date and time and reviewed to determine whether the financial proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at GSCDCL's discretion.
- c. Financial Proposals of Bidders that are not meeting the condition mentioned in **Clause 1.4.3** above shall be liable for rejection.
- d. Total Cost of Bid (TCB) shall be calculated based on the financial proposal format given in **Annexure 4** of the RFP.
- e. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

1.5 Award of Contract

1.5.1 Award Criteria

The financial proposal of technically qualified bidders will be opened. The award criteria shall be L1 (Lowest Financial Bid). In case of tie the successful L1 bidder will be as follows:

1. One who has scored highest Technical Score.
2. One who has highest experience.
3. One who has highest Average annual turnover in the last three preceding financial year ended on 31st March 2024.

1.5.2 Letter of Acceptance

Prior to the expiration of the period of bid validity, GSCDCL will notify the successful bidder in writing or by fax or email, to be confirmed in writing by letter, that its bid has been accepted. LoA will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, GSCDCL will promptly notify each unsuccessful bidder.

1.5.3 Signing of Contract

GSCDCL shall notify the successful bidder that its bid has been accepted. The successful bidder shall enter into contract agreement with GSCDCL within the time frame mentioned in the Letter of Acceptance issued to the successful bidder by GSCDCL.

1.5.4 Failure to Agree with the Terms & Conditions of the RFP / Contract

Failure of the successful bidder to agree with the Terms & Conditions of the RFP / Contract shall constitute sufficient grounds for the annulment of the award, in which event GSCDCL may invite the next best bidder for negotiations or may call for fresh RFP.

1.5.5 GSCDCL's Right to accept any Bid and /or reject any or all bids

GSCDCL reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for GSCDCL's action.

Section 2.0

Scope of Work

2 Scope of Work and Terms of Reference.

2.1 The detailed Scope of work:

a. Initial Appointment:-

The Consultant will be appointed for a an Initial period of one year. During this period the Engagement FCA partner shall be committed to devote at least 3 days per week to the project and 1 full time Semi Qualified assistant shall be stationed at the office of the company all working days. During this period the consultant will be required to work on the activities as detailed in the paragraphs below:

- b. Extension of Time : The appointment may be extended by a period of maximum 1 year subject to the company's need and Board Approval. Any Extension shall be formalized in writing and agreed upon by Mutual Consent.

2.1.1 Regular Activities

2.1.1.1 Scope of Work

1. Conducting the Internal Audit of the Company transactions and submit Monthly, quarterly report on the same, including the back logs.
2. Support company during annual closure of accounts and statutory auditing of the Companies Accounts annually.
3. Advise company on tax, companies act, labor law related compliances and audit the adherence of the same.
4. Obtaining an understanding of the organization and financial and accounting practices in the organization.
5. Understanding the risk elements, if any and providing suggestion from time to time and verification of the same with respect to statutory and taxation issues.
6. Understanding the internal control framework of the organization and suggesting for its improvements.
7. Suggesting management in laying down policies, procedures and practices and its documentation thereof.
8. Verification of fixed assets on a yearly basis
9. Verification of inventory on half yearly basis, if any
10. Verification of Bank reconciliation on a monthly basis.

11. Designing and recommending controls in respect of any gaps in the existing system.
12. Verification of information of Grant Utilization Certificate.
13. Providing information to CAG auditors regarding internal audit and internal controls.
14. Verification of all opening balances and ensuring that they are properly classified into assets and liabilities with proper identification of accounting groups.
15. Recognition of transactions as revenue or capital and reclassification of opening balances between revenue and capital.
16. Consideration of other laws and regulations in the course of internal audit assignment.
17. Attend meetings and express opinions on any specific issues that may be required by the management from time to time.
18. Report on variations against any budget and fund utilization with respect to Smart City original Proposal or modified.
19. Any other matters that may be required by the board or the management from time to time.
20. Study, Evaluate and draft various processes such as accounting financial, Payment, Procurement(RFP's), HR & Administration etc.

2.1.1.2 Time schedule for Delivery of Regular activities

The Consultant, upon signing of the contract, shall, in consultation with GSCDCL, work out a detailed schedule for various services as mentioned at **Clause 2.1.1** above. The Consultant shall deliver the services as per this agreed time schedule for a period of one years or extended period.

2.1.1.3 Payment Terms for Regular Activities

- a) The services delivered will be reviewed and approved by GSCDCL and payment will be made on a quarterly basis.
- b) Absence of personal required to be deployed at office of the company will attract penalty of Rs. 2500/- per day for Qualified person and/or Rs. 1000/- for semi qualified assistant. Attendance will be authenticated by GSCDCL authorized person.
- c) The total cost quoted for the Regular activates will be paid in quarterly equal installments at the end of each quarter.

Note:

1. While making the payments any applicable statutory deductions will be made by GSCDCL.
2. For Travel / Stay outside home base, if required for purpose of the assignments, the bidder shall make arrangements himself at his own cost. No payments over the quoted for shall be made by GSCDCL.

Section 3.0

Annexures

3 Annexures

Annexure 1.1 - Check-list for Technical Proposal

S No.	List of Document	File Name	Submitted (Y / N)	Description
1	Proof of Tender Fee and EMD submitted			Date: EMD Mode: Reference No:
2	Bid Covering Letter As per format provided at Annexure 1.2			Reference No: Date of Letter:
3	Bidders' Particulars As per format provided at Annexure 1.3			Name of Bidder(s)
4	Power of Attorney in favour of Authorized signatory As per format provided at Annexure 1.4			Date of PoA: Name of Authorize Person:
5	Copy of Certificate of Incorporation / Registration of Company			Registration Number: Date of Incorporation:
6	Copy of Annual Turnover Certificate from the Statutory Auditor / CA for the last 3 (Three) financial years 2021-22, 2022-23 and 2023-24 As per format provided at Annexure 1.5			Year-wise details of Average Turnover:
7	Copy of Work order and completion certificate to support that the Bidder should have handled at least Two Internal Audit Assignment of State/Central PSUs during the last 3 financial years FY 2021-22, 2022-23 and 2023-24 As per format provided at Annexure 1.6			Customer Name: Work Order Number: Date of Work Order: Project Value: Completion Date:
8	Declaration for not blacklisted by Central/State Government/ PSU entity in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as on date of submission of the proposal. As per format provided at Annexure 1.7			Reference No: Date of Letter:
9	The Bidder shall have head office or branch office at Gwalior headed by a FCA			Documentary proof countersigned by Authorized

S No.	List of Document	File Name	Submitted (Y / N)	Description
				Signatory
10	The Bidder shall be in existence at least for 15 continuous years having at least 5 FCA partners.			Certificate form Authorised Signatory for availability of FCA partners
11	Project Undertaking			As per Annexure 2
12	Curriculum Vitae (CV) of Key Personnel			As per Annexure 3

Annexure 1.1 A–Technical proposal Evaluation

S No.	Description	Supporting Documents	Max Marks
1.	Average Annual turnover of the firm for the last three financial years (2021-22, 2022-23, 2023-24) <ul style="list-style-type: none"> • ≥ 75 Lakh and ≤ 100 Lakh: 15 Marks • >100 Lakh ≤ 125 Lakh: 20 Marks • Greater than 125 Lakh: 25 Marks 	Financial Statements audited by statutory auditor	25
2.	No of Audits of PSUs undertaken in the last Three years: <ul style="list-style-type: none"> • 2 PSUs – 15 Marks • >2 PSUs audit 2 Additional Marks for every PSUs Audit 	Work orders issued by clients	25
3.	No of years in operation of the firm: <ul style="list-style-type: none"> • 15 years : 15 Marks • More than 15 years: 1 additional Mark for every year or part thereof in excess of 6 month. 	Incorporation certificate and certificate by the Authorized signatory of the firm	25
4.	Availability of FCA partners actively practicing with the firm: <ul style="list-style-type: none"> • 5 partners – 15 Marks • More than 5 FCA partners – 2 additional Marks for every FCA partners. 	Certificate by the Authorized Signatory of the firm with details of the FCA partners	25
	Minimum Technical Score required to be Technically Qualified		70

A bidder is required to score at least 70 marks to be technically qualified in the technical evaluation.

Annexure 1.2 –Bid Cover Letter

(To be submitted on the Letterhead of the Bidder)

To

Date:

Executive Director
Gwalior Smart City Development Corporation Limited (GSCDCL)
Gwalior, Madhya Pradesh

Subject: Bid for “**Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)**”

RFP Reference No: _____

Dear Sir/Madam,

With reference to your “Request for Proposal for Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)”, we hereby submit our Technical Proposal, and Financial Proposal, for the same.

We hereby declare that:

We hereby acknowledge and unconditionally accept that the Authority can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP and related documents, in short listing of bidder for providing services.

We have submitted EMD of INR [] in the form of [.....] and Tender fee of INR [] online through e-Tendering Portal (<https://mptenders.gov.in/nicgep/app>),

We hereby declare that all information and details furnished by us in the Bid are true and correct, and all documents accompanying such application are true copies of their respective originals.

We agree to abide by our offer for a period of 180 days from the date of opening of technical proposal prescribed by Authority and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the RFP. We do hereby undertake to provision as per these terms and conditions.

In the event of acceptance of our bid, we do hereby undertake:

- a) to supply the services as stipulated in the RFP document

b) to undertake the project services for entire contract period from the date of signing of the contract as mentioned in the RFP document.

We affirm that the prices quoted are inclusive of all out of pocket expenses, taxes, levies discounts etc.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

We understand that the GSCDCL may cancel the bidding process at any time and that GSCDCL is not bound to accept any bid that it may receive without incurring any liability towards the bidder.

We fully understand and agree to comply that on verification, if any of the information provided in our bid is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so

In case of any clarifications please contact the following:

Name: _____ Email: _____

Contact Details: _____

Thanking you,

Yours sincerely,

(Signature of the bidder)

Name

Designation

Seal

Place:

Business Address:

Annexure 1.3 - Format to share Bidder's and Bidding Firms Particulars

The Table below provides the format in which general information about the bidder must be furnished.

S No	Information	Details
1.	Name of Bidding firm:	
2.	Address and contact details of Bidding firm:	
3.	Firm Registration Number and Year of Registration	
4.	Web Site Address	
5.	Status of Company (Public Ltd., Pvt. Ltd., etc.)	
6.	Company's Service Tax Registration No.	
7.	Company's GSTIN No.	
8.	Company's Permanent Account Number (PAN)	
9.	Company's Revenue for the last 3 financial years (Year wise)	
10.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
11.	Telephone number of contact person:	
12.	Mobile number of contact person:	
13.	Fax number of contact person:	
14.	E-mail address of contact person:	

Please submit the relevant proofs for all the details mentioned above along with your Bid response

Authorized Signatory

Name

Seal

Annexure 1.4. - Format of Power of Attorney for Signing of Proposal

(On a non-judicial stamp paper of appropriate value duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office of the Sole Applicant) do hereby constitute, appoint and authorize Mr./Ms. -----
----- S/o ----- R/o -----
(name and address of attorney), who is presently employed with us and holding the position of _____, to do in our name and on our behalf, all such acts, deeds and things ----- as our of Representative necessary in connection with or incidental to the bid for **Request for Proposal for Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)**(the “Project”), including signing and submission of all documents and providing information/ responses to GSCDCL representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For (Signature)

(Name, Title and Address)

Accept

..... (Signature)

(Name, Title and Address of the Attorney)

Notes:

To be executed by the Applicant.

The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

Annexure 1.5 – Format for Annual Turnover

Requirements: The Average Annual Turnover to be provided in the following format for the last 3 Financial Years (2021-22, 2022-23,2023-24).

Financial Information			
Financial Year	2021– 2022	2022– 2023	2023-2024
Annual Turnover (in Lakhs)			
AVERAGE ANNUAL TURNOVER			
Note: Annual turnover should be certified by CA/Statutory Auditors.			

Annexure 1.6. - Format for Project Citation

S No	Item	Details	Attachment Ref. Number
1.	Name of the Project		
2.	Date of Work Order		
3.	Client Details		
4.	Scope of Work		
5.	Contract Value		
6.	Completion Date		

Note: The Bidder is required to use above formats for all the projects referenced by the bidder for the Pre-Qualification criteria and technical bid evaluation.

Annexure 1.7 - Format for Declaration by the bidder for not being Blacklisted / Debarred

(To be submitted on the Letterhead of the Bidder)

To

Date: _____

Executive Director
Gwalior Smart City Development Corporation Limited (GSCDCL)
Gwalior, Madhya Pradesh

Subject: Declaration for not being debarred / black-listed by Central / any State Government department in India as on the date of submission of the bid

RFP Reference No: _____

Dear Sir,

I, authorized representative of _____, hereby solemnly confirm that the Company _____ is not debarred / black-listed by any Central/State Government/ PSU entity in India or similar agencies globally for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices or for any other reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, GSCDCL reserves the right to reject the Bid or terminate the Contract without any compensation to the successful bidder.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date :

Name :

Designation :

Address :

Telephone & Fax :

E-mail address :

Annexure 1.8 - Format of sending pre-bid queries

RFP Reference No: _____

Bidder's Request For Clarification				
Name and complete official address of Organization submitting query / request for clarification			Telephone, Fax and E-mail of the organization Tel: Fax: Email:	
Sr. No.	Clause No.	Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required
1				
2				

Signature:

Name of the Authorized signatory:

Company seal:

Date and Stamped

Note: Bidder(s) are requested to send the queries in PDF with Sign and Company Seal and also in MS Excel for making consolidation process easy.

(On a non-judicial stamp paper of appropriate value duly attested by notary public)

Annexure 2: Format for Project Undertaking

(On the Letterhead of the Bidder)

PROJECT UNDERTAKING

To:

Date:

Executive Director,
Gwalior Smart City Development Corporation Limited (GSCDCL)
Gwalior, Madhya Pradesh

Subject: Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)

Dear Sir/Madam,

We have read and understood the Request for Proposal (RFP) in respect of the captioned Project provided to us by GSCDCL.

We hereby agree and undertake as under:

We abide by guidelines and procedures for Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL) and we agree to bind ourselves by the Bid Documents.

We shall abide by the scope of work mentioned under Section 2.0 and all the terms and conditions stipulated in this RFP.

We have gone through the scope of work and have made our independent assessment of expenses involved in operation and management and based on this assessment we are submitting our bid.

Any direct or indirect deviations from the terms of the Bid Documents, if any in our Proposal, are hereby revoked unconditionally.

Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

Dated this.....Day of2024.

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized Person

Annexure 3: Curriculum Vitae (CV) of Key Personnel

1. **Proposed Position** [*only one candidate shall be nominated for each position Expert*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
6. **Total No. of years of experience:** _____
7. **Total No. of years with the firm:** _____
8. **Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory):** _____

9. **Certifications and Trainings attended:** _____

10. **Details of Involvement in Projects** (*only if involved in the same*): _____

11. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

12. **Membership of Professional Associations:**

13. **Employment Record** [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From (Year): _____ To (Year): _____

Purchaser: _____

Positions held: _____

<p>14. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>15. Relevant Work Undertaken that Best Illustrates the experience as required for the Role (provide maximum of 6 citations of 10 lines each)</p> <p><i>(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')</i></p>
--	---

	Name of assignment or project: _____ Year: _____ Location: _____ Purchaser: _____ Main project features: _____ Positions held: _____ Value of Project (approximate value or range value): _____ Activities performed: _____
--	--

16. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

_____ Date: _____
(Signature of staff member or authorized representative of the staff) *Day/Month/Year*

Full name of Authorized Representative: _____

Annexure4: Financial Proposal

(TO BE UPLOADED AS PART OF THE FINANCIAL/PRICE BID SUBMISSION ONLY IN THE PRESCRIBED FORMAT. THIS IS ONLY A FORMAT AND NO VALUES ARE TO BE ENTERED HERE)

To

Date: _____

Executive Director
Gwalior Smart City Development Corporation Limited (GSCDCL)
Gwalior, Madhya Pradesh

Sub: Financial Bid for "**Request for Proposal for Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)**"

RFP Reference No: _____

Dear Sir/Madam,

We, the undersigned, offer to provide the services in accordance with your Request for Proposal dated [Date] and our Proposal - Technical and Financial Proposals. The amount is inclusive of out of pocket expenses, miscellaneous expenses but excluding applicable GST. The applicable GST will be paid at actual at the time of payment. Fee quoted in this bid for one year and same shall be valid for the entire contract duration, and no escalation will be payable.

Our following Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., <<Date>>.

S. No.	Costs	Amount (Rs.)	Amount in words
A	Cost for the services for one year (Excluding GST)		

We understand you are not bound to accept any Proposal you receive.

Name and Title of Signatory:

Name of Firm:

Annexure 5: Format for Bank Guarantee

UNCONDITIONAL AND IRREVOCABLE BANK GUARANTEE

Bank Guarantee No.: _____ Dated: _____

Issuer of Bank Guarantee:

(Name of the Bank)

(hereinafter referred to as the “Bank”)

Beneficiary of Bank Guarantee:

Gwalior Smart City Development Corporation Limited

(hereinafter referred to as the “GSCDCL”)

Nature of Bank Guarantee:

Unconditional and irrevocable Bank Guarantee.

Context of Bank Guarantee:

Whereas the Gwalior Smart City Development Corporation Limited(the “GSCDCL”) has invited bids by its Request for Proposal dated for the “Selection of Chartered Accountants for internal audit of Gwalior Smart City Development Corporation Ltd. (GSCDCL)”. Whereas in accordance with the terms of the RFP, <insert name of Bidder> is submitting a bid for the Project in <insert name of Bid City>, and is required to submit a security of Rs. <<←---Insert EMD Amount-→>> with respect to the same.

Operative part of the Bank Guarantee:

1. At the request of the (Insert the name of the Bidder), we _____, _____ (name and address of the bank), hereinafter referred to as the “Bank”), do hereby unconditionally and irrevocably affirm and undertake that we are the Guarantor and are responsible to the GSCDCL i.e. the beneficiary on behalf of the Bidder, up to a total sum of Rs. <<←---Insert EMD Amount-→>, such sum being payable by us to the GSCDCL immediately upon receipt of first written demand from GSCDCL.

2. We unconditionally and irrevocably undertake to pay to the GSCDCL on an immediate basis, upon receipt of first written demand from the GSCDCL and without any cavil or argument or delaying tactics or reference by us to Bidder and without any need for the GSCDCL to convey to us any reasons for invocation of the Guarantee or to prove the failure on the part of the Bidder to repay the amount of

_____ or to show grounds or reasons for the demand or the sum specified therein, the entire sum or sums within the limits of Rs. <<←---Insert EMD Amount-→>>. We hereby waive the necessity of the GSCDCL demanding the said amount from Bidder prior to serving the Demand Notice upon us.

3. We further agree and affirm that no change or addition to or other modification to the terms of the Agreement, shall in any way release us from any liability under this unconditional and irrevocable Guarantee and we hereby waive notice of any such change, addition or modification. We further agree that the GSCDCL shall be the sole and the exclusive judge to determine that whether or not any sum or sums are due and payable to him by the Bidder, which are recoverable by the GSCDCL by invocation of this Guarantee.

4. This Guarantee will not be discharged due to the change in constitution of the Bank or the Bidder. We undertake not to withdraw or revoke this Guarantee during its currency/ validity period, except with the previous written consent of the GSCDCL.

5. We unconditionally and irrevocably undertake to pay to the GSCDCL, any amount so demanded not exceeding Rs. <<←---Insert EMD Amount-→>>, notwithstanding any dispute or disputes raised by Bidder or anyone else in any suit or proceedings before any dispute review expert, arbitrator, court, tribunal or other authority, our liability under this Guarantee being absolute, unconditional and unequivocal. The payment so made by us under this Guarantee to the GSCDCL, shall be a valid discharge of our liability for payment under this Guarantee and the Bidder shall have no claim against us for making such payment.

6. This unconditional and irrevocable Guarantee shall remain in full force and effect and shall remain valid until <date>.

Notwithstanding any contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. <<←---Insert EMD Amount-→>>

2. This unconditional and irrevocable Bank Guarantee shall be valid for a period of 180 days from _____ (Last date of bid submission).

We are liable to pay the guaranteed amount or any part thereof under this unconditional and irrevocable Bank Guarantee only and only if Gwalior Smart City Development Corporation Limited (GSCDCL) serves upon us a written claim or demand on or before _____.

_____ Authorized Signatory for Bank