

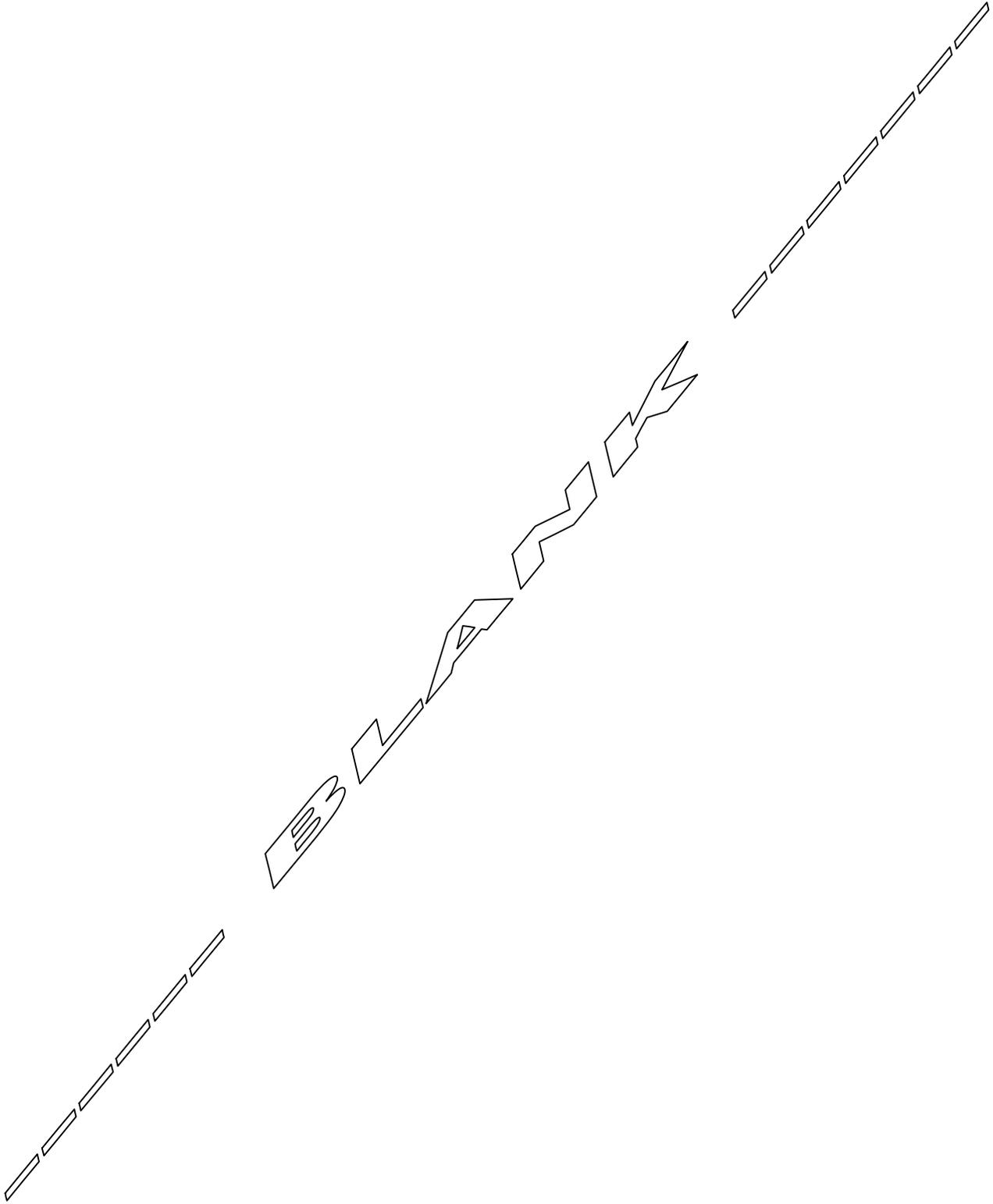
INDEX

Name of Work: - RFP for Engagement of External audit consultant for PMGSY works under SRRDC, APWD, Sri Vijaya Puram, A&N Islands for the Financial year-2000-01 to 2024-25

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This draft RFP contains 30 pages.

Executive Engineer
RCD,APWD, Wimberly Gunj



Contractor

Executive Engineer, RCD

INFORMATION TO BIDDERS

1. INTRODUCTION:-

SRRDC, Andaman Public Works Department invites tenders under two bids system from reputed Chartered Accountants Firms having its office (preferably) in the UT of A & N Islands and empanelled with C& AG of India, who wish to undertake the work of External audit (Statutory Audit) of Program Implementing Units (PIU) and State Rural Road Development Agency located in the UT of A& N Islands.

The Hon'ble Lieutenant, A&N Islands vide Order No 747 dated 21/07/2016 has been pleased to constitute a committee to function as 'State Rural Roads Committee' in place of State Rural Roads Development agency (SRRDA) to receive funds from Ministry of Rural Development with opening of a separate account and adopt financial management system as prescribed in the guidelines of (PMGSY-I & II). SRRDC therefore invites Request for proposal (RFP) from reputed Chartered Accountants Firms having its office (preferably) in the UT of A& N and empanelled with C&AG of India, who wish to undertake the work of External audit (Statutory Audit) of Program Implementing Units (PIU) and State Rural Roads Committee (SRRDC)Development Agency located in the UT of A&N.

The purpose of this assignment is to appoint a Chartered Accountant firm for providing services as Accounts Consultant of SRRDC and its all PIUs for the accounting period April 2000 to March 2025 (FY 2000-21 to FY 2024-25) and review of Audit already done to correct mismatch of OMMAS entries so that the actual physical available as per Bank Account Details for the period under consideration are reconciled. Scope of work will cover the task of audit of all PIUS of ANSRDC as well as consolidated state level agency PMGSY annual financial statements.

The External Audit Consultant shall be selected on the basis of Quality-cum-cost based selection system (QCBS) as defined in the tender documents.

2. IMPORTANT DATES

S. No.	Information	Dates
1	NIT NO: 48/EE/RCD/APWD/WG/24-25	
1	Name of work: RFP for Engagement of External audit consultant for PMGSY works under SRRDC, APWD, Sri Vijaya Puram, A&N Islands for the Financial year-2000-01 to 2024-25	
1	Employer	Andaman Public Works Department
2	Estimated cost of project	₹ 15,00,000/-
3	Completion Time	06 (Six) Months

Contractor

Executive Engineer, RCD

4	Bid Security(EMD)	₹ 30,000/- (2% of the Bid Value)
5	Date of Issue of RFP	13/11/2024
6	Date of Online submission of documents	14/11/2024
7	Date/Time of closing of Bid	20/11/2024 At 15.00 Hrs.
8	Date/Time of Opening of Technical Bid	21/11/2024 At 10.00 Hrs.
9	Period of validity of Tender	30 days from closing date
11	Place of opening the Bid	Office of Executive Engineer, RCD, APWD, Wimberlygunj, Pin 744206 Email- eercdapwdwg@gmail.com

(TENDER ID : 2024_APWD_)

The tender documents can be downloaded from the PMGSY website:
<https://www.pmgstenders.gov.in> .

The sealed tenders may be submitted to the **Executive Engineer, RCD, APWD, Wimberlygunj**, on or before last date of submission of tender.

Executive Engineer, RCD, Wimberlygunj, Andaman Public Works Department reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof.

3. DEFINITIONS:-

Unless context or consistency demands otherwise the following terms shall have the meaning assigned to them as under:

3.1 Employer: Means the President of India, acting through the **Executive Engineer, RCD, Wimberlygunj, Andaman Public Works Department**.

3.2 Bidder: Means the individual, proprietary firm.

3.3 "Year" means "Financial Year" unless stated otherwise.

4. Initial Criteria for Eligibility:-

4.1 The bidder should be a reputed chartered accountant firm having its office (preferably) in the UT of A & N Islands and empanelled with Comptroller & Auditor General of India.

4.2 The firm should have experience of working in each SRRDA / RCPLWE during

Contractor

Executive Engineer, RCD

the last 5 years. As per NRIDA guidelines previous statutory/Internal Auditor of Last three years of Andaman & Nicobar Islands (SRRDC) are not eligible to participate the bid.

- 4.3 The firm should have annual turnover of minimum 50 Lakhs per year in the last three (3) financial year.
- 4.4 The firm should have minimum staff strength of three fellow Chartered Accountant (CA) and six (6) Audit staff including full time fellow Chartered Accountant (CA).
- 4.5 The firms shall fill the application format for eligibility criteria as per Annexure-III.
- 4.6 The list of documents to be scanned and uploaded within the period of bid submission:**
- 4.6.1 Copy of receipt for deposition of original EMD at Executive Engineer, RCD, APWD, Wimberlygunj, South Andaman.
- 4.6.2 Firms FRC declaring the date of establishment of the firm.
- 4.6.3 Experience of working in each SRRDA/RCPLWE during the last 5 years.
- 4.6.4 Copy of registration for Firm Income Tax PAN No.
- 4.6.5 Copy of GST registration certificate if already obtained by the bidder.
If the bidder has not obtained GST registration as applicable, then he shall scan and upload following under taking along with bid documents.
“If work is awarded to me, I/We shall obtain GST registration certificate, as applicable, within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by CPWD or GST department in this regard”.
- 4.6.6 Copy of registration certificate for firm registration number with ICAI.
- 4.6.7 Copy of Empanelment No. with C&AG for the year 2023-24.
- 4.6.8 Copy of Annual Turnover of firm in last 3 years (AY 2021-22, AY 2022-23 & AY 2023-24)
- 4.6.9 Copy of balance sheet and P&L Accounts for last 3 financial year.
- 4.6.10 Supporting proof for total number of staff strength (3 Fellow CA & 6 audit staff minimum required) (including full time CA).

5. SCOPE OF WORK

5.1 OMMAS reconciliation

- 5.1.1 Consultancy regarding mismatch of old accounting entries under the OMMAS.
- 5.1.2 Consultancy regarding Reconciliation of old and unadjusted accounting entries.

Contractor

Executive Engineer, RCD

- 5.1.3 Consultancy regarding correction of an error which affects a deposit head or amounts receivable from and payable to other parties while at the same time ensuring that there will no minus entries for the correction of errors or transfers. The corrections will be made by debit or credit to the correct head of account by credit or debit to the head of account in which the amount was originally posted.
- 5.1.4 Ensuring that when a correction is permissible it should be made by a formal transfer entry order and for every transfer entry there must be an authority in Transfer Entry Order in form PMGSY/IA/F-17 which sets forth all the necessary particulars.
- 5.1.5 Ensuring that a Transfer Entry Order must be signed by Assistant Account Officer and the Divisional Officer.
- 5.1.6 Ensuring that all the entries made in the transfer entry book should be posted to the relevant account head in the Debit ledgers or the Credit Ledgers, with folio numbers entered against each entry in the Transfer Entry Book and the Ledgers to enable tracing the entries.

5.2 Banking:

- 5.2.1 Proper bank reconciliation
- 5.2.2 Checking of interest paid by bank is proper
Transfer of surplus fund into FDR

5.3 Management / SRRDC Letter: In addition to the audit reports, the auditor should prepare a “management letter” in which the auditor should:

- 5.3.1 Give comments and observations, if any, on the accounting records, systems and controls that were examined during the course of the audit;
- 5.3.2 Identify specific deficiencies and areas of weakness (if any) in systems and controls and make recommendations for their improvement;
- 5.3.3 Report on the degree of compliance with the financial/ control procedures as documented in the financial manual of the project.
- 5.3.4 Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the scheme; and

5.3.5 Bring to attention any other matter that the auditor considers pertinent.

5.3.6 The Observations in the Management Letter must be accompanied by a suggested recommendation from the auditors and Management Comments on the Observations/ Recommendations from the Management.

5.4 General: The auditor shall be given access to all legal documents, correspondence, financial manual, notices from the SRRDC/ Project Implementing Units/ EE (Respective Concerned Division) and any other information associated with the project and deemed necessary by the auditor. The auditor should also familiarize themselves with the procedures laid down in the following publications:

5.4.1 The tripartite agreement on Banking Arrangements, guidelines for banking arrangement codified in the PMGSY Programme Guidelines,

5.4.2 accounting system of PMGSY codified in Accounts manuals of Program Fund, Administrative Expenses Fund and Maintenance Fund,

5.4.3 Financial management and auditing of project financed by the codified in the NRRDA PMGSY Supplemental Operation Manual,

5.4.4 PMGSY Online Management, Monitoring and Accounting System.

5.4.5 Standard Bidding Document.

5.4.6 The CA firm entrusted the job of audit should deploy personnel who are conversant with Public Works Account System of Central PWD/State PWD at Divisional level. It is also desirable to have at least one team member aware the procurement system of states/UTs.

5.5 Period of Statutory Audit: The period to be covered under present RFP would be for financial year, i.e from FY 2000-21 to FY 2024-25. The audit of 2024-25 will be taken up immediately after close of financial year and to be carried out in such a manner that it is completed well before 30th September 2025 so that SRRDC are able to submit the audited financial statement to NRIDA before 30th September as required under Agreements.

5.6 Details of PMGSY from FY 2000-01 onwards:

PMGSY (Old Sanction)

- During 2000-01, Ministry of Rural Development (MoRD) sanctioned **07 works** under **New Connectivity** for a length of 14.377 km. All these works were completed by APWD between 2006 & 2017.
- During 2001-02, MoRD sanctioned **11 works** under **New Connectivity** for a length of 35.70 km for execution by Zilla Parishad. Out of the 11 works, 03 works completed by Zilla Parishad between 2009 & 2011, 01 work dropped by Zilla Parishad and remaining 07 works transferred to APWD.
- Out of that 07 works transferred to APWD, 03 works completed between 2017 & 2023 and 04 works dropped by APWD.

Name of Scheme	No. of works sanctioned	Present Status		Agency
	Road works (in Nos.) & Length (in km)	Completed	Dropped	
PMGSY New Connectivity				
2000-2001	07 (14.377 km)	07 (14.377 km)	-	APWD
2001-2002	11 (35.70 km)	06 (12.88)	05 (23.20 km)	<ul style="list-style-type: none"> ▪ APWD-03 works ▪ PRI – 03 works
Total	18 (50.077 km)	13 (27.257 km)	05 (23.20 km)	

PMGSY-I

- **During 2017-18,**
MoRD sanctioned **28 works (42.89 km)** under **Upgradation**.
Out of 28 works
06 works (5.596 km) dropped
22 works (37.294 km) completed
21 works uploaded in OMMAS (01 work not uploaded in OMMAS due to difference in length of DPR and Actual length completed)
- **During 2018-19,**
MoRD sanctioned **32 works (39.11 km)**.
All the 32 works completed and uploaded in OMMAS.

Name of Scheme	No. of works sanctioned	Present Status		Agency
	Road works (in Nos.) & Length (in km)	Completed	Dropped	
PMGSY -I				
2017-18	28 (42.89 km)	22 (37.294 km)	06 (5.596 km)	APWD
2018-19	32 (39.11 km)	32 (39.11 km)	-	APWD
Total	60 (82.00 km)	54 (76.404 km)	06 (5.596 km)	

PMGSY-II

- MoRD sanctioned 48 works (96.65 km),
24 works (41.987 km) – South Andaman
 13 No. works of Little Andaman dropped
 11 works (20.082 km) – completed
 7 works uploaded in OMMAS
 4 works not uploaded in OMMAS due to difference in length in DPR and actual completed length.
- **24 works (25.67 km)N&M Andaman**
 01 work proposed for dropping as work already taken up under UT scheme.
23 works are in the award stage

Name of Scheme	No. of works sanctioned	Present Status				Agency
	Road works (in Nos.) & Length (in km)	No. of works	Completed	In progress	Dropped/ Proposed for dropping	
PMGSY -II						
2020-21	48 (96.65 km)	24 (41.987 km)	11 (20.082 km)	-	13 (21.905 km)	PRI
		24 (25.67 km)	-	23 (21.44 km)	01 (4.23 km)	APWD

6. Bid conditions

- 6.1 Employer reserves to itself the authority to reject any or all of the bids received and changes the scope of the work without assigning any reason. The employer also reserves the right to itself to terminate the bidding process at any stage without assigning any reason.
- 6.2 The firm must satisfy following criteria failing which they will be summarily disqualified:-
- No partner of the audit firm or any qualified employee of the firm is related to any member of Governing body (SRRDC) / Executive Engineer/ Chief Engineer / Superintending Engineer /Managing Director if any. Any Director or any of the senior management (as applicable) of the PIU. Relative would mean husband, wife, brother or sister or any lineal ascendant or descendant.
 - As per NRIDA guidelines previous statutory/Internal Auditor of Last three years of Andaman & Nicobar Islands (SRRDC) are not eligible to participate the bid.
 - Neither the firm nor any partner or associate have any interest in the business of the Project.
 - From the time of appointment and for one year after (to be counted from the date of issue of final audit report), the Firm ceased to be Auditor, no other assignment of any kind to the Project (including consultancy) will be accepted, either by the firm or by its partners or relatives of the partners of the firm.
 - The Audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm.
 - The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.
 - Firm who do not follow the notification Responding to Tenders [PUBLISHED IN PART III SECTION 4 OF THE GAZETTE OF INDIA, EXTRAORDINARY, DATED 7TH APRIL, 2016]
- 6.3 The offer, in which any of the prescribed conditions is not fulfilled or where the bidder puts any condition including that of conditional rebate, shall be liable to be summarily rejected.
- 6.4 Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited and the bid submitted by the bidder who resorts to canvassing in any form would be liable to rejection.

- 6.5 The successful bidder has to deposit a Performance bid of 5% of tendered/contract amount in form of Account Payee Demand Draft/ Fixed Deposit Receipt (FDR)/Insurance Surety Bonds/ Bank Guarantee (including e-bond guarantee) from a Commercial Bank in favour of Executive Engineer, RCD, APWD, Wimberlygunj. After recording of the completion certificate for the work by the competent authority, the performance security shall be returned to the contractor, without any interest. Performance Security should remain valid for a period of sixty days beyond the date of completion.
- 6.6 The services if required shall be extended for a period of 06 months with the approval of the Chief Executive Officer of SRRDC.
- 6.7 The offer shall remain open for acceptance for a period of 30 days from the date of opening of 'Bids'.
- 6.8 Bidder must ensure before submitting the bid the each and every page of the bid documents is signed by the authorized officer of the organization. The bid document shall form a part of the contract agreement. The successful bidder on acceptance of his bid by the Accepting Authority, and issue of letter of intent/award shall, within 15 days, sign the contract agreement.
- 6.9 Bids Joint Venture/Consortium will not be accepted.
- 6.10 No fees/charges shall be paid by the employer to the firms for the Financial Year having no expenditure/transactions.

7. Financial Bid

Financial Bid shall be opened later among the technically eligible bidders.

The consultancy charge shall be all inclusive but excluding GST, Statutory Taxes.

8. Evaluation Criteria

8.1. Submission of Proposals

The proposals shall be submitted in two parts, viz., Financial Proposal format (Annexure-V) and Technical proposal (Application Format in Annexure-III and Technical evaluation as in Annexure-IV). The proposals must be submitted in **online** mode only.

The "Technical" and "Financial" Proposals must be submitted in online mode in form of technical bid and financial bid both are separate from.

At any time before the submission of Proposal, the SRRDC may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be upload at PMGSY website, will be binding on all bidder. The bidder should acknowledge receipt of all amendments. To give bidders a reasonable time in which to take an amendment into account in their proposals, the SRRDC will, if the amendment is considered as materially substantial, extend the deadline for the submission of Proposal.

8.2 Evaluation of Technical Proposal

The Technical Proposal will be evaluated on the basis of Evaluation criteria given in Annexure IV total evaluation of 100 marks divided in two parts i.e. 70 for experience and 30 marks for methodology and work plan which in knowledge of PMGSY. For this purpose requisite information is to be furnished by the firms along with supporting documents. The Auditor will make his own assessment about adequate number of audit teams required for conducting the audit as per the TOR. Each audit team should comprise of Principal/Audit Partner, qualified Audit Manager, semi- qualified assistants and other audit assistants. Details of personnel in each team should be submitted along with proposal. Based on the points and criteria as set out for Technical Proposals, all the bidders who have secured 60 or more points in Part-A of technical proposal and after that 25 marks in Part-B shall be treated as successful bidders. Their financial proposals shall be opened. The cost indicated in financial bid shall be deemed as final and reflecting the total cost of services. GST as applicable shall be paid extra. The final selection of the tenderer for the award of work will be based on the scores secured by it in the Technical Evaluation (T.E.) (Stage-I) and the price quoted by it in the financial bid (F.S.) (Stage-II) as detailed below:

- i. 70% weightage will be considered for **Technical Evaluation (TE)** obtained in the Technical Evaluation (stage I).
- ii. 30% weightage will be considered for the price quoted by the bidder in the financial bid, this will be termed as **Financial Score (FS)**.

Financial score of the proposals will be determined using the following formula: $FS = 100 \times (FL/F)$ Where,

'FS' is the financial score of a bidder,

'FL' is the lowest Financial Proposal among all and 'F' is the financial proposal of the particular bidder.

- iii. For the purpose of calculation of Composite Score(CS) for each bidder, the weightage shall be 70% for the Technical Score (Stage-II) (TS) and 30% for Financial Score (FS) of the respective applicants. The Composite Score shall be calculated using the following formula:
 $CS = TS \times 0.70 + FS \times 0.30$.

Tenderers will be ranked accordingly to their Composite Scores and will be listed in the order of merit as H1, H2 and H3 and soon. The top scorer H1 would be eligible for award of work.

8.3 Evaluation of Technical bids (on meeting min. eligibility criteria)

The tender evaluation committee consisting of SE (Planning), Chief Engineer Office, F.O. to C.E., AAO (PMGSY), EE (Plg.)-I, Chief Engineer Office, AE (Plg.)-VIII shall evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria bid shall be evaluated as under:

9. Terms of Reference for Statutory Audit of SRRDC, APWD, Andaman and Nicobar Islands

9.1. Objective: The objective of the statutory audit of the Financial Statements of the Project is to enable the auditor to express a professional opinion on the financial position of the (PMGSY project) carried out by ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT, at the end of each fiscal year and of the funds received and expenditures for the accounting period ended March 31, as reported by the Financial Statements.

9.2. The ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT's accounts (books of account) and the accounts maintained at various PIUs across the State (annexure, provide the basis for preparation of the Financial Statements (which consists of a Balance sheet and a sources and Uses statement in the format as required under the PMGSY accounting guidelines & operational manual) and are established to reflect the financial transactions in respect of the project.

9.3. Payment Terms and Schedule:-

Sr No	Reporting Years	Amount to be released
1	FY 2000 to 2006	15 % of the fees
2	FY 2007 to 2012	15 % of the fees
3	FY 2013 to 2018	30 % of the fees
4	FY 2019 to 2025	40 % of the fees

The report shall be vetted by FO to CE/AAO PMGSY before release of payment.

9.4. Deliverables- Date of Submission of Reports:-

Sr No	Reporting Years	Report Submission time
1	FY 2000 to 2006	Within 1 Month from date of work order
2	FY 2007 to 2012	Next 1 Months
3	FY 2013 to 2018	Next 2 Months
4	FY 2019 to 2025	Next 2 Months

9.5. Tenders received without EMD/inadequate EMD, shall be summarily rejected. The bidder must officially procure/download the tender documents from PMGSY Website before the last date and time of publishing of tender document in order to bid for this tender.

MSE's having UDYOG Aadhar Memorandum and Micro & Small Enterprises (MSE's) registered with NSIC/MSME are exempted from submission of EMD/Bid Security Deposit on production of requisite proof in the form of valid certificate from NSIC/MSME for tendered items/services.

For MSE's/Start-ups, there is exemption allowed only for EMD/Bid Security however, there will be no exemption in other eligibility criteria.

DD in favour of :- Executive Engineer
Road Construction Division
APWD, Wimberlygunj

9.6. Scope: The audit will be carried out in accordance with the relevant national standards of auditing, and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:

- 9.6.1. All funds spent by ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT, received from Government of India under the said project have been used in accordance with the conditions as laid down in the PMGSY guidelines / Operational Manual / Financial Management Manual and only for the purposes for which the funds were provided.
- 9.6.2. All funds have been used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided.
- 9.6.3. All expenditure, including procurement of goods and services, have the necessary supporting documentation and have been incurred in accordance with the Government rules and relevant financing agreement.
- 9.6.4. All the goods procured and issues are supported by valid receipt and issue documents and are recorded in the stock/ inventory registers and the closing balances worked out correctly. Physical verification of the assets and other inventories would be taken up, as deemed necessary by the auditor.
- 9.6.5. Funds transferred to PIUs for incurring expenditure under the project are used for the purposes intended. To establish this, the auditor should visit PIUs and conduct such audit / tests as may be deemed appropriate and necessary for the purposes of the audit.
- 9.6.6. The programme accounts have been prepared in accordance with consistently applied relevant Accounting Standards/ Rules and give a true and fair view of the financial situation of the Project for the financial year ending March 31 and of receipts and payments for the year ended as on that date.

Contractor

Executive Engineer, RCD

- 9.6.7. Financial Statements: The financial statements shall include:
- 9.6.8. A summary of funds received, showing the grant in aid/ loan (MORD financed project) and funds received from other sources, donors, if any separately;
- 9.6.9. A summary of expenditures shown under the main project categories of expenditures, both for the current fiscal year and accumulated to date; and
- 9.6.10. A Balance Sheet showing accumulated funds of the project, bank balances other assets of the project.
- 9.6.11. Consultancy Regarding Mismatch of Entries under Online Management Monitoring and Accounting System (OMMAS): Common accounting system has been developed for the projects which are based on Central Public Works Accounting System and double entry accounting system. PIUs are making entries into OMMAS concurrently. The accounts generated by the system are duly authenticated by the Divisional Officer and Assistant Account Officer and those of SRRDC by the Empowered Officer and Financial Controller.

10. TERMINATION OF AGREEMENT/MOU

The employer, without any prejudice to its right against the consultant in respect of any delay may absolutely terminate the agreement/MOU, by one month notice in writing, in any of the following cases:

- a) If the CA consultant being affirm shall pass are solution or the courts shall make an order that the firm shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor La appoint a receiver or manager which entitles the court to make up a winding order.
- b) If the CA consultant commits a breach of any of the terms of the agreement/MOU. If the CA consultant fails to remedy any breach here of or any failure in the Performance of its obligation within 30 days of receipt of notice.

When the CA consultant has made themselves liable for action under any of the clauses aforesaid, the **employer** shall have powers:

- i) To terminate this agreement/MOU.
- ii) To engage another CA consultant to carry out balance work at the risk and cost of the CA consultant appointed through this Agreement/MOU for which original CA consultant shall not be allowed to participate. In such eventuality, all the documents (reports etc.) submitted by the outgoing CA consultant shall be the property of the **employer**.

- iii) If due to any contingency, whatsoever it may be, the **SRRDC** decides to curtail the scope of work or totally abandon the work, payment to the CA consultant will be made up to the stage of work executed by them up to the date of issue of the letter intimating about the **employer** decision.

11. ARBITRATION

11.1 In the event of any disputes or difference relating to the interpretation and application of the provisions of the agreement/MOU, (whether during the progress of the works or after their completion) the same shall be settled amicably through mutual discussions for resolving the issue. The Secretary (RD) shall be the conciliator for such disputes if not resolved amicably. The parties can also take assistance of other available effective Govt. machineries for resolution of such disputes failing which the matter may be referred to sole Arbitrator to be appointed by the consent of the parties in accordance with the provision of the Arbitration & Conciliation Act 1996 (as amended up to date). Arbitration shall be in Sri Vijaya Puram under the exclusive jurisdiction of the Calcutta High Courts (Bench at Sri Vijaya Puram).

**Executive Engineer,
RCD, APWD, Wimberlygunj.**

NIT No.48/EE/RCD/APWD/WG/2024-25**LETTER OF TRANSMITTAL**

From

To,

The Executive Engineer,
RCD, APWD, Wimberlygunj,
DPIU, PMGSY,
South Andaman District.

Sub: Submission of Bid for the work of RFP for Engagement of External audit consultant for PMGSY works under SRRDC, APWD, Sri Vijaya Puram, A & N Islands for the Financial Year-2000-01 to 2024-25

Sir,

Having examined the details given in bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied and accompanying statements are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

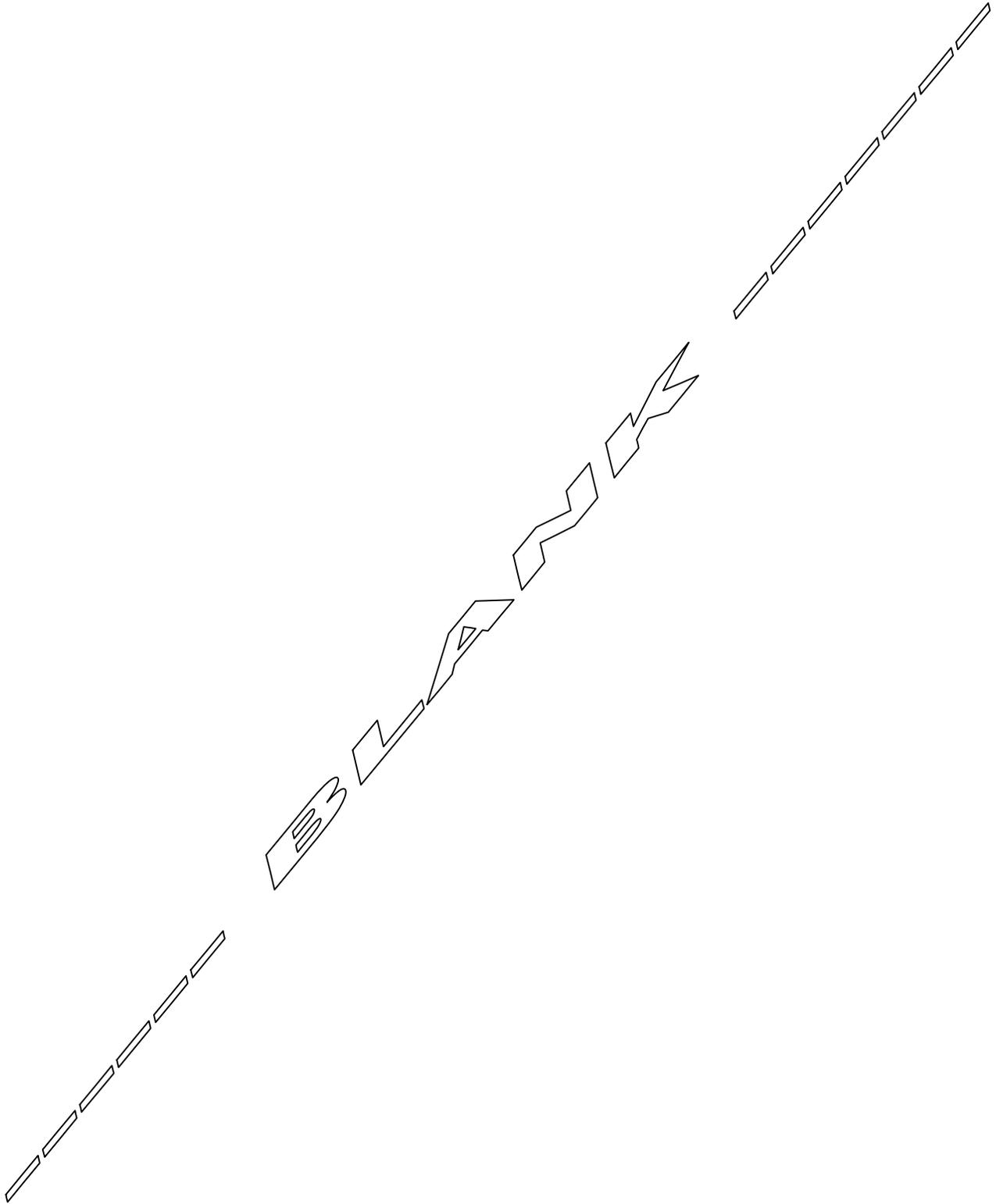
Enclosures: Seal of bidder

Date of submission

Signature(s) of Bidder(s)

Contractor

Executive Engineer, RCD



Contractor

Executive Engineer, RCD

STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (Scan & upload copies of original document defining the legal status)

- a) An Individual
- b) A proprietary firm
- c) A firm in partnership
- d) A limited Company or Corporation

4. Particulars of registrations with various Government Bodies (Scan & upload attested photocopy)

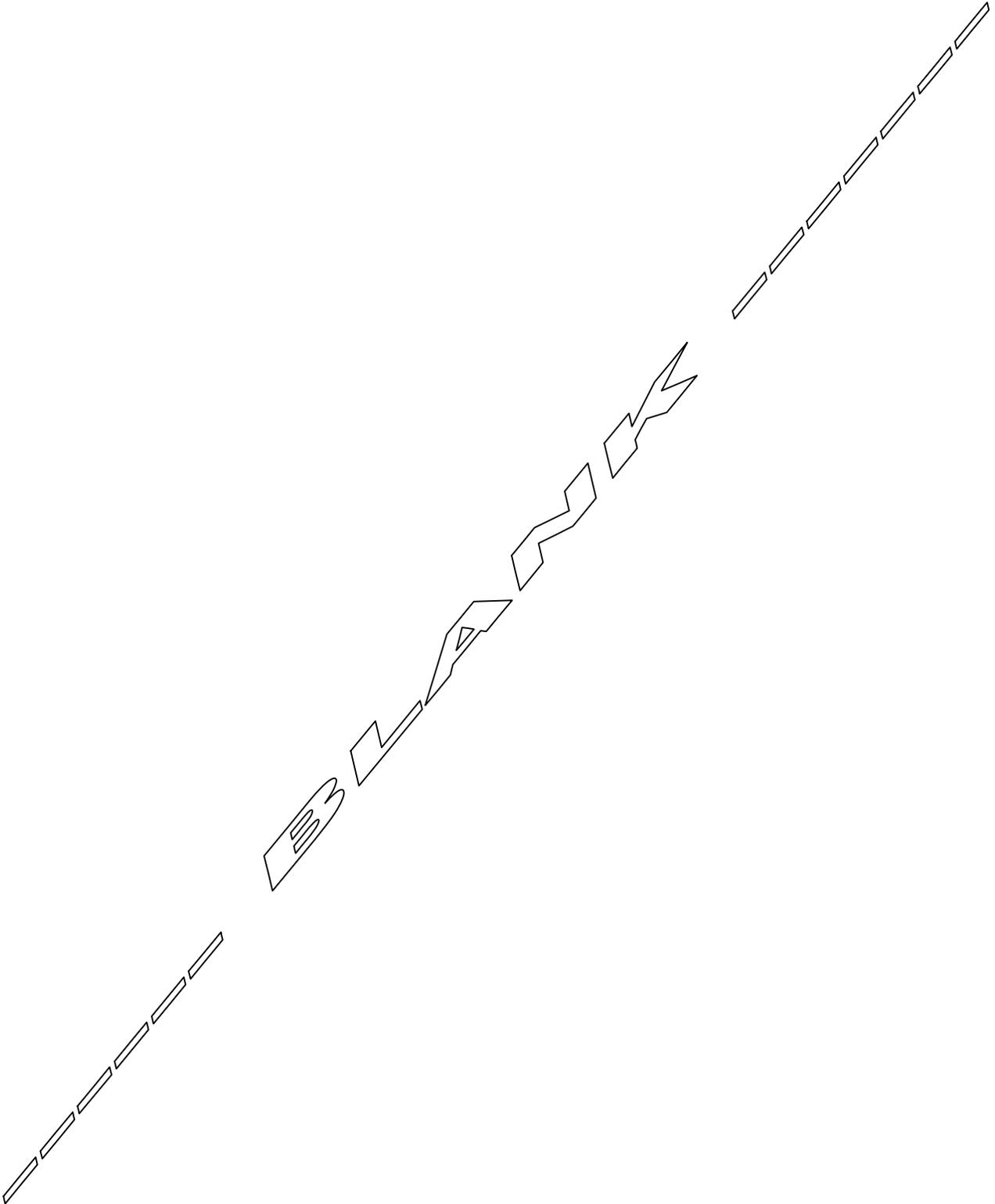
Organization/Place of registration	Registration No.
1.	
2.	
3.	

5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Has the bidder, or any constituent partner in case of partnership firm, limited company, ever been convicted by the court of Law? If so, give details.
8. Any other information considered necessary but not included above.

Signature of Bidder (s)

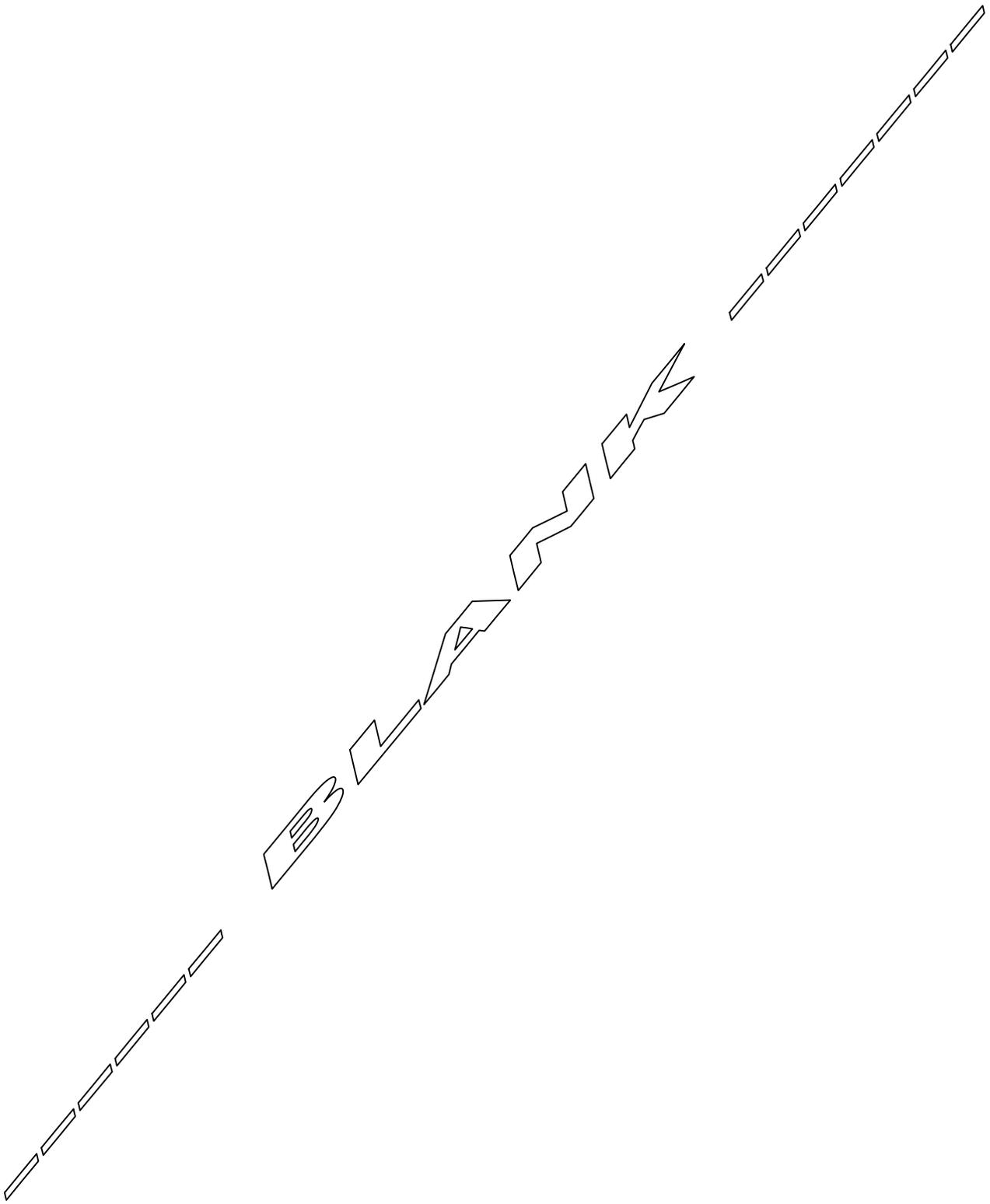
Contractor

Executive Engineer, RCD



Application Format
(Eligibility Criteria)

S.No.	Particulars	Firms have to fill this column	Supporting documents required to be submitted along with this form
1.	Name of the CA Firm		
	Address of the CA Firm		
	Address of the Andaman Office		
	Phone No.		
	Email Address		
2.	Date of Establishment of the Firm		Firm's FRC
3.	Total No. of experience in years		
4.	Having experience of working in each SRRDA/RCPLWE during last 5 years	Yes/No	Provide supporting proof
5.	Prefer to Firm who have office in A&N Islands, atleast for a period of 3 years	Yes/No	Provide supporting proof
6.	Firm Income tax PAN No.		Attach copy of registration
7.	Firm GST Number		Attach registration certificate
8.	Firm Registration Number with ICAI		Attach copy of registration
9.	Empanelment no. with C&AG		Attach proof of Empanelment with C&AG for the year 2023-24
10.	Annual Turnover of firm in last 3 years (Turnover per year Minimum Requirement is Rs.50 Lakh per year)	AY 2021-22 AY 2022-23 AY 2023-24	Attach copy of balance sheet and P&L Accounts for last 3 years
11.	Staff strength (3 Fellow CA & 6 audit staff minimum required) Total number of Staff strength (including full time fellow CA)		Provide Supporting Proof.



Technical proposal evaluation-criteria (T.E.) and scoring scheme

Criteria	Scoring	Maximum Points	Documentation
Part-A			
1. Long standing of the firm	1 point for each year of existence over 10 years	10	Date of constitution of the firm as evidence from the firm constitution certificate issued by ICAI
2. Turnover of the firm for the last three financial year (FY) from audit and assurances services “Specified Turnover”	10 points for Specified Turnover of Rs.50.00 Lakh or above in average of the last three FYs.	10	“Turnover” would mean the professional fee earned excluding GST. Audited Profit and loss statements should be attached.
3. Experience of the firm during the last 5 years and audit of Statutory/Internal Audit/of:			
A. Experience of working with PMGSY/RCPLWE	10 points for each SRRDC/RCPLWE having working experience during last 5 years (one SRRDC max. 10 marks) given (with max. 50)	50	
	Sub Total (Part-A)	70	Minimum 60 marks required to qualify for second part T.E.
Part-B			
Adequacy of the proposed methodology and work plan in responding to the Terms of Reference and PMGSY requirements	<ul style="list-style-type: none"> Quality of the audit methodology proposed for the assignment and working PMGSY 	20	Refer grid given at the end
	<ul style="list-style-type: none"> Detailed Work Plan meeting the requirement of the assignment – Adequacy and practicality of the Audit Work Plan suggested for the assignment in achieving the timelines provided in the RFP 	5	
	<ul style="list-style-type: none"> Organization and Staffing proposed for the assignment – 1 	5	

	point for each qualified staff (other than Team Leader and Audit Manager) proposed for the assignment		
	Sub Total (Part-B)	30	Minimum 25 marks required to qualify for Part-B.
	TOTAL (PART-A&B)	100	

Audit Methodology Evaluation (For Part-B Refer grid)

S. No.	Methodology	Max Score
1	Overall approach to the audit assignment for providing opinion on the project financial statements, the adequacy of internal controls and funds have been utilized for the intended purposes in accordance with the project legal agreement/s, working system of PMGSY	10
2	Opinion on the compliance with PMGSY procurement guidelines	5
3	Approach in preparing assurance mechanism the Management Letter & Quality	5
	Total	20

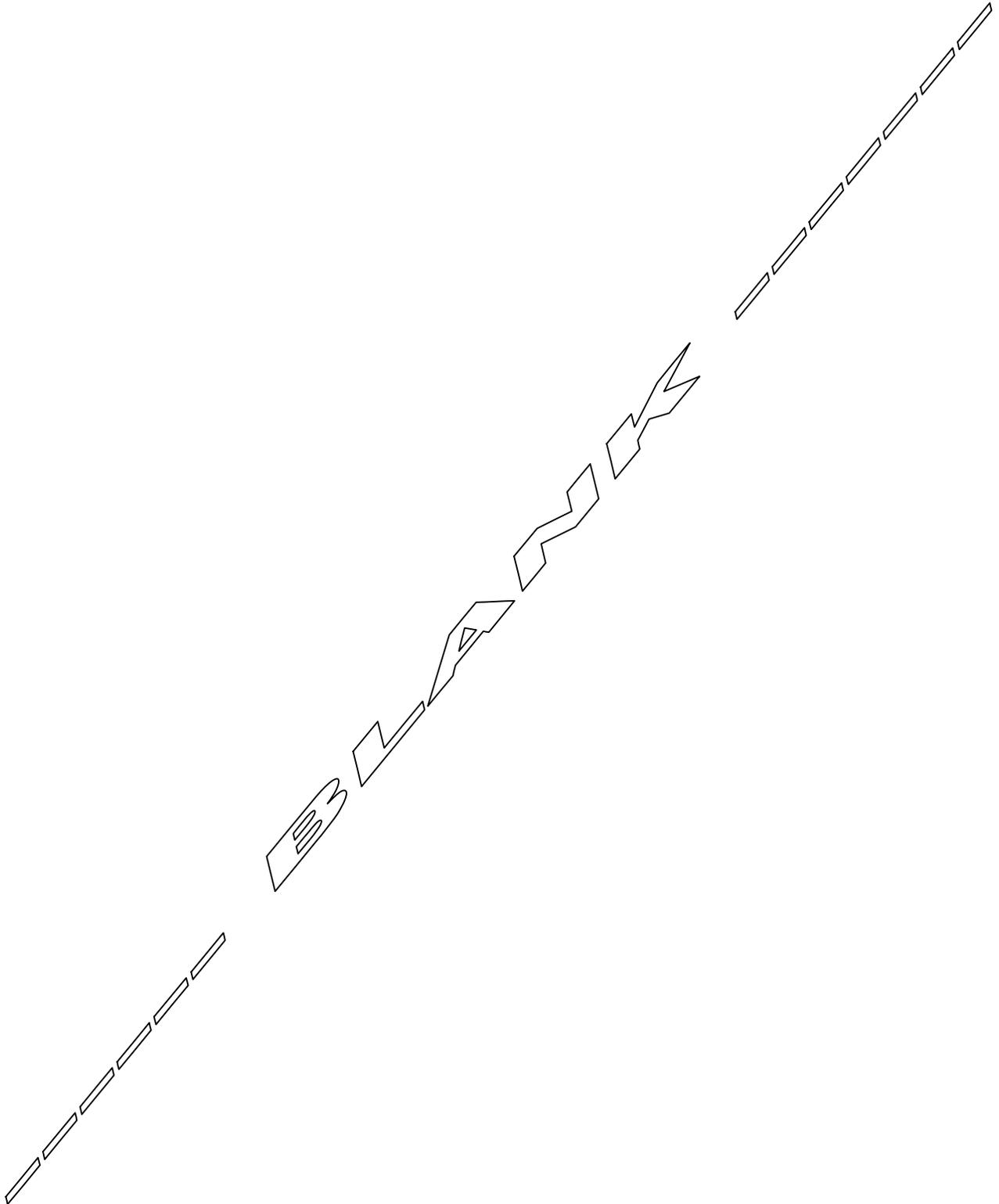
Form No.F-1A**Financial Bid**

Sl. No.	Particulars	Amount Per Year	Total for all years
1.	Professional Fees		
	Total cost estimates		

Signature**(Authorized representative of Auditor)**

Seal of the Auditor Firm

Please do not fill the Amount here (Amount to be fill in Financial Bid Cover only in online mode)



Sample Form of Contract Agreement for Audit

Subject:-Agreement between Andaman And Nicobar- Public Works Department and
(Name of Auditor/Consultant Firm) in respect on

This CONTRACT is made the [day] of the [month], [year], between the---- (Name of Andaman and Nicobar- Public Works Department and office address) [herein after called the "Employer"], of the first part and, [name of the Auditor/Consultant Firm] (herein after called the "Auditor/Consultant Firm").

WHEREAS

- a) The Auditor/Consultant Firm having represented to the "Employer" that he has the required professional skills, personnel and technical resources, has offered to provide in response to the Tender Notice No.....dt.....issued by the Employer;
- b) The "Employer" has accepted the offer of the Auditor/Consultant Firm to provide the services on the terms and conditions set forth in this Contract.
 1. Set out below are the terms and conditions under which Auditor/Consultant Firm has agreed to carry out for ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT the above-mentioned assignment specified in the attached Terms of Reference (TOR).
 2. The successful bidder after award of work is required to draw agreement with authorized representative of ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT.

Sl. No.	Designation of Authorized Representative	Payment Authority
1	Executive Engineer Road Construction Division, A.P.W.D, Wimberlygunj	Empowered Officer

3. For administrative purposes, the Empowered officer ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT has been assigned to administer the assignment. The services will be required for commencing from **01.04.2000** to **31.03.2025**. Performance of the agency would be reviewed at the end of each 2 months based on definite measurable indicators and the contract may be terminated after giving one month notice if performance of the agency is found unsatisfactory.
4. The Employer may find it necessary to postpone or cancel the assignment and / or shorten or extend its duration. In such case, every effort will be made to give you as early as possible, notice of any changes. In the event of termination, the Auditor/Consultant Firm shall be paid for the services rendered for carrying out the assignment to the date of termination, and the Auditor/Consultant Firm will provide the ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.
5. The employer can terminate the contract in case of there is fundamental breach of contract between the Employer & the Auditor/Consultant Firm. The fundamental breach of contracts are defined below:-
 - (a) Not taking up audit within the stipulated period.
 - (b) Not conducting the audit with due diligence i.e.as per the Terms of reference, scope of work & deliverables.
 - (c) Not submitting there port within the stipulated period.

In the event of termination of contract the authorized representative of ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT will terminate the contract and forfeit the Performance Guarantee submitted by the Audit firm and in addition to moving the C & AG for deleting his name from C &AG panel.

6. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Description of Services.
7. This Agreement, its meaning and interpretation and the relation between the parties shall be governed by the laws of State Government.
8. This Agreement will become effective upon confirmation of this letter by Auditor/Consultant Firm and will terminate onor such other date as mutually agreed between the ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT and the Auditor/Consultant Firm.
9. Payments for the services for every year will not exceed the total amount accepted by ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT.
10. The ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT will pay audit fees in following percentage of the agreed amount within 30 days of receipt of pre receipted bills duly verified by the designated officer of the ANDAMAN AND NICOBAR- PUBLIC WORKS DEPARTMENT in duplicate for respective stages as follows:

Note-I: In case the number of PIUs is increased, the amount of audit fees shall be determined prorata.

Note-II: Payment will be made by the authorized representative with whom the agreement has been made.

11. The Auditor/Consultant Firm will be responsible for appropriate insurance coverage. In this regard, the Auditor/Consultant Firm shall maintain workers.

