

SECRETARIAT
Officer on Special Duty
Admission and Fee Regulatory Committee
(A statutory body established through an Act of Government of Madhya Pradesh)
Office: Tagore Hostel No. T-2, Ground Floor-Left Wing, Shyamla Hills,
Bhopal – 462002 Phone and Fax No. (0755) – 2660461
email:afrcmp@gmail.com, web site: www.afrcmp.org

TENDER FOR EMPANELMENT OF CA FIRM

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No. Sectt/AFRC/2024/1429

Dated 13/12/2024

Notice Inviting Tender

(Tender ID - AFRC/2024/CA/01)

E-Tenders are invited from the interested Chartered Accountant (CA) firms for the empanelment in Admission and Fee regulatory committee secretariat Bhopal. Detailed tender document containing scope of work and other terms and conditions are available at <https://mptenders.gov.in> Interested CA firms who are eligible as per the criteria mentioned in tender document, may submit their proposal online through <https://mptenders.gov.in> only latest by 24-12-2024 till 5 PM. Any update, corrigendum, addendum etc. shall be made available at MP Tenders portal.

Sd/-

Secretary/OSD

Admission and Fee Regulatory Committee

Bhopal (M.P.)

TENDER DETAILS

1. Important Dates:

(1)	Bid Publication:	17.12.2024	03:00 P.M.
(2)	Tender Document Download/Sale.	17.12.2024	03:00 P.M.
(3)	Start of Bid submission.	17.12.2024	03:00 P.M.
(4)	Closing of Bid submission.	24.12.2024	05:00 P.M.
(5)	Technical Bid opening.	26.12.2024	01:00 P.M.

2. Important Instructions for Bidders

- 2.1 For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website <https://mptenders.gov.in> .
- 2.2 Tenders documents can be purchased/downloaded online through <https://mptenders.gov.in> . However, the tender document of those bidder shall be acceptable who have made online payment for the tender documents fee, service & gateway charges, and required EMD.
- 2.3 The cost of tender document (Rs.5,000/-) and Earnest Money Deposit (EMD) (Rs.1,00,000/-) should be deposited through Online transaction at the time of submission of bid.
- 2.4 Interested firms should upload soft copies of their tenders/proposals in the folders (covers) as mentioned below.
Cover 1: This cover should contain soft copies (in.pdf format) of firm related information, other necessary certificates as per annexures 1-4 and proof of tender fee and EMD deposited online.

Cover 2: This cover should contain Financial bid (BOQ) in excel format.
- 2.5 The minimum bid rate Per course/user is fixed at Rs 1000/- plus GST as per Govt. norms. Tenders of CA firms, whoes quote is less than Rs 1000/- will be rejected.
- 2.6 MOU with CA firm will be signed initially for one year which can be extended further if their services are found satisfactory. EMD of empaneled firm will be refunded after one year without interest.

3. Eligibility Criteria

(It is mandatory to upload soft copies of necessary documents in respect of the following)

- 3.1 Proof of Tender document fee and earnest money deposit (EMD) submitted online through MP tender portal.
- 3.2 The CA firm should be registered with the Institute of Chartered Accountants as a CA firm for at least the last 10 years.
- 3.3 The firm should have minimum 3 partners and the average turnover of last three years should be Rs. 50 lakhs and above.
- 3.4 The registration of the concerned firm should be valid at present.
- 3.5 The concerned firm should have done audit work of at least 05 Government/Semi-Government offices.
- 3.6 The concerned firm should have sufficient resources for this work and staff of at least 10 subordinates/articles etc. for auditing work.
- 3.7 The headquarter of the firm/partnership office should be in Bhopal.

Note:

- 1 The chartered accountant firm and its associated CA who have already worked with AFRC during last academic year (i.e. 2024-25), are not eligible to apply. However, such firm shall be eligible to re-apply only after a mandatory cooling period of one year (i.e. in 2026-27).**
- 2 Auditor/ CA Firm of the professional institutes whose fee to be regulated for the block of next three academic sessions i.e. 2025-26, 2026-27 & 2027-28, is not eligible to apply.**

4. Scope of work

- 4.1 At present, AFRC is handling approximately 1250 professional courses under technical education, 1000 professional courses under higher education and 500 courses under medical education. The actual number of which may increase or decrease. For the next academic session approximately fee of 1200 courses will be fixed by AFRC.
- 4.2 The chartered accountant has to examine the income-expenditure statement, audited balance sheets, and other mandatory documents submitted by various institutes

through online portal of AFRC. Based on AFRC framework, CA has to calculate tuition fee with the help of excel sheet and submit the calculation sheet/working to OSD within the prescribed time limit.

- 4.3 The CA has to attend meetings organized by the committee from time to time as per the instructions of the Chairman/Secretary of the committee and make case-wise presentation.

5. Opening of Bids and empanelment criteria

5.1 Firstly, the technical bid will be opened. After evaluation of technical bid by the committee, financial bids of eligible bidders will be opened as per schedule mentioned on the MP tender portal. The financial bid of those tenderers who do not fulfill the conditions of the technical bid will not be opened. Empanelment of CA firm will be done by the responsive lowest rate bidders for the said work. Bidders quoting lower rates (i.e. from L1 to L3) will be empaneled. In case if bidder's rates are same then their inter-se merit will be prepared by giving preference on the basis of following criteria.

- a) Working experience with central/state fee regulatory authority (No. of years)
- b) Work experience with central/state Government organization (No. of years)
- c) Annual turn over

5.2 In this regard, the decision of the Chairman, Admission and Fee Regulatory Committee will be final. The right to cancel the tender related proceedings will remain with the Admission and Fee Regulatory Committee Bhopal.

5.3 In judicial situation, the jurisdiction will be Bhopal.

Details of Technical Bid

Complete details of the firm

Names of the Firm/partnership firm	
Names of proprietor/partners	
Complete address for correspondence	
GST Number	
Telephone number	
Mobile number	
Registration number and date of the firm/partnership firm with the Institute of Chartered Accountants	
Experience of Fee calculation work with central/state/semi Govt. fee regulatory authority (No. of years) Information should also be filled in the format as per Annexure-1.	
Audit work experience with Center/state Government organization (No. of years). Information should also be filled in the format as per Annexure-2.	
Number of subordinates/articles working for audit work in the office of the firm/partnership firm should also be mentioned in Annexure-3.	
Annual Turnover of the firm in the last five years Year 2019-20 Year 2020-21 Year 2021-22 Year 2022-23 Year 2023-24	

Declaration

I/We have thoroughly received all the information regarding the tender notice invited by the Admission and Fee Regulatory Committee, Bhopal which is acceptable to me. It is further certified that I/We are not auditor of any professional institutes whose fee to be regulated by AFRC for the block of next three academic sessions i.e. 2025-26, 2026-27 & 2027-28. All the information submitted by me is correct. My/our firm has not been disqualified from the date of registration till date by any office for audit work/firm's prescribed work.

Place-

Signature of authorized Person

Date-

Name of Firm-

Address-

Seal

Annexure-1

**Information regarding experience of Fee calculation work with center/state/semi govt.
fee regulatory authority**

S.No.	Name of Central /State Government/Semi Government Institution /Organization	Address and telephone number of Central /State/semi Government Institution/ Organization	Financial year for which the work performed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Place-

Date-

Signature of authorized Person

Name of Firm-

Address-

Seal

**Information regarding experience of Audit work with central/state/semi govt.
Organisation**

S.No.	Name of Central /State Government/Semi Government Institution/ Organization	Address and telephone number of Central /State/semi Government Institution/ Organization	Financial year for which the work performed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Place-

Date-

Signature of authorized Person

Name of Firm-

Address-

Seal

Information regarding subordinates/articles presently working for audit work in the office of the firm/partnership firm.

S.No.	Name	Qualification	Telephone Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Place-

Signature of authorized Person

Date-

Name of Firm-

Address-

Seal

Details of Financial Bid

Name of Firm.....
Address.....
Telephone No.....
Mobile No.....
Email I.D.....

S.No.	Rate in Rupees to be charged by CA firm per user/per course in rupees (Excluding GST)	
	Amount (Rs.)	Amount (Rs) in Words.
1		

Place-

Signature of authorized Person

Date-

Name of Firm-

Registration No.-

Address-

Seal