



**CHHATTISGARHREAL ESTATE REGULATORY AUTHORITY (CG-RERA),**

Request for proposal for Selection of CAG empaneled Chartered Accountant Firms for Internal audit, taxation consultancy and other related work for Real Estate Regulatory Authority, Chhattisgarh (CG-RERA) for FY 2024-25, FY- 2025-26& FY- 2026-27.

**Request for Proposal**

NIT No.	<u>1-3163/2024</u>	_____
Sale/Download of RFP document		<u>03.12.2024 to 23.12.2024, 12:00 PM</u>
Pre-Bid Meeting		<u>23.12.2024 04:00 PM</u>
Submission of Proposal document		<u>03.12.2024 to 23.12.2024, 02:00 PM</u>
Opening of Proposals		<u>23.12.2024, 04:00 PM</u>

**Released by**

**Real Estate Regulatory Authority, Chhattisgarh, Shastri Chowk, Raipur, Chhattisgarh**

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## Disclaimer

1. This Request for Proposal ("RFP") is issued by Chhattisgarh Real Estate Regulatory Authority, (CG-RERA). (Also referred as the client).
2. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the CG-RERA (the Client) or any of its employees or advisors, is provided to Bidders, on the terms and conditions set out in this RFP.
3. This RFP is not a Contract and is neither an offer nor invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals in pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct his own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Client, its employees and advisers make no representation or warrants and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust



enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

5. The Client also accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any applicant upon the statements contained in this RFP.
6. The Client may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for this project and the Client reserves the right to reject all or any of the proposals, without assigning any reason whatsoever.
7. CG RERA or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any agreement for the Project, without assigning reasons thereof.
8. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation and expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses shall remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder, in preparation for submission of the Proposal, regardless of the conduct or outcome of the selection process.

**Data Sheet**

<b>Sr. No</b>	<b>Information</b>	<b>Details</b>
1.	RFP Issuing Authority	Chhattisgarh Real Estate Regulatory Authority. (CG RERA)
2.	RFP Issue Date and Time	03.12.2024
3.	Non- Refundable Tender Fee	Rs. 1000/- in form of DD in favor of Registrar CG RERA payable at Raipur Chhattisgarh.
4.	Earnest Money Deposit (EMD)	Rs. 50,000/- in form of DD in favour of Registrar CG RERA payable at Raipur Chhattisgarh.
5.	Last date and time for submission of queries for clarifications	11.12.2024
6.	Date, time and venue of pre- bid meeting	CG RERA Office, Shashtri Chowk, Raipur CG
7.	Address where Bidders must send proposal	Chhattisgarh Real Estate Regulatory Authority, Shashtri Chowk, Raipur (C.G)
8.	Last date and time (deadline) for receipt of proposals in response to RFP notice	23.12.2024
9.	Date, time and venue of opening of Technical Proposals received in response to the RFP notice	Chhattisgarh Real Estate Regulatory Authority, Shashtri Chowk, Raipur (C.G)
10.	Name and address for communication, seeking clarifications and submission of proposal	Registrar, Address - Chhattisgarh Real Estate Regulatory Authority, Shashtri Chowk, Raipur (C.G) And Email - Office.Rera.Cg@Gov.In
11.	Method of Selection	QCBS

## Introduction

Government of India has enacted the Real Estate (Regulation and Development) Act, 2016. All the sections of the Act have come into force with effect from May 1, 2017. Under this Act, Government of Chhattisgarh has established Chhattisgarh Real Estate Regulatory Authority (CGRERA), vide Notification No. F 7-13/2017/32 dated 29 April 2017, for regulation and promotion of Real Estate sector in the State of Chhattisgarh.

The Authority shall strive to facilitate the growth and promotion of a healthy, transparent, efficient and competitive Real Estate sector while protecting the interest of allottees, promoters and Real Estate agents. The authority shall also establish an adjudicating mechanism for speedy dispute redressal regarding registered Real Estate projects. The key responsibilities of the Authority shall be as follows:

- Ensuring Disclosures of Real Estate Projects by Promoters
- Real Estate Projects Registration
- Real Estate Agents Registration
- Complaints Redressal
- Provide recommendations to appropriate Government in matters relating to the development & promotion of Real Estate sector;

Real Estate (Regulation and Development) Act 2016 is a step towards reforming the Real Estate sector in India, encouraging greater transparency, citizen centricity, accountability and financial discipline.

The Real Estate Regulatory Authority is headquartered at the state capital Raipur. Around 1800 projects and 820 agents from across the state have been registered with the Authority.



## Instructions to the bidders

1. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications for the implementation of projects but bidders may form their own conclusions about the solution needed to meet the requirements as per the scope and change management of this RFP.
2. All information supplied by the successful bidder may be treated as contractually binding on the bidder after successful award of the assignment is made on the basis of this RFP.
3. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of CGRERA. CGRERA may cancel this public procurement at any time prior to a formal written agreement being executed by or on behalf of CGRERA.
4. This RFP supersedes and replaces any previous public documentation and communications, and bidders should place no reliance on such communications.
5. CGRERA invites proposals ("Bids") to this Request for Proposal ("RFP") from prospective bidders for Selection of CAG empaneled Chartered Accountant Firms for Internal audit, taxation consultancy and other related work for Real Estate Regulatory Authority, Chhattisgarh (RERA CG) for FY-2024-25, FY- 2025-26 & FY-2026-27 more clearly described in the Scope of work in section of this RFP on contractual basis.
6. The tenure of the contract of the successful bidders shall be for FY 2024-25, FY- 2025-26 & FY- 2026-27 and the selected bidder shall complete the said work in adherence with the deadlines of the various departments.
7. If the work is found satisfactory, the contract can be extended for 1 year up to a maximum of 3 years with prior approval from the Hon'able Chairman, CGRERA.



8. The CGRERA may upon written notice of default, terminate contract if the professional firm has failed to perform the work, failed to substantially comply with any provisions of this contract or has not sought suitable remedy in performance within the time specified or during the period. CGRERA may exercise its discretionary powers to award the work to other professional firm after giving due notice to the professional firm.
9. Physical submission of the Proposal Documents must be received not later than time, date and venue mentioned in the Proposal Data Sheet. Documents that are received late **SHALL NOT** be considered in this procurement process. documents submitted through email; fax will not be considered under any circumstances.
10. Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
11. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
12. Failure to comply with the requirements as mentioned below may render the proposal non-compliant and the proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP;
  - ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP
  - iii. Comply with all requirements as set out within this RFP
13. For all the components, wherever applicable, bidder needs to provide the data sheets of the offered services.



14. Offers with deviations in terms & conditions like payment term, validity, criteria, etc. shall not be accepted or entertained.
15. Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur.
16. Successful bidder shall be required to sign contract with CGRERA on non-judicial stamp paper of requisite value within fifteen days of receipt of order. Cost of stamp paper and revenue stamp to be affixed on contract agreement shall be borne by the applicant. CGRERA shall not reimburse these costs.
17. The selected bidder shall not sublet the work of internal assignment to any other party. Any violation of this provision would make the contract liable for termination.



## Scope of Work

The Main Object of this assignment is to get Periodical Report in respect of financial transaction recorded in Books of Accounts. Matter in Internal Audit Report is required to be submitted by Auditor regularly to the Authority.

1. Verification of Cash Book, Bank book and ledger on Quarterly basis.
2. To File Income Tax TDS Returns (Form 26Q & Form 24Q) on Quarterly Basis and GST-TDS Return (GSTR-7) on Monthly Basis of the CG RERA.
3. Vouching, Ledger Scrutiny, Bank Reconciliation Statement and Other routine examination/ Check of Bills, Register, etc. to check that all receipts and payments have been taken in to account and all necessary supporting documents and accounts have been kept.
4. To provide assistance in preparation of Income Tax Return as per Income Tax Act & Rules along with drafting application for Notification u/s 10(46) of Income Tax Act.
5. To provide assistance in drafting replies to the query raised by CAG during their Audit.
6. To check Project and agent Registration files on Sample Basis.
7. Reporting of audit findings, recommendations, and follow-ups.

## Pre-qualification Criteria

The minimum eligibility criteria for the selection of a CA firm are as under:

1. The applicant should be a firm of Chartered Accountants registered under the Institute of Chartered Accountants of India.
2. The applicant should be a firm with minimum existence of 10 years as on proposal due date.
3. The applicant should have its existence in Raipur, Chhattisgarh, i.e. the firm should have its head office/ branch office in Raipur, Chhattisgarh.



4. The applicant should have at least 3 partners located in Raipur.
5. The applicant should be registered with GST, and Income Tax Department (PAN).
6. The applicant should be empaneled with C&AG.
7. The applicant should have 5 full time partners out of which at least 3 partner must be FCA.
8. The applicant should have at least 2 qualified chartered accountants other than partners located in Raipur.
9. The applicant should be well versed with accounting and audit of Government Agencies and direct and indirect tax laws.
10. The applicant should have successfully executed a minimum of 1 similar assignments relating to internal audit of Government PSU, Government Undertakings/ Boards etc. in last 3 years.
11. The applicant should have successfully executed a minimum of 1 similar assignments relating to TDS and Income tax matters of Government PSU, Government Undertakings/ Boards etc. in last 3 years.
12. The average annual turnover of the applicant for the last three year should not be less than Rs. 100.00 lacs.
13. The applicant should show its strength and capability to execute this assignment in term of IT infrastructure, team infrastructure, sound financial position and approach towards execution of the assignment.
14. The applicant must not be debarred and blacklisted in any of the government Organizations /any proceeding by ICAI / any other organization against themselves.



**Note:**

Submit all the documents are self-attached with supporting evidence. The applicant should submit all the relevant documents to held the authority to check the technical qualification of the applicant. Each document submitted by the applicant should be serially numbered with seal and signature of the partner in each page.

**Evaluation and Selection Criteria**

- a) CG RERA will constitute a Tender Evaluation Committee to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by the CG RERA shall evaluate the responses to the RFP and all supporting documents / documentary evidence/ EMD/ Authorization certificate. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection. The Bidders' technical solution will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP document. The Bidders are required to submit all required documentation in support of the evaluation criteria specified.
- c) The Committee may seek inputs from their professional and technical experts in the evaluation process.
- d) CG RERA reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall betaken into account during the technical evaluation process.
- e) The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- f) The Tender Evaluation Committee may ask for meetings/ presentations with the Bidders to seek clarifications on their proposals.
- g) The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations without assigning any reason thereof.



- h) Each of the responses shall be evaluated as per the criteria and requirements specified in the RFP.
- i) Proposal Presentations: The Tender Evaluation Committee will invite each pre-qualified Bidder to make a presentation to CG RERA at a date, time and venue decided by CG RERA. The purpose of such presentations would be to allow the Bidders to present their approach and methodology towards the assignment.
- j) Initial Bid scrutiny will be held and bids will be treated as non-responsive, if bids are:
- Not submitted in format as specified in the RFP document
  - Received without the Letter of Authorization (Power of Attorney) (If not signed by partner)
  - Found with suppression of details
  - With incomplete information, subjective, conditional offers, and partial offers submitted
  - Submitted without the documents requested
  - Non-compliant to any of the clauses mentioned in the RFP
  - With lesser validity period
- k) All responsive Bids will be considered for further processing. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.
- l) Technical bid of the bidder shall be opened and evaluated for acceptability of Techno-functional requirements, deviations and technical suitability. The bidders shall respond to the requirements as explained below for their evaluation with regard to experience and qualification. Also, the bidder shall refer and respond to all technical requirements as mentioned in the RFP document. The evaluation process would also include a presentation of technical proposal by the bidder.



m) Technical Evaluation shall be on the basis the following parameters and associated marks:

Sr. No	Criteria	Max. Marks	Marking Mechanism
1.	Average Annual Turnover for last 3 Years	10	Average Annual Turnover between 100 Lacs to 125 Lacs = 3 Marks
			Average Annual Turnover between 125 Lacs to 150 Lacs = 7 Marks
			Average Annual Turnover more than 150 Lacs = 10 Marks
2.	Standing of the applicant- No. of years of existence	10	No. of years of existence between 10-15 Years = 5 Marks
			No. of years of existence more than 15 Years = 10 Marks
3.	Strength of the applicant- Number of partners	10	5-10 Partners = 5 Marks.
			More than 10 Partners = 10 Marks
4.	Number of qualified assistants in the firm	10	02 to 04 qualified assistants = 3 Marks
			04 to 06 qualified assistants = 7 Marks
			More than qualified assistants = 10 Marks
5.	Similar work experience in internal audit of Government Agencies/ Boards/ PSU in last 3 years.	15	0-5 Assignments= 5 Marks
			5-10 Assignments = 10 Marks
			More than 10 assignments = 15 Marks
6.	Similar work experience in TDS and Taxation of Government Agencies/ Boards/ PSU in last 3 years.	10	1-3 Assignments= 5 Marks
			3 or more Assignments = 10 Marks
7.	Peer Reviewed firm	5	If the applicant is peer reviewed.
8.	Technical presentation on show its strength and capability to execute this assignment in term of IT infrastructure, team infrastructure , sound financial position and approach towards execution of the assignment	30	The presentation before the technical evaluation committee would be given by all the successful applicants. A copy of the presentation has to be submitted with the technical bid.
<b>Total</b>		<b>100</b>	

The bidder would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 70% will be considered as technically qualified.

**Annexure-I**  
**Proposal Submission Form**

To:  
The Registrar,  
Real Estate Regulatory Authority, Chhattisgarh  
Shastri Chowk, Raipur,  
Chhattisgarh.

Date: *[insert date of Proposal Submission]*

In respect of the appointment of internal Auditor for CG RERA, please find enclosed our response to your RFP dated \_\_\_\_\_.

Having examined the RFP document and the Scope, Eligibility Criteria and other terms and conditions as stipulated therein, we, the undersigned, hereby state that we are in conformity with the specified requirements and would like to offer to provide the Services as defined and described in the RFP, on the terms and conditions mentioned in the RFP Document.

1. We certify that all the information and representations furnished herewith are true, correct, valid and subsisting in every respect and can be supported with relevant documents of proof on demand by the Authority.
2. We are submitting the application for preliminary evaluation and appointment of our firm for the said assignment.
3. We agree and undertake that if our firm is short listed for technical and commercial bidding, we shall comply with the same.
4. If the assignment is awarded to our firm, we agree and undertake to provide the Services comprised in the scope within the timeframe specified, starting from the date of receipt of notification of award from the Authority.
5. We agree and undertake to abide by the terms and conditions, provisions, stipulations and covenants from time to time and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We understand that you are not bound to accept our request for participation in the process or not bound to accept our proposals that you may receive or give any reason for rejection of any application. We also agree and confirm that we will not claim any expenses incurred by us in preparing and submitting this proposal.
7. We are also aware that the Authority has also right to re-issue / re-commence the selection process, to which we do not have right to object and have no



reservation in this regard; the decision of the Authority in this regard shall be final, conclusive and binding upon us.

8. The entire set of documents, information about our firm, and clients etc. are enclosed hereto and shall form part of this application.
  9. We enclose herewith our firm's profile (as per the prescribed format attached) for your perusal as Annexure II.
  10. We hereby declare that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the Chartered Accountants) or the firm/Company in which I am/they are partners/directors have been declared as willful defaulter by any bank / financial institution.
  11. We hereby confirm that I/We am/are not disqualified/ineligible for appointment as Internal auditors of Chhattisgarh Real Estate Regulatory Authority under any regulations.
  12. Our proposal shall be valid for a period of 120 days from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- I / We confirm that the information furnished here are true to the best of my knowledge. Thanking you,

**Yours faithfully,**

**For Chartered Accountants Partner**

Signed: \_\_\_\_\_ [insert signature of person whose name and capacity are shown] In the capacity of \_\_\_\_\_ [insert legal capacity of person signing the Proposal Submission Form]

Name: \_\_\_\_\_ [insert complete name of person signing the Proposal Submission Form]

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ [insert complete name of Applicant]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]



**Annexure-II**  
**Information of Applicants**

Name of the Firm (In full):	
Address of Head office	
Address of Branch office in Raipur	
Telephone No(s):	
E-mail address:	
Year of establishment:	(Enclose Certificate of Practice issued by ICAI)
C&AG Empanelment Details:	(Enclose copy of C&AG Empanelment)
Contact Person for the assignment:	
Number of Partners:	
Names, Educational Qualification, Years of Experience of partners	
<b>PAN</b>	
GST	
Number of qualified chartered accountants employees	
<b>Number of articles</b>	
Number of support staff	

(Signature of Authorized Person)



**Annexure-III**  
**Applicant's Experience of Relevant Assignments**

Project	Client Name	Consulting Fees	Period of performance (from/to)	Description of Actual Services Provided	Present Status of the Assignment
1-					
2-					
3-					

**Note:**

1. Copies of Assignment orders/ Work orders/ Credential certificates shall be attached along with the application. No assignment shall be considered without proper documentary proof.
2. Reappointment for next financial year shall be considered as a separate assignment only if a separate work order is submitted.

**(Signature of Authorized Person)**



**Annexure-IV**  
**ANNUAL TURN OVER**

<b>Financial Information</b>			
Financial Year	2021-22	2022-23	2023-24
Annual Turnover (in INR Crore)			
<b>AVERAGE ANNUAL TURNOVER</b>			
Note: The applicant must attach Audited Financial Statements/ Turnover Certificate from auditor in support of the above.			

(Signature of Authorized Person)



**Annexure-V**  
**TEAM DETAILS**

<b>S.No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Proposed Position</b>	<b>Date of joining the Firm (Full Time)</b>
1.				
2.				
3.				
4.				

(Signature of Authorized Person)



**Annexure-VI**  
**Financial Proposal**

To:  
The Registrar,  
Real Estate Regulatory Authority, Chhattisgarh  
Shashtri Chowk, Raipur,  
Chhattisgarh.

Date: [insert date of Proposal Submission]

1. I the undersigned, offer to provide the services for the above in accordance with your Request for Proposal.
2. My Financial Proposal is given below:

Phase	Services	Fees in Rs.
1	Selection of Chartered Accountants Firm for Internal Audit, Taxation and other related works of CG RERA for each Financial Year.	Rs. _____

**Total in words: Rs. \_\_\_\_\_**

**The Amount/ Fee quoted is inclusive of all costs, taxes, duties, surcharge etc. but exclusive of GST. GST shall be paid extra.**

3. My financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any. We, further, acknowledge that the amount as quoted above in words shall be treated final in case of any discrepancy between the figure and words.
4. I understand that you are not bound to accept any Proposal you receive.
5. Our Financial Proposal is without any condition and shall be binding upon us, i.e. 120 calendar days from the last date of submission of this Proposal.
- 6.

**NOTE: The minimum fee for the assignment is Rs. 3,50,000/- (exclusive of GST) for each financial year, any bid below the minimum fee shall be rejected.**

(Signature of Authorized Person)

