

MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
(AN AGENCY OF PANCHYAT & RURAL DEVELOPMENT DEPARTMENT, GOVT. OF M.P.)
3rd Floor, VikasBhawan, Arera Hills, Bhopal (M.P.)
(GST No. 23AAATM9054A3ZX)

No.5336/22/V-12/MPRRDA/Acct./CA Consultant/FY 2024-25 Bhopal, dated 05/05 /2025

REQUEST FOR PROPOSAL
FOR APPOINTMENT OF INTERNAL AUDIT COUNSULTANT FOR THE FINANCIAL
YEAR 2024-25 ENDING 31st MARCH 2025.

The Madhya Pradesh Rural Road Development Authority, invites online proposals from firms of Chartered Accountants empanelled with C&AG which meet all the conditions in the eligibility criteria listed below, for appointment as Internal Auditors for providing consultation and other allied services for Internal Audit and management control matters relating to MPRRDA headquarters office and its Project Implementation Units for the financial year 2024-25 as per the Terms of Reference provided in the RFP document.

1. Detailed RFP documents consisting of qualification information and eligibility criterion of bidders, and the set of terms & conditions of contract to be complied with by the consultants can be seen online on the website <https://www.mptenders.gov.in>. RFP documents may be purchased online from <https://www.mptenders.gov.in> as per time schedule mentioned in Key Dates after making online payment of cost of RFP document Rs. 2307/- and service charges as appearing on the portal through Debit Card/Credit Card or Internet Banking.
2. The amount of Bid Security (EMD) is Rs. 25000/- (Rs. twenty five thousand).
3. (a) **The bidders are required to pay Bid Security online plus service charges as appearing on e-procurement portal through Debit / Credit Card, Internet Banking, or System generated Bank Challanor NEFT / RTGS before submission of Bid. Bid Security of disqualified / unsuccessful bidders will be refunded online in the Bank A/c notified by the bidders on the portal at the time of submission of Bids. To avoid last day rush / breakdown in system consultants are advised to ensure payment of Bid Security at least one day in advance before the end date of Bid Submission. Department will not be responsible if bidder fails to pay Bid Security due to Server / Power failure or any other reason.**
(b) **The bidders are required to submit Letter of Transmittal strictly on prescribed form (Form T-1 of this RFP) affirming correctness of information furnished with the bid. This Transmittal in the form of scanned copy is to be uploaded with the technical bid online. If Transmittal is not on prescribed form bidder will be disqualified at technical evaluation stage.**
4. The financial proposals are invited on the basis of annual fee.
5. This will be a running contract for a period of one year.
6. Last date for submission of completed offers is as given in Key Dates. The Technical Evaluation will be done first and financial offers of only qualified bidders will be opened in the presence of consultant(s)/representative(s) who choose to be present. The decision of the competent authority in regard to technical evaluation shall be final, binding and conclusive.
7. **Eligibility Criteria:**
The firm must (a) have 05 partners out of which 3 partners must be FCA and empanelled with C & AG for the Financial Year 2024-25. (b) have an average turnover of Rs 50 lakh per annum as per the last 3 years Audited Balance Sheet; (c) have carried out at least two consultancy contracts / Internal audits with any Central

Government/StateGovernment/AutonomousBody/Ministries/Departments/ PSU's/Public works, Construction Departments in the last four financial years i.e. till 31.03.2024.(d)The firm have at least 6 (Six) years existence as per ICAI certificate. (e)The firm must have its Head Office /Branch office at Bhopal (MP).

The firms must include in their RFP detailed profile of the firm containing following information with documentary evidence.Date of constitution of the firms, turnover and assurance / auditing services given in last three years.Details of partners, full time staff indicating nature and specialisation, qualifications and experience considering requirements for the current assignment.

The general overall experience during last three financial years including audit of projects financed by bilateral and multilateral agencies, projects in the same sector, agencies implementing government projects, Public Works Accounts etc.The firms must satisfy the following criteria failing which they will be summarily rejected.The applicant is empanelled with the C&AG of India in the panel of audit firms eligible for audits.

No partner of the audit firm or any qualified employee of the firm is related to any members of the Governing body / executive committee or any of the senior management of the Programme Implementing Agency.The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and such orders are in force.

In evaluation of the proposals the Quality cum Cost Based System (QCBS) shall be followed.

8. At any time before the submission of the proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment will be notified on e-procurement portal <https://www.mptenders.gov.in>. The client may at his discretion extend the deadline for submission of the proposals, which will also be notified on this e-procurement portal.
9. Documents to be uploaded with the technical bid online are given in Annexure-T-1 to T-6 to this Detailed RFP.
10. Taxes – The rates quoted by the consultant are deemed to be inclusive of the sales and other levies, cess, toll. Taxes of Central and State Government, local bodies and authorities except GST, that the consultant will have to pay for the performance of this Contract. GST as applicable at the time of payment to the consultant shall be paid separately. consultant will have to get themselves registered under GST and quote GSTIN in their bids. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law.
11. Rate quoted by the bidders will be firm for the whole contract period and no escalation will be payable on any account.
12. Condition of this NIT will prevail over the conditions of RFP documents. Conditions of RFP document may be treated to have been amended to the extent they are in variance with the conditions of this NIT.

Key Dates

S.No.	Stages	Dates & Time
1	Tender/REP publishing date	06.05.2025 from 17.00 hrs.
2	Tender/REP document download sale start date	06.05.2025 from 17.30 hrs.
3	Bid submission start date	07.05.2025 from 11.00 hrs.
4	Bid submission closing date	28.05.2025 from 17.30 hrs.
5	Bid opening date	30.05.2025 from 11.00 hrs.

**Note :Date of opening of Financial Bid will be notified after evaluation of Technical Bid one-
procurement portal.**

**Chief General Manager (Tender)
Madhya Pradesh Rural Road Development
Authority, Bhopal**

Endt.No.5337/22/V-12/MPRRDA/Acct./CA Consultant/FY 2024-25Bhopal, dated 05/05/2025

1. Commissioners Public Relation, Ban Ga nga Bhopal.
2. Chief Executive Officers, ZillaPanchayat (all).
3. Chief General Manager, MPRRDA,(All)
4. General Manager Programme Implementation Units (All).
5. Manager (IT), MPRRDA, Hqrs.
For information and wide publicity.

**Chief General Manager (Tender)
Madhya Pradesh Rural Road Development
Authority, Bhopal**

Signature Not Verified

Digitally signed by GOVIND PANCHOLI
Date: 2025.05.05 17:49:03 IST
Location: Madhya Pradesh-MP

MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
(AN AGENCY OF GOVERNMENT OF MADHYA PRADESH)
3rd Floor Vikash Bhawan, Arera Hills Bhopal, M.P.

REQUEST FOR PROPOSAL (RFP)

**FOR APPOINTMENT OF INTERNAL ORDERS FOR THE FINANCIAL YEAR 2024-25 ENDING
31st MARCH 2025.**

- A.** Madhya Pradesh Rural Road Development Authority (MPPRDA hereinafter called "Employer" Bhopal seeks to invite technical and financial proposals from Chartered Accountants firms empanelled with C & A which meet the minimum eligibility criteria, for providing consultation and other allied services for Internal Audit and Management Control matters relating to MPPRDA headquarters office and its Project Implementation Units (PIUs) at district level for the F/Y 2024-25 (April to September), which could form the basis for future negotiation and ultimately a contract between **MPPRDA** and **CA firm**.
- B.** The purpose of this assignment is to appoint a Chartered Accountant firm for providing services as Internal Audit Consultant of MPPRDA Headquarter office and its all PIUs for the **accounting period April 2024 to March 2025**.
- C.** In order to obtain first-hand information on the assignment and the local conditions, it is considered desirable that a representative of the firm visit the office of the MP Rural Road Development Authority, Bhopal before the proposal is submitted. Your representative may meet the following officials or contact on the phone numbers given below: -

Name, address & telephone number.

Mr.S.L.R. DUBEY
Chief General Manager (Finance)
MP Rural Road Development Authority,
Bhopal, Ph. (0755) 4003419.

OR

Mr.K.K. JOSHI,
Accounts Officer
MP Rural Road Development Authority,
Bhopal, Mob. 9425378833.

- D.** The details about the background of the employer, the units to be covered, scope of work, and terms of reference and the eligibility criteria for selection of the CA firm are given in the following paragraphs.

(1) INTRODUCTION: -

MP Rural Road Development Authority receives fund from the Central Government, State Government, MP KrishiVipnanBoard etc. for the Rural Road Development Project. The project is being implemented in the State of Madhya Pradesh by the Government of Madhya Pradesh through the Department of Panchayat and Rural Development. The MPRRDA executing agency is registered under the Madhya Pradesh Society RegistrickaranAdhinyam, 1973.

At present the Project is being implemented at District level by PIUs of MPRRDA (List enclosed). The Authority (Employer) intends to appoint Chartered Accountant firm for providing Internal Audit and management control system (including Project Financial Statements) related matters of MPRRDA Headquarters office and its all PIUs.

(2) PROJECT DESCRIPTION: -

The main objective of the project is to construct the village roads/bridges throughout the State as per guidelines issued by Government of India, State Government.

(3) PROJECT SETUP: -

The project is being executed by MPRRDA, a society incorporated under the Madhya Pradesh Society RegistrickaranAdhinyam, 1973. The project implementation setup is as follows-

- i. At the State level Executive Committee (E.C.) shall be responsible for strategy and policy formulation, review of performance at unit level, ratification of budget, etc.
- ii. The principle executive body at the state level is the Head Office of the MPRRDA which would be responsible for supervision of project's operational matters including close monitoring of the project at all levels, imparting professional support to the districts, etc.
- iii. The execution of the Project is being done by the Project Implementation Units who are responsible for procurement, disbursement, monitoring, reporting and co-ordination with various work agencies.

(4) OBJECTIVE OF CONSULTANT SERVICES:

- i. The objective of getting Consultant services is to seek independent and professional Internal Audit of MPRRDA headquarters office and its Project Implementation Units (PIU). Consultant CA will prepare Internal Audit Reports at PIUs and Headquarters office, obtain replies / clarifications and prepare a final report on half yearly basis, give / suggest remedial actions to be taken and ensure compliance during next half yearly audit.
- ii. Consultant CA will provide necessary support, advice, assistance in development of control mechanism for smooth operations at MPRRDA/PIUs.
- iii. Consultant CA will also provide necessary support, advice, assistance in preparation of ADB (Asian Development Bank)/NABARD and World Bank accounting, as per their guide lines and requirements comply with the orders/instructions issued by these institutions.

- iv. In view of strengthening the system Consultant CA will study the existing accounting/ project financial systems including financial controls system of MPRRDA and provide guidance to strengthen the same.
- v. Further objective to appoint consultant CA is to train the staff by providing training on accounting, taxation and financial matters, maintenance of books of accounts, upkeep of supporting documents, records etc.

(5) Standards:

The consultancy work will be carried out in accordance with the generally accepted accounting practices/principles/Income Tax Act/GST Rules/Madhya Pradesh Society Registrickaran Adhinyam, 1973/Accounting standard issued by the Institute of Chartered Accountants of India (ICAI), directives of Reserve Bank of India, guidelines of ADB/WB and other relevant enactments and notifications published by Central and State government on time to time. The consultant CA should accordingly consider materiality when planning and performing the work.

(6) SCOPE, TIME SCHEDULE & COVERAGE OF WORK

The scope of services for Consultant Chartered Accountant firm shall be as follows:

- i. Taking up the audit of transactions at the headquarters and PIU level in a planned manner for a period of 04 to 05 days for each half year. The Internal Audit Report must be prepared and submitted to the GM (Head of Unit) of the concerned PIU. PIU will prepare reply, complying the audit observation and submit the same within fifteen days to the Internal Auditor. After receiving reply from all PIUs within a month, the Internal Auditor will compile it and submit the same to the CEO / Technical Committee for further necessary action. The compliance will be watched by them at the time of commencement of next half yearly Internal Audit.
- ii. At the time of Internal Audit it must be ensured that scrutiny of all records is carried out thoroughly in all respect so that observations in future audits conducted by AG/other agencies could be minimised.
- iii. It must be ensured that records at PIUs level are maintained properly. If there is any gap, lacuna or discrepancy then it is got rectified at the time of Internal Audit immediately. Providing necessary support, advice, assistance for rectification of errors/omissions in the book of accounts/ Financial Statements of MPRRDA/PIUs.
- iv. Bank reconciliation till the month prior to audit has been carried out should be checked. Hundred per-cent vouching of at least three months vouchers should be carried out.
- v. Confirm the existence of financial propriety and verify compliance to government and statutory requirements. Check that expenditure incurred from programme fund account and administrative expenses account has necessary supporting documents. Adequate records are maintained regarding assets created and acquired by the projects including details of cost, identification and location of assets and physical verification is carried out on yearly basis
- vi. Complete scrutiny of two final bills and scrutiny of at list one maintenance road which is completed one year back (one contract) should be carried out.
- vii. The consultant's team should comprise of minimum one Team Leader (Qualified C A) and two Assistants.
- viii. During I/A the team would verify and check all the contractual obligations in respect of the contract being executed by the contractor at the PIUs. Check source, of

- procurement & consumption pattern of Bitumen from the portal with other constituent materials.
- ix. The Bank Guarantees/FDR submitted by the contractor/consultant are completely in order and valid as per terms and condition of the contract. Register of BG is properly maintained and reviewed every month for timely renewal/release. e_BGs are timely received and verified.
 - x. The Internal Audit Team would check the payments released by the PIUs are as per agreed term of the contract manual / contract document along with recovery of contractual dues, Taxes, Duties and Cess as applicable.
 - xi. The I/A Team would also check the deductions from bills and ensure that the amounts so deducted are deposited with statutory authorities timely and no penalty has been imposed by the legal/ statutory authorities. In the same way GPF / NPS / EPF / I-Tax /BOCW Cess/GST etc. have also been deducted and deposited with the authorities timely.
 - xii. The Running accounts bills and Final bills where ever received & finalised would be checked properly and deviations, extra works, EOT (Extension of Time) are duly approved by competent authority and deviation if any, would be brought to the notice of Zonal CGM. Recovery of LD/Penalty etc should be checked thoroughly.
 - xiii. The firm would be liable to deploy 3-4 teams at a time so as to complete the work in a time frame of 3 to 4 months.
 - xiv. The firm will compile the report and seek compliance of the observations taken at PIUs.
 - xv. Audit would be conducted as per guidelines of NRRDA guidelines and PMGSY guidelines.
 - xvi. Any other matter /work that may assigned to consultant from time to time in respect of taxation/accounting/financial matters for present or future ventures under the administrative control of MPRRDA.

(7) GUIDELINES FOR SUBMITTING THE PROPOSALS

a. General Guidelines:

The firms are required to submit the proposal as per the guidelines and formats detailed out in the following paragraphs:

- i. Team Composition & Number of Teams for the assignment:** Besides headquarters office, as there are a large number of PIUs(about 60) therefore, a time bound completion schedule and a capable CA and allied staff team will need to be deployed for the completion of the assignment. **A dedicated team comprising one CA and one supporting staff preferably an 'Article' should always be available on all working days exclusively for MPRRDA.** The technical proposal must clearly elaborate on the team composition as given in **T-4**.
- ii.** The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- iii.** It may be noted that a record of the tour shall be maintained if team visits PIU. Team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that PIU.
- iv. Joint Ventures are not allowed to participate.**
- v. Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.

- vi.** All agencies must comply with the Format/Requirements for Technical and Financial proposal.
- vii.** Financial proposals submitted by the firm should be valid for 90 days from the date of submission of the proposal by the firm. If the offer is withdrawn during validity period the firm will be debarred from participation in future bids of MPRRDA and EMD will be forfeited.
- viii.** Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- ix.** All blank spaces in the financial proposal must be filled in completely where indicated.
- x.** Madhya Pradesh Rural Road Development Authority (MPRRDA) reserves the right to accept or reject any offer without giving any explanation.

b. Technical Proposal:

- i. Letter of Transmittal (**Form T-1**)
- ii. Details of the Firm along with Details of Partners (**Form T-2**),
- iii. Details of Qualified Staff & Semi-qualified Staff (**Form T-3**),
- iv. Details of the Team Composition (**Form T-4**): Firm must provide the structure and composition of the teams which shall be deputed. One CA and one article must be available for MPRRDA on all working days for completion for assignment. Firm should provide the Curriculum Vitae of the key personnel (FCA, CA) who would be leading the consulting teams and the overall consultation assignment. Once team members is approved by the employer, members of team shall not be changed except under unavoidable circumstances/unforeseen events.
- iv. Description of Approach, Methodology & Work Plan for performing the consultancy work for MPRRDA headquarters office and PIU (**Form T-5**)
- v. Brief of the relevant experience (**Form T-6**)
- vi. Comments & suggestions on the TOR (**Form T-7**)

c. Financial Proposal:

- i. Chartered Accountant firm shall express the fee of their assignment in Indian National Rupee only.
- ii. The financial bid shall be submitted for the annual professional fee including local journeys & taxes as applicable except GST.GST (Goods and service tax & cess on Goods and service tax), shall be paid by MPRRDA separately as applicable.
- iii. The financial bid shall be submitted with details of Bank account number, IFCS code etc in which payment is desired from the employer.
- iv. The firm must submit strategic plan for completing the assignment up to the given time schedule.

d. Earnest Money Deposit (EMD)

Earnest Money Deposit-

- i. An EMD of Rs. 25000/- (Rs. Twenty-five Thousand only) is to be paid online as per procedure given in clause no. 3 (a) of NIT.
- ii. The EMD of disqualified unsuccessful Proposers would be returned back online in the bank account notified by the bidder on the portal at the submission of bids. In case, RFP is cancelled by the Employer, the EMD of the Proposers would be returned in the same manner.
- iii. EMD of successful proposer will be returned when proposer (consultant CA firm) has signed the agreement and start the work assigned to them.

Forfeiture of the EMD

- i. If proposal is withdrawn during the validity period or any extension agreed by the Proposer thereof.
- ii. If the proposal is varied or modified in a manner not acceptable to the Employer after opening of the proposal during the validity period or any extension thereof.
- iii. If proposer tries to influence the evaluation process.
- iv. If first ranked proposer (L-1, CA Firm) withdraws his proposal during negotiations. (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the proposer CA firm)

(e) Minimum Fee-

Minimum fee for consultant service assignment shall be Rs.12 Lakh (Twelve Lakh only) yearly excluding GST.

(f) Duration of the contract-

Assignment will be awarded initially for period(April 2024 to March 2025). Employer, at its sole discretion and based on performance of the Chartered Accountant Firm, can extend the contract period for additional two years on the same terms and conditions and fee.

(g) **Negotiations:** - Normally negotiation shall not be conducted, however, with the approval of competent authority negotiation may be conducted with the lowest bidder with a view to withdraw the conditions and reduce the rates.

h. Evaluation of Technical Proposal:

The evaluation of technical proposals shall be based on the following parameters:

Sl. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
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1.	Number of Full Time Partners associated with the firm. (As per certificate of ICAI) (Minimum partners must be 5)	5 Partners	15	5 FCA/CA as partners = 5 marks 6 to 9 FCA/CA partners = 10 marks more than 9 FCA/CA partners=15 marks
2.	Number of Full Time Fellow Partners associated with the firm. (As per certificate of ICAI)	3 FCA	15	3 FCA as partners = 08 marks 4 to 5 FCA = 12 marks more than 5 FCA =15 marks
3.	Turnover of the firm (Average annual turnover in last three financial yrs. (2021-22 to 2023-24)	Minimum Rs.50 Lakhs	15	Rs 50 Lakh =7 marks > Rs. 50 Laks to 70 Lakhs = 10 marks > Rs. 70 Lakh and above =15
4	No. of assignments: Experience of consultancy contracts with Central/State Government / Autonomous body/ Ministries/Department /PSUs during last 4 years. (2020-21 to 2023-24)	2 Assignments	10	2 assignments = 2 marks 3 to 6 assignments = 3 marks 7 to 9 assignments = 7 marks more than 9 assignments = 10 marks
5	Key Professional Staff Qualifications& Competence for the assignment. No. of Team (with min 2 members as specified in Form T-4) & Team composition.	1 Teams	15	One team = 05 marks Two teams (1 main team and 1 backup team) = 10 marks three or more teams ((1 main team and 2 or more backup teams) = 15 marks
6	Firm Existence	6 years	10	Existence for 6 years. = 5 marks 6 to 10 years = 8 marks More than 10 years = 10 marks
7.	Firm have "PEER REVIEW CERTIFICATE"	-	5	No Peer review certificate=0 marks For one certificates = 3 marks 2 to 3 certificates = 4 marks More than three certificates = 5 marks
8	Preference to Madhya Pradesh state based firms	MP State based firm	5	Head quarter in MP State and Branch office at Bhopal= 3 Marks Firm has Head office at Bhopal=5 Marks
9	<u>Experience in Audit of Public Works Accounting & Construction Companies like: - NHAI, MPRDC</u>	<u>2 Assignments</u>	<u>10</u>	<u>2 assignments = 2 marks</u> <u>3 to 6 assignments = 3 marks</u> <u>7 to 9 assignments = 7 marks</u> <u>more than 9 assignments = 10 marks</u>

(8) SELECTION METHODOLOGY:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 50% weightage would be given to the technical evaluation and 50% weightage would be given to the financial bid.

First Stage:

- i. A technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation" section.
- ii. The technical proposal scoring at least 40% of the marks shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 40%) and eligibility criteria given in para 13.

Second Stage:

- i. Financial proposals shall be opened only for the CA firms who have qualified on Technical Parameters.
- ii. **In evaluation of the proposals the Quality Cum Cost Based Selection (QCBS) process shall be followed as per the formula as under: -**

To allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure. The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$sf = 100 \times F_m / F \quad \text{where:}$$

sf is the financial score of the Financial Proposal being evaluated,

F_m is the ETP of the lowest priced Financial Proposal,

F is the ETP of the Financial Proposal under consideration.

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weight age of 50% and 50% respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After approval of the competent authority, successful consultant will be notified. The competent authority reserves all rights to accept or reject any or all proposals without assigning any reason for his decision.

(9) AWARD OF CONTRACT:

On completion of selection process, the firm selected shall be awarded the contract of Consultant Chartered Accountant of MPRRDA headquarters Office & PIU by issuing the Letter of Award (LOA). The firm should execute a Contract with the Employer within 2

weeks of the award of the issuance of LOA and should furnish a proof of having head office / Branch office in Bhopal. The firm shall enter in to an agreement with the Employer as per format prescribed.

(10) TERMS OF PAYMENT

The mode of payment of the agreed fee to be made in consideration of the assignment to be performed by the firm shall be in the following stages: -

- i. Half yearly Internal Audit should be taken up at the earliest and report should be discussed and submitted to the CGM (Finance) within two months of completion of audit.
- ii. Payment will be made on half yearly basis on submission of claim after submission of the report by the firm.
- iii. 10% of the bill amount will be withheld from the first claim and would be released after submission of the report for the second half year last instalment and the same shall be released after 3 months period.
- iv. All relevant taxes will be deducted as per prevalent rules and regulations by MPRRDA.
- v. All payments/refunds shall be made electronically in the bank account of the proposer, the details of which have been submitted with financial proposals.
- vi. Payment will be made in Indian National Rupee (INR) only.

(11) PENALTY

In the event of delay on the part of the consultant firm in submission of the audit report beyond two months of completion of audit penalty @ 0.5 per cent per week subject to maximum 5 percent would be levied and deductible from the claims of the firm and interest amount shall be recovered from the firm.

(12) TERMINATION OF CONTRACT

- i. In the event of any default in performance/unsatisfactory performance of the Consultant CA Firm and /or failure in timely submission/non submission of return/required documents, contract shall be terminated by issuing 15 days' notice by Employer in this regard.
- ii. No termination payment shall be payable by the Employer to Consultant CA Firm.

(13) ELIGIBILITY CRITERIA

- i. The firm must be empanelled with C & AG of India for the year 2023-24 and have applied for the empanelment for the year 2024-25 (necessary documents viz printout of acknowledgement letter generated online etc. should be attached in this regard)
- ii. Must be registered with the Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and service tax registration (GSTN). (Attach documentary evidences in terms of copies of registration documents etc.)

iii. The particulars of the Firm's H.O., B.O. and Partners and paid Chartered Accountants should match with the certificate issued by ICAI not earlier than date of publication of this RFP without which the application of the firm would not be considered.

iv. The firm must qualify following minimum criteria: -

1. The Firm must have 5 partners out of which 3 partners must be FCA
2. Average annual turnover of the firm in last three financial years must be Rs 50.00 lakh as per last 3 years (2021-22 to 2023-24) Balance Sheets.
3. The firm's existence as per ICAI certificate must be 6 (Six) years.
4. The firm should have carried out at least 2 consultancy contracts in the area of taxation, accounts and finance with any central/State Government / Autonomous body/ Ministries/Department /PSUs in the last 4 financial years i.e. up to 31.3.2024 (2020-21 to 2023-24) except Bank Branch consultancy. The firm should attach experience certificate.
 - a) Any firm not qualifying on above minimum criteria need not apply as its proposal shall summarily be rejected.
 - b) Supporting Documents for Eligibility Criteria.

Following supporting documents must be submitted by the firm along with the technical proposal:

- i. For S. No. 1, & 3 above, the firm must submit an attested copy of latest Certificate of ICAI.
- ii. For S. No. 2, the firm must submit, a copy of the audited Balance Sheet & Profit & Loss Account for the last three years (2021-22, 2022-23 & 2023-24) (The firm may also provide the break-up of fees along with the relevant evidences/ documents.)
- iii. For S. No. 4 the firm must submit copies of the appointment letters from the organizations concerned. Consultancy assignment of any Bank shall not be considered while taking into account the total number of assignments.
- iv. The firm or any partners of the **firm should not be black listed** by any PSUs or Government Company or any other organisation in respect of any assignment or behaviour. ***[Affidavit on stamp paper is to be given in this regard by the authorised person of the firm].***

(14) Special Instructions for E- Submission of Bids Online through this E-Procurement Portal .

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the Authorized Certifying Authorities such as e Mudhra CA/GNFC/IDRBT/ Mtnl Trust line/ Safe Sctpt / TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.

3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents Option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. If there are any clarifications, this may be obtained online through the e-procurement Portal, or through the contact details given in the tender document. Bidder should take into account the corrigendum published before submitting the bids online.
8. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLSIRAR/DWF formats. If there is more than one document, they can be clubbed together.
9. The bidder should read, the terms and conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
11. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
12. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
14. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
15. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
16. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the Submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to Participate in the bid opening event.

17. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system does not certify for its correctness.
18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
19. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
20. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by anyone until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
21. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
22. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

Letter of Transmittal

To,

Chief Executive Officer,

Madhya Pradesh Rural Road Development Authority,

Bhopal.

Dear Sir,

We, the undersigned, offer to provide the Consultant and allied services for [*MPPRDA Bhopal*] in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, which includes a Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief.

The rates quoted by us in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that [*MPPRDA Bhopal*] is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal.

Yours faithfully,

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Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Total turnover of the Firm in last three years (2021-22 to 2023-24)	Attach balance sheet and P&L Account of the last three years giving Break-up of Audit Fee and Other Fees Received.

9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters, consultancy fee and others (Specify)	Provide a Chart
10	Audit Experience of the Firm	Please give information in form T-6
11	<p>Details of Partners:</p> <p>Provide following details:</p> <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners are engaged full time or part time with the firm. • Their Contact Mobile No., email and full Address 	Attested copy of Certificate of ICAI

A. Details of Qualified Staff (Chartered Accountants)

(Please provide a self-attested copy of latest Certificate of ICAI for each qualified staff)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						

**Details of Structure & Composition of Team and Task Assignments – DEPLOYED FOR
Proposed Assignment**

Each team will constitute of minimum 2 members with qualifications as below:

Main Team

1. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
2. Members of the main team shall not be changed except unavoidable circumstances /unforeseen event.
3. **A dedicated team comprising one CA and one supporting staff preferably an 'Article' should always be available on all working days exclusively for MPRRDA**

**Description of Approach & Work Plan for performing the consultancy and allied services
for the Headquarters Office & PIUs of MPRRDA**

A. **Technical Approach :**

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

B. **Work Plan along with the time required for each work/ assignment in the HO/
District(PIUs) etc:**

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones (including interim approval by the HO), and delivery dates of the reports.

The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

Brief of Relevant Experience:

A. Experience of consultancy services provided in relation to externally Aided projects/ State's Social Sector Projects (Excluding Charitable Institutions and NGOs).						
S. No.	Name of the Organization	Accounting Year for which the Consultancy services are provided	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Organization (Pl attach a copy of the letter)

B. Experience of consultancy services provided in Commercial Sector/PSUs etc.						
S. No.	Name of the Organization	Accounting Year for which the consultancy services are provided	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Organization (Pl attach a copy of the letter) And Mention the Fee Received

Comments and Suggestions on the Terms of Reference

Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

List of Project Implementation			
S.I.	Name of PIUs	Sl.	Name of PIUs
1	Agar (Shajapur-2)	50	Shajapur
2	Alirajpur	51	Sheopur
3	Anuppur	52	Shivpuri
4	Ashoknagar	53	Sidhi
5	Balaghat-1	54	Tikamgarh
6	Balaghat-2	55	Niwari
7	Barwani	56	Ujjain
8	Betul-1	57	Umaria
9	Betul-2	58	Vidisha
10	Bhind	59	Waidhan
11	Bhopal	60	HQ & RRA
12	Burhanpur		
13	Chhatarpur		
14	Chhindwara-1		
15	Pandurna		
16	Damoh		
17	Datia		
18	Dewas		
19	Dhar-1		
20	Dhar-2 (Kukshi)		
21	Dindori		
22	Guna		
23	Gwalior		
24	Harda		
25	Indore		
26	Jabalpur		
27	Jhabua		
28	Katni		
29	Khandwa		
30	Khargone		
31	Mandla		
32	Mandsaur		
33	Morena		
34	Narmadapuram		
35	Narsinghpur		
36	Neemuch		
37	Panna		
38	Raisen		
39	Rajgarh		
40	Ratlam		
41	Rewa-1		
42	Mauganj		
43	Sagar-1		
44	Sagar-2 (Beena)		
45	Satna		
46	Maihar (Satna-2)		
47	Sehore		
48	Seoni		
49	Shahdol		

Signature Not Verified

Digitally signed by GOVIND PANCHOLI
Date: 2025.05.05 17:49:50 IST
Location: Madhya Pradesh-MP