

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-07-2026 20:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-07-2026 20:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Panchayat And Rural Development Department Assam
संगठन का नाम/Organisation Name	Assam State Rural Livelihoods Mission Society (asrlms)
कार्यालय का नाम/Office Name	Smmu
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :kankan.borah@gov.in Buyer Email id: dibyadutta.barkataki@gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	2360000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	40000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

The State Mission Director , ARLM
SMMU Assam State Rural Livelihoods Mission Society (ASRLMS), Guwahati, Assam
(The Mission Director Asrlm)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of

quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions..Firm registered with Institute of Chartered Accountants of India (ICAI) and should have a minimum 15 (Fifteen) years of experience in conducting Audit service in community and Social Development sector funded by Government

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per ATC

Number of partners/ qualified professionals in full time employment with DISA/CISA qualificationAs per ATC

Number of XX fulltime CA's required and YY professional audit staff:As per ATC

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1782459479.pdf](https://www.icaai.org/1782459479.pdf)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
The agency must be a Chartered Accountancy Firm registered with Institute of Chartered Accountants of India (ICAI) and should have a minimum 15 (Fifteen) years of experience	10	5	View file	Yes
Three Audit Assignments funded by Government/International funding Agencies last Five Year 2021 till 2025 of value not less than Rs 5 Lakh each Assignment	20	10	View file	Yes
Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)	35	10.5	View file	Yes
Key Experts' qualifications and competence for the Assignment	35	10.5	View file	Yes

Total Minimum Passing Technical Marks: 75

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Compliance with contracts , Review system & processes , cheme / Program Audit Report
Type of Industries/Functions	Purchase & Procurement , Operational & Administrative , Payables , Receivables , DMMU SMMU
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	2360000
एडऑन /Addon(s)	
Number of Months for which Post Audit Support is required	1

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Kankan Jyoti Borah	781037,Shiv nath gogoi path, Panjabari, Guwahati	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 3

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

state Mission Director , ASRLM
payable at
Guwahati

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The

Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



Request for Proposal Consulting Services for Procurement of

Consulting Services for:

Hiring of consultancy services of Statutory Auditor for conducting Statutory Audit of ASRLMS for the FY 2025-26.

Fixed Budget System (FBS)

Assam State Rural Livelihoods Mission Society,
Panchayat & Rural Development Department, Govt of Assam,
Sivanath Gogoi Path, Panjabari, Guwahati, Assam.
Website:- www.asrlms.assam.gov.in

SECTION-I

1. A firm will be selected under **Fixed Budget System (FBS)** in a Full Technical Proposal (FTP) as described in this Bid Document.
2. The RFP includes the following documents:
 - Section 1 - Instructions to Consultants and Data Sheet
 - Section 2 – RFP Data sheet.
 - Section 3 -Technical Proposal (*[select: FTP or STP]*) - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Form of Contract
3. Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
State Mission Director, ASRLMS	Commissioner & Secretary, Finance Department, Govt. of Assam

Yours sincerely,

(Shri Kuntal Moni Sarmah Bordoloi, IAS)
State Mission Director, ASRLM.

SECTION-II

1. Instructions to Consultants & Data Sheet

General Provisions

1.1 Definitions

- (a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in India, or as they may be issued and in force from time to time.
- (c) "Client" means the procuring entity that signs the Contract for the Services with the selected Consultant.
- (d) "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (e) "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) and the Appendices).
- (f) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (g) "Day" means a calendar day.
- (h) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (i) "Government" means the Government of Assam.
- (j) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (k) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.

- (l) "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.
- (m) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (n) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (o) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- (p) "Proposal Inviting Authority (PIA)" means the official/committee duly authorised to issue RFP& receipt the proposal.
- (q) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultant(s), based on the SRFP.
- (r) "SRFP" means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (s) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (t) "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- (u) "TORs" (this Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1.2 Introduction

- 1.2.1 The Client (i.e., Procuring Entity) named in the **Data Sheet** intends to select a consultant from those listed in the Letter of Invitation as shortlisted firms, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2.2 The qualified agencies are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for selection and ultimately signing the Contract with the selected Consultant.

- 1.2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense. In case, the Client decides for a virtual meeting, the link shall be forwarded to the shortlisted firms beforehand.
- 1.2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

1.3 Conflict of Interest

- 1.3.1 Conflict of Interest for a Procuring Entity or its personnel and consultants is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- 1.3.2 Govt. of Assam describes the situations in which a Procuring Entity or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following-
- 1.3.3 Conflict of Interest occurs when the private interests of a Procuring Entity or its personnel, such as personal, non-official, extra- professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
- 1.3.4 Within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Procuring Entity, employment after retirement from service or of relatives or the receipt of a gift that may place the Procuring Entity or its personnel in a position of obligation;
- 1.3.5 Conflict of Interest also includes the use of assets of the Procuring Entity including human, financial and material assets, or the use of the office of the procuring entity or knowledge gained from official functions for private gain or to prejudice the position of someone the Procuring Entity or its personnel does not favour;
- 1.3.6 Conflict of Interest may also arise in situations where the Procuring Entity or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Procurement Entity;
- 1.3.7 The situations in which consultants participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following–

- a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
- b) If they receive or have received any direct or indirect subsidy from any other bidder;
- c) If they have the same legal representative for purposes of the bid;
- d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
- e) If they participate in more than one bid in the same bidding process;
- f) If they have controlling partners in common;
If a consultant or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in any way;

1.3.8 In the 'Technical Proposal Submission Form ' to be submitted by the consultant, as per format given in Section 3: "Technical Proposal–Standard Forms", all Consultants shall provide a signed statement that the Consultant, (including all members of JV and Sub-Consultants, if any) is neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract;

1.3.9 In case of a holding company having more than one independent unit or more than one unit having common business ownership or management, only one unit shall be allowed to submit proposal or quote to prevent any conflict of interest. Similar restrictions shall apply to closely related sister or subsidiary companies. Such consultants must proactively declare such sister or subsidiary company or common business or management units in similar lines of business.

1.4 Unfair Competitive Advantage

1.4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

1.5 Code of Integrity

1.5.1 The Client and all officers or employees of the Client, whether involved in the procurement process or otherwise, or Consultants and their representatives or

service providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.

1.5.2 Govt. of Assam prescribes to the Client and Consultants to uphold the Code of Integrity, which prohibits officers or employees of a Client or a person participating in a procurement process the following:

- (a) Any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (b) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid any obligation;
- (c) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
- (e) any financial or business transactions between the bidder and any officer or employee of the procuring entity, who are directly or indirectly related to tender or execution process of contract;
- (f) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (g) any obstruction of any investigation or audit of a procurement process;
- (h) making false declaration or providing false information for participation in—
 - (i) tender process or to secure a contract;
 - (ii) disclosure of Conflict of Interest;
 - (iii) disclosure by the Consultant of any previous transgressions with any entity (Government or Semi-government) in India, during the last three years.

1.5.3 In case of any breach of the Code of Integrity by a Consultant or a prospective Consultant, as the case may be, the Client after giving a reasonable opportunity of being heard, may take appropriate measures including—

- (a) exclusion of the Consultant from the procurement process;
- (b) calling off of pre-contract negotiations;

- (c) recovery of payments made by the Client along with interest thereon at bank rate;
- (d) cancellation of the relevant contract and recovery of compensation for loss incurred by the Client;
- (e) debarment of the consultant from participation in future procurements of any Procuring Entity for a period not exceeding three years

1.6 Eligibility Criteria

- 1.6.1 Consultant shall be a natural person, private entity, government- owned entity or any combination of these having a formal intent and legal competency to enter into an agreement or contract and a reregistered under respective Act and jurisdiction in India or any other country with which India has not banned trade relations. The Consultant can either be a single entity or a consortium of entities (joint venture).
- 1.6.2 Consultant should not have a Conflict of Interest as prescribed and specified in ITC Para 2.3, which materially affects fair competition.
- 1.6.3 In addition, any consultant participating in the procurement process shall–
- (a) have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority;
 - (b) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
 - (c) not have, and their directors and officers do not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
 - (d) not be debarred by any Procuring Entity under the State Government, the Central Government, Autonomous body, Authority by whatever name called under them in India.
- 1.6.4 In the 'Technical Proposal Submission Form' to be submitted by the consultant, as per format given in Section-3: "Technical Proposal – Standard Forms", all consultants shall provide an Affidavit that the consultant continues to fulfill the eligibility requirements given in ITC Para 2.6.

Preparation of Proposals

1.7 General Considerations

- 1.7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail.

Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

1.8 Cost of Preparation of Proposal

1.8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

1.9 Language

1.9.1 The proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in English language.

1.10 Documents Comprising of Proposal

1.10.1 The Proposal shall comprise the documents and forms **listed in this RFP document including (a) “Section-IV: Technical Proposal Standard Form”, (b)“Financial Proposal Standard Form” and Data Sheet.**

1.10.2 The participating consultants shall also submit hardcopies of the “**Key Documents**” in the office of the Client, in addition to online submission of the financial and technical proposal. Key Documents shall comprise the documents as mentioned in the DS.

1.11 Only One Proposal

1.11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant’s staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

1.12 Proposal Validity

1.12.1 The **Data Sheet** indicates the period during which the Consultant’s Proposal must remain valid after the Proposal submission deadline.

1.12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

1.12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

1.13 Extension of Validity Period

1.13.1 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

1.13.2 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

1.13.3 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

1.14 Substitution of Key Experts at Validity Extension

1.14.1 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

1.14.2 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

1.15 Sub-Contracting

1.15.1 The Consultant shall not subcontract any part of the contract/services without prior consent of the Client.

2.0 Preparation of Proposal (Specific Considerations)

2.0.1 While preparing the Proposal, the Consultant must give particular attention to the following:

- a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet. In**

all such cases, a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non- shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If shortlisted Consultants associate with each other, any of them can be a lead member.

- b) The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative, and the Proposal shall be based on the Consultant's own estimates for the same.
- c) If stated in the **Data Sheet**, the Consultant shall include in its Proposal atleast the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for awarding accordance with the procedure in the **Data Sheet**.
- d) For assignments under the Fixed-Budget System (FBS) selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

Technical Proposal Format and Content

- 2.1** The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 2.2** Depending on the nature of the assignment, the Consultant is required to submit a **Full Technical Proposal (FTP)**, or a **Simplified Technical Proposal (STP)** as indicated in the **Data Sheet** and using the Standard Forms as provided in **Section-IV** of this RFP.
- 2.3 Financial Proposal**
- 2.3.1** The Financial Proposal shall be prepared using the Standard Forms provided in **Section-V** of this RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.
- 2.3.2** The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract.
- 2.3.3** The Consultant shall express the price for its Services in Indian Rupees only.

Proposal Submission, Opening & Evaluation

- 2.4 Submission of Proposal**
- 2.4.1** The Consultant shall submit both Technical and Financial Proposal online at the GeM portal within due date and time for submission of Proposal as mentioned in **Bid Document**.
- 2.4.2** The Consultant shall submit a signed and complete Technical Proposal comprising the documents and forms in accordance with (Technical Proposal Format & Content).
- 2.4.3** An authorized representative of the Consultant shall sign all the documents contained in the technical proposal including the submission letters. The authorization shall be in the form of a written power of attorney attached to the

Technical Proposal.

2.4.4 A Proposal submitted by a Joint Venture participant shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

2.4.5 Formats for the Financial Proposal may be seen at **Section V: Financial Proposal-Standard Format** for reference. The Bidder shall upload the financial document as per the format under "Upload Financial Document" option available under "Upload Document Section". Not adhering to the same will lead to consider the bid as " Not Responsive"

2.5 Confidentiality

2.5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

2.5.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing sanctions procedures of Govt. of Assam.

2.5.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of award of Contract, if a consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

2.6 Evaluation of Technical Proposal

2.6.1 The EC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub- criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected/disqualified at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

2.6.2 The financial proposals of a Consultant shall be considered for evaluation provided it is evaluated as responsive (technically qualified) in technical evaluation stage by the EC.

2.7 Public Opening of Financial Proposals (For QCBS, FBS & LCS Method)

2.7.1 After the technical evaluation is completed, the Client shall notify/publish the

evaluation result in the GeM portal containing details about all the proposals and their responsiveness to the RFP, TOR and technical score awarded to them.

- 2.7.2** The Financial Proposals all qualified Consultants whose proposal found to be responsive by the TEC shall be opened online for further evaluation.

2.8 Corrections of Errors.

- 2.8.1** Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- 2.8.2** The Consultant is deemed to have included all prices in the Financial Proposal, so neither corrections nor price adjustments shall be made. The total price, net of taxes specified in the Financial Proposal shall be considered as the offered price.

2.9 Combined Quality & Cost Evaluation

2.9.1 Fixed Budget Selection (FBS): In the case of FBS, those Proposals that exceed the budget indicated in the Data Sheet shall be rejected. The Client will select the Consultant that submitted the highest- ranked Technical Proposal that does not exceed the budget indicated in the RFP and invite such Consultant to negotiate the Contract.

2.9.2 Least Cost Selection: In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score and invite such Consultant to negotiate the Contract.

2.9.3 Availability of Key Experts:

- a) The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Para 2.14 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.
- b) Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

SECTION-III

Data Sheet.

A. General	
ITC Para Reference	
1	<p><u>Name of the Client: Assam State Rural Livelihoods Mission</u></p> <p>Method of selection: Fixed Budget System (FBS) as described in the RFP Document</p>
2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: <i>Hiring of consultancy services of Statutory Auditor for conducting Statutory Audit of ASRLMS for the FY 2025-26</i></p>
B. Preparation of Proposals	
3	<p>The Proposal shall comprise the following:</p> <p>A. <u>Technical Proposal:</u></p> <p>For Full Technical Proposal (FTP):</p> <ul style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 <p style="text-align: center;">OR</p> <p>For Simplified Technical Proposal (STP):</p> <ul style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-4 (4) TECH-5 (5) TECH-6 AND <p>B. Financial Proposal:</p> <ul style="list-style-type: none"> (1) FIN-1 (2) FIN-2

4	Key Documents (to be submitted in originals): (1) Original Power of Attorney in favour of the Authorized Signatory. (2) One "Original" Full Technical Proposal to be submitted in hard copy.		
5 (Use for Fixed Budget method)	The total available budget for this Fixed-Budget assignment is: Rupees Twenty Lakh Only (exclusive of taxes). Proposals exceeding the total available budget will be rejected.		
6	Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals: Technical proposal shall be evaluated in two parts. Part A (as mentioned below) shall be the Pre-Qualification Criteria (Mandatory Criteria) that the consultants must meet. Technical Proposals of Consultants who do not meet the criteria in Part A , shall not be further evaluated and the proposal shall be rejected. Technical Proposal of Consultants, who meet the criteria in Part A , shall be evaluated further using the scoring scheme contained in Part B below: Part A: Pre-Qualification Criteria (Mandatory Criteria):		
	Sl. No.	Criteria	Documents Required
	1	The Agency must be a Chartered Accountancy Firm registered with Institute of Chartered Accountants of India(ICAI) and in continuous practice in the field of audit for last 15 years in India.	ICAI registration Certificate
	2.	The CA Firm must be empaneled under Comptroller and Auditor General of India.	Please attach up to date empanelment certificate.
	3.	The CA Firm must have registered Head Office in Assam with minimum Six (6) full time Chartered Accountant Partners in the Firm.	ICAI Firm Constitution Certificate (up to date)
	4	The CA Firm should have a registered branch Office in Guwahati with full-fledged manpower (Both Key and Non Key Experts) as per requirement mentioned in Terms of Reference. Further, the CA Firm should have IT and office infrastructure in Guwahati Office.	ICAI Firm Constitution Certificate (up to date) and Self-certified details of available Key Professional with domain expertise and experience as per Terms of Reference.
	5	The CA Firm should have an annual average turnover from consultancy business of INR 50 Lakh or above in the last three financial years i.e. 2022- 23, 2023-24, 2024-25.	Statutory Audit report from CA to be attached.

Request for Proposal

6	The bidder should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	Undertaking that the Bidder should not have been blacklisted by any Central / State Government (Central/ State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.
7.	Registration: The CA Firm should be registered under Income Tax , GST as applicable.	Copies of PAN, TAN and GST certificate.

Part B. Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:

S. No	Criterion	Max Marks
1)	<p>TQ-1.The Consultant must be a Chartered Accountancy Firm registered with Institute of Chartered Accountants of India (ICAI) and should have a minimum 15 (Fifteen) years of experience in conducting Audit service in community and Social Development sector funded by Government /Other International funding Agencies.</p> <p>The Experience will be counted from the date of issue of Earliest Work Order. <i>(Relevant Documents such as copies of Order/Contract/ Work completion certificate etc issued by the client establishing the experience)</i></p> <p>15-20 years – 5 marks. 20-25 years – 7.5 marks. More than 25 years. – 10 marks.</p>	10

2)	<p>TQ-2. The Consultant should have atleast Three (3) Assignments of Audit service in community and social development sector funded by Government/Other International funding Agencies during last Five (5) Calendar Year (from Year 2021 onwards till 2025) of contract value not less than Rs 5.00 Lakh each Assignment. (The continuation/extension of single assignment/contract with the client in consecutive years will be treated as One (1) Assignment). The Experience will be counted from the date of issue of Earliest Work Order (<i>Relevant Documents such as copies of Order/Contract/ Work completion certificate etc issued by the client establishing the experience</i>)</p> <p>Three (3) to Four (4) Assignment- 10 Marks. Five (5) to Six (6) Assignment- 15.00 Marks. Seven (7) and above Assignment- 20.00 Marks</p>	20
3)	<p>TQ4: Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):</p> <p>(i) Technical approach & Methodology – 20 Marks. (ii) Work plan as per Deliverables – 10 Marks. (iii) Overall team composition, Audit planning- 5 Marks. <i>[Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has the right input of Experts]</i></p>	35
4)	<p>TQ-5. Key Experts' qualifications and competence for the Assignment: <i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i></p> <p>a) Position K-1: Team Leader (1) [10] b) Position K-2: Audit Manager (5) [5 Marks per Expert] [25]</p> <p>Total points for criterion (iii): [35]</p> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1) General qualifications (Education, Training, and Exposure): [20 %] 2) Adequacy for the Assignment (Experience of Key Experts as detailed in ToR, No of assignments, length of association with the current employer, etc. [60%] 3) Relevant experience of working in Assam. (Working level fluency in local language(s) / knowledge of local culture or administrative system, government organization, etc.) [20%]</p> <p style="text-align: right;">Total weight:100%</p>	35
	Total Marks.	100

The minimum technical score (St) required to pass is: 75

(The Bidders have to give a detailed Technical Presentation referring to Consultant Overall experience, adequacy and quality of the proposed methodology, work plan, Key Expert qualification, expertise & experience responding to the Terms of Reference (TORs).

The date of Technical Presentation will be notified to the Bidders after submission of Proposal).

Herein, it may be noted that, the Technical Proposals will not be considered for evaluation for those Bidders who fails to attend the detailed Technical Presentation.

SECTION-IV

3 Technical Proposal – Standard Forms¹

3.1 Checklist of Required Forms

CHECKLIST

Required for FTP/STP (√)		Form	Description	Page Limit
FTP	STP			
√	√	TECH-1	Technical Proposal Submission Form.	
“√” If applicable		TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicabe		Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√		TECH-2	Consultant’s Organization and Experience.	
√		TECH-2A	A. Consultant’s Organization	
√		TECH-2B	B. Consultant’s Experience	
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	
√		TECH-3A	A. On the Terms of Reference	
√		TECH-3B	B. On the Counterpart Staff and Facilities	
√	√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
√	√	TECH-5	Work Schedule and Planning for Deliverables	
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

Note:

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

¹{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

3.2 Technical Proposal Submission Form (TECH-1)

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal online, which includes this Technical Proposal and a Financial Proposal or, if only a Technical Proposal is invited "We hereby are submitting our Proposal, which includes this Technical Proposal online through the e-Procurement Portal."].*

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal as joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"}

signed by every participating member, which detail the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: *{Insert a list with full name and address of each Sub-consultant.}*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid document.
- (c) We have no Conflict of Interest in accordance with ITC.
- (d) We, along with any of our sub-consultants, sub-contractors, suppliers, or

service providers for any part of our contract, are not debarred by Central Government, State Government, or any Public Undertakings, Autonomous Bodies, Authorities under them.

- (e) We undertake to observe the Code of Integrity as prescribed in ITC.
- (f) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in bid document.
- (i) We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain, Yours sincerely,
Authorized Signature {In full and initials}:

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

4.2 Consultant's Organization and Experience Form (TECH-2²)

Consultant's Organization and Experience (For Full Technical Proposal)

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last [] years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.

² For Full Technical Proposal (FTP)

Duration	Assignment name /& brief description of main deliverables/ outputs	Name of Client	Approx Contract value (in Rs.)/ Amount paid to your firm.	Role on the Assignment.
{e.g., Jan.2020–Apr.2021}	{e.g., “Improvement quality of ”: designed master plan for rationalization of; }	{e.g., Ministry of }	{e.g., Rs.1 Cr./ Rs.1 Cr.}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2020}	{e.g., “Support to sub-national government ” : drafted secondary level regulations on }	{e.g., Ministry of }	{e.g., Rs.1 Cr./ Rs.1 Cr.}	{e.g., sole Consultant}

4.3 Comments & Suggestions on ToR (Form: TECH-3)

Comments and Suggestions on the Terms of Reference, Counterpart Staff, and Facilities to be provided by the Client (Full Technical Proposal)

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A. On the Terms of Reference

{improvements to the Terms of Reference, if any}

B. On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

4.4 Approach, Methodology, and Work Plan (TECH-4)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

(For both STP & FTP)

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs inhere.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Audit planning, Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

4.5 Work Schedule & Planning for Deliverables (TECH-5)

WORK SCHEDULE & PLANNING FOR DELIVERABLES (FOR STP AND FTP)

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2)drafting													
	3) inception report													
	4) incorporating comments													
	5).....													
	6) delivery of final report to Client}													
D-2	{e.g.,Deliverable #2: }													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

4.6. Team Composition, Assignment, and key Experts' input (TECH-6)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

(FOR STP AND FTP)

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	D-...			Home	Field	Total
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2															
K-3															
n															
										Subtotal					
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
										Subtotal					
										Total					

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet/TC24.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the expert's office or residence. "Field" work means work carried out in the Client's city or office. Full time



input



Part time input

4.7 Curriculum Vitae (CV)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel /e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail.....,phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert

Signature
Date

{day/month/year}

Name of authorized Representative of the Consultant (the same who signs the Proposal)

Signature

SECTION-V

Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Summary of Costs

FIN-2 Breakdown of Remuneration

Summary of Cost (Form FIN-1)**SUMMARY OF COSTS**

Item	Rate (%)	Cost (In INR)
Cost of the Financial Proposal		
(1) Remuneration		
(2) Reimbursables		
Total Cost Excluding GST		
IGST		
CGST		
SGST		
Total GST		
Total Cost including GST		

Breakdown of Remuneration (Form FIN-2)

A. Remuneration.

N o.	Name	Position (as in TECH-6)	Person- month/day Remuneration Rate	Time Input in Person per Month/da y (TECH- 6)	Total
A	B	C	D	E	(D x E)
—	Key Experts				
K-1			[Home]		
			[Field]		
K-2					
—	Non-Key Experts				
N-1			[Home]		
N-2			[Field]		
	Total Costs				

{The information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts.}

Sample Form

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____

SECTION-VI

6. Terms of Reference Consulting Services for: Hiring of consultancy services of Statutory Auditor for conducting Statutory Audit of ASRLMS for the FY 2025-26.

1.1 About the Procuring Entity

Assam State Rural Livelihoods Mission Society (ASRLMS) is an autonomous body formed under the Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1860. The Assam State Rural Livelihoods Mission Society has been set up with the aim to reduce poverty among rural poor through building strong grassroots institution of the poorest of the poor. ASRLMS has multi pronged approach to strengthen livelihoods of the rural poor by promoting women SHGs, providing skill development and placement for youth for wage based occupations in different private/business organizations and imparting self employment oriented training through banks.

It has been designated by Govt. of Assam to implement the Deen Dayal Antodya Yojana- National Rural Livelihoods Mission as well as the Deen Dayal Upadhaya Grameen Kaushalaya Yojana (DDU-GKY) – a programme for skill development and livelihoods opportunities for rural in the state. Further, it is also implementing SOPD-G Scheme Kanaklata Mahila Sabalakaran Yojana (KAMS) and Sakhi Express for providing women empowerment towards livelihoods promotion in the state of Assam.

DAY – National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India, in June 2011. The Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihoods enhancements and improved access to financial services.

The Placement Linked Skill Development Training Program - Deen Dayal Upadhaya Grameen Kaushalaya Yojana (DDU-GKY) in Assam is also being implemented by the Assam State Rural Livelihoods Mission (ASRLMS) to cater to the challenges of creating a large number of skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State. ASRLMS is implementing NRLM in a phased manner. Across State of Assam NRLM has been implemented in 34 districts and 219 blocks.

1.2 About the Project.

Ministry of Rural Development (MoRD), Government of India has sanctioned and released fund against the Annual Action Plan 2025-2026 approved for the following schemes: -

- Deen Dayal Antodya Yojana-National Rural Livelihoods Mission (DAY-NRLM) amounting to **Rs 652.06 Crore** in the ratio of 90:10 basis by the Central and State share respectively,
- Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) -Skill development & placement linked programme amounting to **Rs 45.74 Crore** has been received in the ratio of 90:10 basis.
- Rural Self Employment Training Institute (RSETI) amounting to **Rs 15.32 Crore** has been received from MoRD, Govt of India in the FY 2025-26.
- Start up Village Entrepreneurship (SVEP) umbrella project for **Rs 71.04 Crore** in the ratio of 90:10 basis by the Central and State share.
- Mahila Kishan Sashaktikaran Pariyojana (MKSP) project for **Rs 59.44 Crore** in the ratio of 90:10 basis by the Central and State share.

ASRLM is also implementing Sakhi Express-SOPD Scheme where sum of **Rs 24.06 Crore** has been released for providing Two-Wheeler Scooters, fuel cost to community cadres of ASRLM in the FY 2025-26.

Further, ASRLM is also implementing SOPD Scheme "Mukhyamantri Mahila Udyamita Abhiyaan" for promotion of members of Self Help Group as rural women entrepreneurs under Panchayat & Rural Development Department, Assam. The aim of the Scheme is to - i) Reduce the level of poverty by developing women SHG (Self Help Group) members as Rural Micro - Entrepreneurs / Lakhpati Baideos; ii) Facilitate women SHG (Self Help Group) members to earn a minimum annual income of Rs.1.00 Lakh through individual enterprises by providing financial assistance as Grant in-aid; iii) Facilitate bank linkages for loans with low interest through interest subvention.

Under this scheme, Entrepreneurship Fund as grant-in-aid of Rs,10,000 per SHG member and Rs 15000/- per Community cadre as Entrepreneurship Fund (Seed Capital) is provided to all eligible members of the Self Help Group(SHGs) under Assam State Rural Livelihoods Mission.

Govt of Assam has released sum of **Rs 3144.74 Crore** in the FY 2025-26 to ASRLM for providing Entrepreneurship fund to eligible SHG members, Training, Capacity building and Administrative Cost under this scheme.

2. Terms of Reference.

2.1 Background of the Assignment.

The background of the Statutory Audit is to ensure that the Society receives adequate independent, professional audit assurance that the proceeds of funding agencies were used for the purposes intended, that the annual project financial statements/consolidated financial statements are free from material misstatement, and that the terms of the funding agencies were complied with in all material respects.

2.2 Objective of the Assignment :-

The objective of the audit is to enable the auditor to express a professional opinion as to whether :-

- (1) The Project Financial Statements and Consolidated Financial Statements of the Society give a true and fair view of the sources and applications of project funds for the period under audit examination;
- (2) The funds were utilized for the purposes for which they were provided,
- (3) The procurement procedure prescribed in the Assam Public Procurement Rules 2020/General Financial Rules 2017/Manual for Procurement of Consultancy Services (updated) 2025 under ASRLMS has been followed.
- (4) The books of account that provide the basis for preparation of the PFS / CFS of the Society are established to reflect the financial transactions of the projects/ Society and are maintained by ASRLMS and its constituent state and district level units.

AUDIT STANDARDS

The audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risks to an acceptable level that is consistent with the objective of the audit. The audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements.

2.3 SCOPE OF THE AUDIT ASSIGNMENT.

In conducting the audit, special attention should be paid to the following:

- Effective project financial management systems and Electronic Fund Management and Solutions (eFMAS) including internal controls were in operation throughout the period under audit examination. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any need for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security and effectiveness of the operation of the computerized system;
- All necessary supporting documents, records, and accounts have been kept in respect of all project transactions including expenditures reported via Interim Unaudited Financial Reports (IUFRs) where applicable. Clear linkages should exist between the books of account and reports presented to the MoRD, GOI; certification of IUFR and financial report reconciliation.
- The project accounts have been prepared in accordance with the accounting principles defined in the Project Financial Manual and give a true and fair view of the financial position of the project at the year end and of resources and expenditures for the year ended on that date;

2.3.1 PROGRAMME FINANCIAL STATEMENTS FOR DAY-NRLM, DDU-GKY, SVEP, RSETI, MKSP and SOPD SCHEMES.

The Programme Financial Statements should comprise of the following units (Level)

- (i) **District Mission Management Unit - DMMU Level (Units)**
 - a) Scheme/Programme wise Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) of the DMMU only. There should be separate set of Financial Statement (Receipts & Payments Account,

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Income & Expenditure Accounts and Balance Sheet) for each Scheme/ Programme

- b) Consolidated Scheme/ Program wise Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) of the DMMU with the BMMU's to whom fund is released by the DMMU. There should be separate set of Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) for each Scheme/ Programme.

(iii) State Mission Management Unit – SMMU level.

- a) Scheme/Programme wise Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) of the SMMU only. There should be separate set of Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) for each Scheme/ Programme.

(iv) Consolidated report of ASRLMS.

- a) Society's Consolidated Scheme/ Program wise Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) of the SMMU along-with with DMMU's for all scheme separately implemented by ASRLM. Single set of Financial Statement (Receipts & Payments Account, Income & Expenditure Accounts and Balance Sheet) must be prepared with columnar details for each scheme/Program.

(v) Other Statements or Schedules to the financial statements which may include:

- a) Programme/Scheme wise separate list of activity wise/ component wise schematic expenditures ;
- b) Programme/Scheme wise details of assets created or purchased from respective project funds.
- c) Any other reports as may be required by Management for better presentation of Financial Statements.

(vi) SOPD Scheme Audit Reports.

(vii) EPF, Miscellaneous and other Departmental funded scheme / programme Audit Report.

(viii) Closure of National Rural Economic Transformation Project (NRETP) Report.

2.3.2 STATEMENTS OF EXPENDITURES AND FINANCIAL MANAGEMENT REPORTS

The Audit Report on the Project Financial Statements/Consolidated Financial Statement of the Society should be prepared in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. Those standards require an audit opinion to be rendered related to the financial statements taken as a whole, indicating unambiguously whether it is unqualified or qualified and, if the latter, whether it is qualified in certain respects or is adverse or a disclaimer of opinion. In addition, the audit opinion paragraph will specify whether:-

- (1) the funds were utilized for the purposes for which they were provided as per guidelines.
- (2) expenditure shown in the PFS/CFS of the Society meets the objective of DAY-NRLM and Other Scheme/Program.
- (3) the IUFRRs/FMRs submitted during the period are supported by adequate detailed documentation maintained in the project accounting offices.

2.3.3 MANAGEMENT LETTER

In addition to the audit report on the project financial statements, the auditor will prepare a management letter containing recommendations for improvements in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including matters such as the following:

- observations on the accounting records, systems, and controls that were examined during the course of the audit.
- deficiencies or weaknesses in systems and controls, together with specific recommendations for improvement.
- compliance with financial covenants in the mission objective of DAY-NRLM and other Schemes.
- matters that might have a significant impact on the implementation of the project.
- the status of recommendations from previous management letters, including any issue which remain to be addressed and any issue which recurred.
- Any other matter that the auditor considers pertinent.

2.4 PERIOD, TIMING AND COVERAGE OF STATUTORY AUDIT

The statutory audit will be done for financial year 2025-26. The audit will be carried out on a yearly basis as under.

Unit	No. of Units in 2025-26.
State Mission Management Unit (SMMU)	1
District Mission Management Unit (DMMU)	34

2.4.1 Timing: The audit would be carried out annually and the report should be provided to the SMMU latest by 30th September 2026. The auditor must submit Three copies of the audited accounts and audit report to SMD, ASRLMS at State office (SMMU) in time.

2.4.2 Period of Appointment: The auditor will be appointed for a period of One (1) year for conducting the Statutory Audit for the FY 2025-26 and the contract may be extended further depending on satisfactory performance of the CA Firm and requirement of ASRLM. However, the total extension/renewal of contract shall not exceed more than Two (2) consecutive Financial Years.

2.4.3 Review of the final draft Report- The final draft report will be reviewed to assess whether auditor delivered all reports and documents specified in the contract, in the form and manner within the time period as specified. ASRLMS will examine whether auditors are covering the scope of work and achieving the objectives of assignment set forth in the description of service mentioned.

2.5 Data, services and facilities to be provided by the ASRLMS:

- a. All the project documents, relevant papers needed for Audit will be provided by the ASRLMS. The auditor would be given access to all documents, correspondence, and any other information relating to the Project and deemed necessary by the auditor for carrying out audit.
- b. The auditor would be provided copies of the Project Implementation Plan, and Financial Management Manuals, guidelines, policies and procedures issued by Project Management.

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- c. One day workshop will be organized by the ASRLMS for giving details of project/mission. It should be attended by all the members of audit team.
- d. Active support from the officials of ASRLMS.

2.6 TEAM COMPOSITION, QUALIFICATION AND EXPERIENCE.

The list of key personnel and whose CVs and experience would be evaluated is as follows :

S.No	Key Professionals	Description of Services to be provided	Experience	No. of persons
1	Team Leader (Key Expert)	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant with at least 15 years of post qualification experience in conducting audit in community development sector schemes/projects funded by Govt /World Bank/Other International Funding Agencies.	1
2	Audit Manager (Key Expert)	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with heads of offices at Block /district / state units and report writing and finalization.	Qualified Chartered Accountant with at least 7 years' of post qualification experience in conducting audit of community development Schemes/Projects funded by Govt /World Bank/Other International Funding Agencies.	5
3	Team Member (Non Key Expert)	Audit of SMMU and Field level audit of DMMUs, and BMMUs.	B Com (Hons) with 5 years of experience in accounting, audit and compilation and consolidation of Accounts in community development schemes/projects funded by Govt /World Bank/Other International Funding Agencies.	10

The Audit Firm should provide CVs of key personnel who are expected to be engaged in audit work for evaluation purpose by ASRLMS.

- 2.7 **Consultancy Fees:-** The minimum Consultancy Fees for the entire assignment will be **Rs 20,00,000.00 (Rupees Twenty Lakh Only) excluding taxes** and post audit fees chargeable for 3 months.

2.8 The Travel and logistic arrangement will be made by ASRLM for travel to district offices, which will be reimbursed not exceeding the following rates below.

Sl No	Key Positions	For Transportation.	For Accommodation.	For Refreshment (Per Diem Allowance)	Remarks
1.	Team Leader (1)	By Hired Vehicle. (Rs 1600 per day excluding Fuel. The Rate per km should not be exceeding Rs 13.00 per km.	Up to Rs 2500/-	Rs 1000/- per day.	On Actual Submission of Bills. Team Leader should intimate to ASRLMS about his field visit before commencement.
2.	Audit Manager (5)	By Hired Vehicle. (Rs 1600 per day excluding Fuel. The Rate per km should not be exceeding Rs 13.00 per km.	Upto Rs 2000/- per day.	Rs 800/- per day.	On Actual Submission of Bills. Team Members should intimate to ASRLMS about his field visit before commencement.
3.	Team Member (10)	By Public Transport (Bus / Train- Up to 2 Tier AC)	Up to Rs 1500/-per day.	Rs 500/- per day.	On Actual Submission of Bills. Team Members should intimate to ASRLMS about his field visit before commencement.
Note:- All the Key Positions should have to submit Tour Diary duly certified by District Project Manager-DMMUs after completion of conducting Audit in field while submitting reimbursement claims.					

2.9 GENERAL

The auditor should be given access to any information relevant for the purposes of conducting the audit. This would normally include all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor.

The information made available to the auditor should include, but not be limited to, a copy of the project financial manual and devolution of power. Project will provide relevant documents, if any, required by the auditor.