

**Request for Proposal for Short Tender  
"Empanelment of Chartered Accountant (CA) Firms for  
providing the audit services viz., Statutory Audit".**

**Conditions for selection of Audit Firm to  
The Andhra Pradesh Shilparamam Arts, Crafts & Cultural Society**

**Address for communication:  
The Chief Executive Officer  
The Andhra Pradesh Shilparamam Arts, Crafts & Cultural Society  
Road No. 2, Loyola College Road  
Central Excise Colony, Gunadala,  
Vijayawada - 520 008.**

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## I. Invitation for Proposal

THE ANDHRA PRADESH SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY invites proposals through this Short Tender from interested and eligible chartered accountant firms to conduct for Statutory Audit for the period of 2 Years viz., Financial Years: 2022-23 & 2023-24 and shall be extendable further term on mutual terms and conditions.

*Table 1: Key Information*

<b>Item</b>	<b>Reference</b>
Tender Issuing Date	05.07.2023
Title	Request for Proposal of Short Tender for Selection of Chartered Accountant Firm to Conduct Statutory Audit.
Last date for Bid Submission	12-07-2023 before 2.00 PM
PQ Bid Opening Date	12-07-2023 3.00 PM
Opening of Financial Bids	13-07-2023 12.00 PM
Contact Details	Email ID: shilparamam.ap@gmail.com
Address for Submission of Tender	The Chief Executive Officer, THE ANDHRA PRADESH SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY, Road No. 2, Loyola College Road Central Excise Colony, Gunadala, Vijayawada - 520 008.

## II. Background

The AP Shilparamam Arts, Crafts & Cultural Society under the Department of Tourism and Culture, Government of Andhra Pradesh is a registered body under the AP Societies Registration Act, 2001 is mandated to keep alive State's arts, crafts, cuisine and other cultural aspects through promotion, preservation and popularization.

## III. Objective & Scope of Work

### A. Objective:

The Audit is a control that functions by examining and evaluating the adequacy and effectiveness of other controls throughout the organization. The objective of the Statutory audit is to seek a professional opinion on the financial position of the society. The Statutory Auditor should also ensure that funds received and expenditure incurred for accounting period are accordance with the laid down financial irregularities, procurement procedures and other orders issued from time to time that proper accounts are maintained at all levels.

### B. Scope of Work for Statutory Audit:

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

1. The statutory audit shall be carried out in accordance with the accepted auditing standards issued by ICAI from time to time and will include tests and verification procedures as the CA firm deems necessary.
2. The CA firm shall verify all funds that have been utilised in accordance with the established rules and regulations of the society with due attention to economy and efficiency, and only for the purposes for which the funds were provided.
3. Whether Generally accepted accounting principles are followed during preparation and presentation of Financial Statements
4. Goods, works, and services financed have been procured in accordance with relevant provisions of the procurement procedure prescribed for the purpose. Proper documents viz. purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained.
5. Expenditure is incurred with reference to the budget allocation approved by the competent authority. In case, the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
6. Verify the Bank Reconciliation Statements prepared by the management.
7. Express an opinion as to reasonableness of the financial statements in all material aspects.
8. Include in their reports an opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
9. Verification of reconciliation statement prepared in respect of Form 26AS Captured from

Income Tax Department Website.

10. The Firm will not be allowed to sub contract the assignment to the other firm or any violation in this regard.
11. Verification of All necessary supporting documents, records and accounts have been kept in respect of all expenditure.
12. Filling of income tax Returns and Tax audit for every financial year.
13. Filling of GST returns for every financial year.

#### Pay and Allowances:

The emoluments Shall be Paid by the society to the selected agency on submission on Report.

Minimum Fee: Rs. 1,50,000/- per year excluding GST.

#### **IV. Technical cum Eligibility Criteria:**

Only those Firms who fulfill all the below eligibility criteria are eligible to respond to the

Short Tender. Document/s in support of all eligibility criteria are required to be submitted along with the Technical Bid. Bids received from the firms who do not fulfill any of the following eligibility criteria are liable to be rejected.

S. No.	Criteria	Supporting Document/s relevant to the Technical Cum Eligibility Criteria	Compliance (Yes/No)
1.	The applicant should be a Chartered Accountant Firm and in existence for at least 10years with minimum of 3 CA partners.	<ul style="list-style-type: none"> <li>▪ Registration certificate of the Firm.</li> <li>▪ Filled copy of Annexure-I &amp;II</li> </ul>	
2.	<ul style="list-style-type: none"> <li>▪ The applicant should have conducted at least 4 Statutory/Compliance Audits in last 5 years as on 31.03.2022 and</li> <li>▪ Among 4 Statutory/Compliance Audits, one audit shall be for a company with an annual net operating turnover exceeding Rs. 10 Crores. in last 05 years as on 31.03.2022 and</li> <li>▪ At least one audit for Company / Government company / Government Bodies or PSU of net turnover exceeding Rs. 10 cr in last 05 years as on 31.03.2022</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copies of Work orders along with client completion certificate</li> <li style="text-align: center;">Or</li> <li>▪ Copies of Work orders along with client approved audit reports</li> </ul>	
3.	The Applicant should have a minimum average turnover of <b>Rs.50 Lakhs</b> during last three financial years ie. FY: 2019-20,2020-21,2021-22	<ul style="list-style-type: none"> <li>▪ Audited Balance Sheets of last three financial years duly certified by Auditor or Certificate from the Chartered Accountant</li> </ul>	

4.	Firms which are associated with the Society in any of the assignments are not eligible to apply for this Short Tender.	▪ A Self-declaration letter by the authorized signatory	
5.	Applicant should have a permanent office and registered office in Andhra Pradesh and Branch to be in Guntur, Vijayawada.	▪ A Self-declaration letter by the authorized signatory along with relevant supporting Documents.	
6.	The Applicant should not have been blacklisted/recommended to be blacklisted by central/state governments/PSUs or any other investigation firms/statutory authorities in India and is in compliance of all Laws, Rules, Regulations, By-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.	▪ A Self-declaration letter by the authorized signatory as per <b>Annexure-III</b>	
7.	The Chartered Accountant firm for conducting the audit of Scheme shall be selected from the C & AG / State AG's Empaneled	▪ Certificate shall be submitted	
8.	The proposal submitted by the applicant shall contain all the points mentioned under the 'Scope of Work' section in this Short Tender.	▪ A Self-declaration Letter by the authorized signatory	

*Note: It is mandatory for the Applicants to submit all the supporting documents against Technical cum Eligibility Criteria mentioned above. Any applicant not confirming to the same shall be deemed disqualified.*

## V. Submission of Bids

Interested firms fulfilling eligibility conditions as mentioned above can submit their detailed proposal as per annexures for appointment of Chartered accountant firms to conduct Statutory Audit for Society, bids shall be addressed to The Chief Executive Officer, THE ANDHRA PRADESH SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY, Road No. 2, Loyola College Road Central Excise Colony, Gunadala, Vijayawada, Krishna District, Andhra Pradesh on or before last date of submission.

The Bid prepared by the firms should comprise the following components:

- a) **Technical cum Eligibility Bid:** The applicant should submit the '**Annexure-I to Annexure-V**' and their supporting documents with superscriptions as "*Technical cum Eligibility Bid – Request for Proposal Tender document for Selection of Chartered Accountant Firm to Conduct for Statutory Audit.*"
- b) **Financial Bid:** The applicant should submit the '**Annexure-V**' with superscriptions as "*Financial Bid – Request for Proposal Tender document for Selection of Chartered Accountant Firm to Conduct for Statutory Audit for the Society.*"
- d) Any bid document not conforming to any one of the above terms will be rejected.
- d) **Bid currency:** All bid prices shall be quoted in Indian rupees.

## VII. Evaluation of the bids

### A. Evaluation of Technical cum Eligibility Bids

- i. THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY will carry out evaluation of the bids received by it in order to determine whether they are substantially responsive to the requirements set forth in this Tender document. In order to reach such a determination, THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY will examine the information supplied by the firms, and shall evaluate the same as per the eligibility criteria specified in this tender document.
- ii. The evaluation process shall involve:
  - The AP Shilparamam Arts, Crafts & Cultural Society shall first evaluate the documents and information supplied by the firms in the proposal in order to examine the compliance status declared by the firms.
  - The AP Shilparamam Arts, Crafts & Cultural Society members will evaluate the proposal submitted by the applicants based on certain parameters related to their capacity to deliver the services as per the scope of work defined in this Tender document.
  - The applicants who satisfy all the conditions as per the eligibility criteria mentioned in the section 'Eligibility Criteria' in this Tender document shall be eligible for **Financial Bid Evaluation**.

## B. Evaluation of Financial Bids

- I. It is mandatory for the applicants to submit the financial bid duly filled as per formats under ***Annexures-V***
- II. The Total Bid Price as provided in financial bid format under each ***Annexure*** shall be used by the THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY for the purpose of evaluation of financial bids for each type of work.
- III. The financial bids of only those applicants who shall satisfy the 'Technical cum Eligibility Criteria' as deemed by the THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY will be further evaluated as per Lowest cost (L1) method.
- IV. The applicant with lowest quote will be announced as successful bidder (L1) to conduct for the said audit.
- V. In case of two or more bidders who quote the same 'Lowest Cost', the eligibility criteria shall be reevaluated by the THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY to select the successful bidder based on the experience, turnovers and staffing patterns.
- VI. In case L1 backs out - L1 shall be blacklisted from participating in any future bidding of THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY and are liable for legal action. In such case, THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY may invite next L2 firm for services as mentioned in '***Scope of work***'.
- VII. The decision of the THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY pertaining to the evaluation of proposals shall be final. No correspondence will be entertained in this regard.
- VIII. The AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY reserves the right to reject any or all proposals on the basis of any deviations. Selection of agency will be done solely at the discretion of THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY.
- IX. THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior or post award of contract, without thereby incurring any liability to the affected proposal or agencies or any.
- X. When deemed necessary, during the bid evaluation process, THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY may seek any clarifications from the applicant.
- XI. Conditional Bids will be rejected.

Annexure-I: Applicant Details

S. No.	Description	Details	Documents submitted (Yes/No)
1.	Name of the Applicant Firm		
2.	Legal Status of the Firm (Proprietorship/ Partnership/LLP)		
3.	Registration Date of the Firm		
4.	Registration Number of the Firm		
5.	Registered/Corporate office address of the Firm		
6.	Website of the Firm		
7.	PAN Number of Applicant (Self-attested copy of PAN to be enclosed)		
8.	GST Number of the Firm (Self-attested copy of GST Registration Certificate to be enclosed)		
09.	Telephone No. (with STD Code) of the Firm		
10.	Peer Review Certificate of the Firm		
11.	Processing Fee details	DD No. and Date: Name of the Bank: Valid upto:	
12.	Name & contact details of the authorized signatory	Name: Designation : Mobile No.: Email ID: Address:	
13.	Name & Designation of the contact person to whom all references shall be made regarding this Tender document	Name: Designation : Mobile No.: Email ID: Address:	
14.	Financial Details (as per Balance Sheets/Certificate From CA) (Amount in Lakhs)		
FY	FY 2019-20	FY 2020-21	FY 2021-22

**I. Documentary Proof Required:**

- Registration Certificate
- GST Registration Certificate
- PAN Number
- Financial reports for the past three (3) consecutive FYs or Turnover Certificate issued by Chartered Accountant.

**II. Statement of experience and competence:**

S. No.	Name of project (Completed)	Name of the Client	Scope of Services Provided (a separate document may be provided)	Value of the Project	Brief Project description
1.					
2.					
3.					
4.					

*Note: Please submit the relevant documents as proof in view of projects being highlighted in above table and eligibility Criteria.*

## Annexure-II: Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To  
The Chief Executive Officer,  
THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL  
SOCIETY,  
Road No:2, Loyola College Road,  
Central Excise Colony, Gunadala,  
Vijayawada- 520 008.

1. In reference to the Tender Dt.....as a Representative (s) of..... (name of the applicant's firm),I/We hereby declare that our firm ..... is having unblemished past record and was not declared blacklisted or alleged or ineligible to participate for bidding till the time of submission of response to this Tender by any State/Central Govt. or PSU or any investigating firm/statutory authority due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.
2. I/We hereby declare that our firm is in compliance with all Laws, Rules, Regulations, By-Laws, Guidelines, Notifications etc. issued by Institute of Chartered Accountants of India (ICAI) from time to time.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the tender and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
4. We acknowledge the right of THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account what so ever.
5. We satisfy the legal requirements and meet all the technical cum eligibility bid as laid down in the tender.
6. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the Tender.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:  
Name:  
Designation:  
(Company Seal)  
(Authorized Representative and Signatory)

## Annexure-III: Turnover Details

**(Certificate by Chartered Accountant on Letterhead with his/her dated Sign and Seal)**

### **To whom so ever it may concern**

On the basis of audited financial statements, where by certify that **(Name of Agency)** having registered office at **(Office address)** has an annual Turnover of .....in each financial year during last three (3) financial years (FY 2019-20, 2020-21,2021-22). The details of annual turnover are mentioned below:

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual turnover of the firm (in INR)</b>
1.	2019-20	
2.	2020-21	
3.	2021-22	

**(Chartered Accountant):**

Signature

Name:

## Annexure-IV: Financial Bid Submission Form

Location:

Date:

To

The Chief Executive Officer,

THE AP SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY,

Road No:2, Loyola College Road,

Central Excise Colony, Gunadala,

Vijayawada- 520 008

Dear Sir,

We, the undersigned, offer to provide the for Statutory Audit in accordance with your Tender Ref No:, Dt....., and our Technical cum Eligibility Bid. Our attached Financial Bid including applicable taxes is for the sum of [***Insert amount(s) in words and figures***].

We hereby confirm that the financial Bid is unconditional, and we acknowledge that any condition attached to financial bid shall result in reject of our financial bid.

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the bid.

We understand you are not bound to accept any bid you receive.

Yours sincerely,

{Signature}

{Stamp}

Annexure-V: Format for Financial Bid for Statutory Audit

S. No.	Description of Service (As per the Scope mentioned in this Tender)	Total Price per Month without taxes (in INR)	All applicable taxes & other duties etc. on total price per Month (in INR)	Total price inclusive of taxes and duties per Month (in INR)
A	B	C	D	E=C+D
1.				