



MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
(AN AGENCY OF GOVT.OF MADHY PRADESH)
5th Floor, Block-II, Paryavas Bhawan, Bhopal, M.P.-462011



No. 7971 /22/V-12/MPRRDA/Acct./CA Consultant/FY 2018-19 Bhopal, dated 17 /04/2018

REQUEST FOR PROPOSAL
FOR APPOINTMENT OF TAX / ACCOUNTS COUNSULTANT FOR THE FINANCIAL YEAR
2018-19 ENDING 31st MARCH 2019.

The Madhya Pradesh Rural Road Development Authority, invites proposals from firms of Chartered Accountants empanelled with C&AG which meet all the conditions in the eligibility criteria listed below, for appointment as Tax / Accounts Consultant for providing consultation and other allied services for taxation, accounting and financial matters relating to MPRRDA headquarters office and its Project Implementation Units for the financial year 2018-19 as per the Terms of Reference provided in the RFP document.

Eligibility Criteria: The firm must (a) have 07 partners out of which 3 partner must be FCA having five years of experience from the date of FCA and empanelled with C & AG for the Financial Year 2017-18 and applied for empanelment for the year 2018-19 ; (b) have at least 2 ACA as full time employee of the firm (c) have an average turnover of Rs 50 lakh per annum as per the last 3 years Audited Balance Sheet; (d) have carried out at least two consultancy contracts with any Central Government/ State Government /Autonomous Body/Ministries/Departments/ PSU's in the last four financial years i.e. till 31.03.2018. (e) The firm have at least 6 (Six) years existence as per ICAI certificate (f) have registered head office in Madhya Pradesh and must have head office or branch office at Bhopal.

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

Detailed RFP: Detailed Request for Proposal document (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal **can be downloaded** from the **website** <http://www.mprrda.com>.

Important Dates:

- i. Last date for submission of Proposals to MPRRDA 08.05.2018 up to 12.30 PM.
- ii. Date of opening of Technical proposals 08.05.2018 at 3.30 PM.
- iii. Date of opening of financial proposals will be intimated to technically eligible CA firm separately in due course.

Chief General Manager (Fin)
MPRRDA

MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY

(AN AGENCY OF GOVERNMENT OF MADHYA PRADESH)
5th Floor, Block-II, Paryavas Bhawan, BHOPAL M.P. – 462 011

REQUEST FOR PROPOSAL (RFP)
FOR APPOINTMENT OF TAX / ACCOUNTS COUNSULTANT FOR THE FINANCIAL YEAR
2018-19 ENDING 31st MARCH 2019.

- A. Madhya Pradesh Rural Road Development Authority (MPRRDA hereinafter called “Employer”) Bhopal seeks to invite technical and financial proposals from Chartered Accountants firms empanelled with C & AG which meet the minimum eligibility criteria, for providing consultation and other allied services for taxation, accounting and financial matters relating to MPRRDA headquarters office and its Project Implementation Units (PIUs) at district level for the F/Y 2018-19, which could form the basis for future negotiation and ultimately a contract between **MPRRDA** and **CA firm**.
- B. The purpose of this assignment is to appoint a Chartered Accountant firm for providing services as Tax / Accounts Consultant of MPRRDA Headquarters office and its all PIUs for the **accounting period April 2018 to March 2019 (FY 2018-19)**.
- C. In order to obtain first hand information on the assignment and the local conditions, it is considered desirable that a representative of the firm visit the office of the MP Rural Road Development Authority, Bhopal before the proposal is submitted. Your representative may meet the following officials or contact on the phone numbers given below:-

Name, address, telephone number /Fax number.

Mr. Dinesh Suhane
Chief General Manager (Finance)
MP Rural Road Development Authority,
Bhopal, Ph. (0755) 2577710, Fax – 2573396

OR

Mr.P.K. Jain,
Accounts Officer
MP Rural Road Development Authority,
Bhopal, Ph.(0755) 2577710, Fax - 2573396.

- D. The proposals including all the supporting documents/information in the prescribed formats (Enclosed) along with EMD **will be received in the Office of MPRRDA, Bhopal up to 08.05.2018, 12.30 PM.**

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

(1) INTRODUCTION :-

MP Rural Road Development Authority receives fund from the Central Government, State Government, MP Krishi Vipnan Board, ADB, World Bank, AIIB etc. for the Rural Road Development Project. The project is being implemented in the State of Madhya Pradesh by the Government of Madhya Pradesh through the Department of Panchayat and Rural Development. The MPRRDA executing agency is registered under the Madhya Pradesh Society Registrikaran Adhiniyam, 1973.

At present the Project is being implemented at District level by PIUs of MPRRDA (List enclosed). The Authority (Employer) intends to appoint Chartered Accountant firm for providing advice and allied services for taxation, accounting and finance (including Project Financial Statements) related matters of MPRRDA Headquarters office and its all PIUs.

(2) PROJECT DESCRIPTION:-

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

(3) PROJECT SETUP:-

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

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

(4) OBJECTIVE OF CONSULTANT SERVICES:

- i. The objective of getting Consultant services is to seek independent and professional advice on various taxation, accounting and financial matters of MPRRDA headquarters office and its Project Implementation Units. Consultant CA will prepare tax returns of MPRRDA headquarters office relating to Income Tax, GST and other statutory tax/duties/cess periodically as mandatory under taxation laws.
- ii. It further enables the Employer in timely preparation and submission of reply of queries / notices issued by Income tax/ GST and other taxation Authorities to MPRRDA Headquarters office.
- iii. Consultant CA will also provide necessary support, advice, assistance for preparation of reply of queries / notices issued by Income tax/ GST and other taxation Authorities to PIUs.
- iv. Consultant CA will provide necessary support, advice, assistance for rectification of errors/omissions in the book of accounts/ Financial Statements of MPRRDA/PIUs.
- v. Consultant CA will also provide necessary support, advice, assistance in preparation of ADB (Asian Development Bank) and World Bank reimbursement claims as per their guide lines and comply with the orders/instructions issued by these institutions.

- vi. In view of strengthening the system Consultant CA will study the existing accounting/ project financial systems including financial controls system of MPRRDA and provide guidance to strengthen the same.
- vii. Consultant CA will analyze the Balance Sheet items especially items appeared as liability (viz Deposit amount of Royalty, Labour cess, Contractor's deposit/recovery from contractors etc.) and help the HQ/PIUs in settlement of the same by exploring the ways to settle the dues/liability timely.
- viii. Consultant CA will also provide necessary support, advice, assistance for preparation of Bank reconciliation statements of all schemes dealt at MPRRDA headquarters office and its PIUs.
- ix. Consultant CA will file all necessary returns/documents as required under Madhya Pradesh Society Registrikaran Adhiniyam, 1973 to the Registrar of Societies and submit reply of any query/notice issued by the Registrar of Societies.
- x. Further objective to appoint consultant CA is to train the staff by providing training on accounting, taxation and financial matters, maintenance of books of accounts, upkeep of supporting documents, records etc.

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

(6) SCOPE & COVERAGE OF WORK

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

- i. Preparation and filing of all mandatory income tax returns of MPRRDA headquarters office (including returns/reports required under section 12 of Income tax Act) with respective authorities periodically and ensuring its regular compliance.
- ii. Preparation and filing of all mandatory income tax TDS returns of MPRRDA headquarters office with respective authorities periodically and ensuring its regular compliance.
- iii. Preparation and filing of all mandatory Goods and service Tax (GST) returns relating to MPRRDA headquarters office with respective authorities periodically and ensuring its regular compliance.
- iv. Preparation and submission of reply of queries / notices issued by Income tax / GST and other taxation Authorities to MPRRDA headquarters office.
- v. Providing necessary support, advice, assistance to PIUs of MPRRDA in preparation of reply of queries / notices issued by Income tax / GST and other taxation Authorities.
- vi. Providing necessary support, advice, assistance for rectification of errors/omissions in the book of accounts/ Financial Statements of MPRRDA/PIUs.
- vii. Providing necessary support, advice, assistance for preparation of ADB (Asian Development Bank) and World Bank reimbursement claims and as per their guide lines.
- viii. Extending necessary support, advice, assistance for preparation of Financial statements of external aided schemes like AIIB (Asian Infrastructure Investment Bank), ADB (Asian Development Bank), World Bank as per their guidelines and compliance of instructions/ observations/ orders issued by these institutions in this regard.

- ix. Analyzing the Balance Sheet items especially items appeared as liability (viz Deposit amount of Royalty, Labour cess, contractor's deposit/recovery from contractors etc.) and help the HQ/PIUs in settlement of the same by exploring the ways to settle the dues/liabilities timely.
- x. Providing necessary support, advice, assistance for preparation of Bank reconciliation statements of all schemes dealt in headquarters office and PIUs.
- xi. Filing all necessary returns/documents as required under Madhya Pradesh Society Registrarian Adhiniyam, 1973 to the Registrar of Societies and submission of reply of any query/notice issued by the Registrar of Societies.
- xii. Compliance of audit observations of Statutory Auditors on Financial Statements and compliance of instructions/orders/observations issued by the AIIB, ADB, World Bank in this regard.
- xiii. Study of existing accounting/ project financial systems including financial controls system of MPRRDA and providing guidance to strengthen the same. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports; methods of remedying weak controls
- xiv. Educating the staff by providing training on accounting/taxation/financial matters, maintenance of books of accounts, upkeep of supporting documents, records etc.
- xv. Updating MPRRDA on latest circulars/orders/amendments in the taxation filed by forwarding the hard copies/soft copies.
- xvi. Identifying specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- xvii. Bringing in to Management's attention any other matter that the consultant considers pertinent.
- xviii. Any other matter /work that may assigned to consultant from time to time in respect of taxation/accounting/financial matters for present or future ventures under the administrative control of MPRRDA.

(7) TIME SCHEDULE FOR SUBMISSION OF REPORT

Consultant Chartered Accountant shall prepare and file all statutory tax returns well before due dates. Similarly consultant Chartered Accountant shall prepare and submit reply of queries / notices issued by Income tax / GST and other taxation Authorities to MPRRDA headquarters office within the lime limit prescribed by the authority concerned. Other matter /work that will assigned to consultant from time to time in respect of taxation/accounting/financial matters shall be carried out by the firm promptly.

(8) PENALTY

In the event of delay on the part of the consultant firm in filing of returns on due date an amount equal to the penalty and interest imposed by the tax authority plus @ 5% of the penalty and interest amount shall be recovered from the firm.

(9) TERMINATION OF CONTRACT

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

(10) TERMS OF PAYMENT

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

- i. A monthly statement of work performed during the month by the Consultant CA team has to be submitted to CGM (Finance) on 5th day of the each following month by the Consultant CA in a proforma prescribed by the CGM(Finance) in this regard.

- ii. Payment will be made in quarterly equal instalments at the end of each quarter from the commencement of work subject to satisfactory completion of work assigned to CA firm.
- iii. 10% of the contract amount will be withheld from the last instalment (4th Instalment) and the same shall be released after 3 months period subject to no demand from taxation authorities is received for non filing/ late filing of statutory returns of Income tax/GST etc. and satisfactory completion of assignment.
- iv. The CA firm shall submit quarterly invoice accordingly, which will be verified by Chief General Manager (Finance) MPRRDA before making payment.
- v. All relevant taxes will be deducted as per prevalent rules and regulations by MPRRDA.
- vi. All payments/refunds shall be made electronically in the bank account of the proposer, the details of which have been submitted with financial proposals.
- vii. Payment will be made in Indian National Rupee (INR) only.
- viii. On submission of travelling expenses claim, travelling expenses will be reimbursed as per MP Govt. Travelling allowance Rules for official journey performed outside Bhopal by consultant team. For reimbursement purpose FCA/CA will be treated equivalent to Grade B and other staff as Grade C officers.

(11) ELIGIBILITY CRITERIA

- i. The firm must be empanelled with C & AG of India for the year 2017-18 and have applied for the empanelment for the year 2018-19 (necessary documents should be attached in this regard)
- ii. The firm must be registered with the Institute of Chartered Accounts of India (IPAI) and have Income Tax Permanent Account Number (PAN) and Goods and service tax registration (GSTN). (Attach documentary evidences in terms of copies of registration documents etc.)
- iii. The particulars of the Firm's H.O., B.O. and Partners and paid Chartered Accountants should match with the certificate issued by ICAI not earlier than date of publication of this RFP without which the application of the firm would not be considered.
- iv. **The firm must have its Head Office in Madhya Pradesh and HO/Branch office at Bhopal.**
- v. The firm must qualify following minimum criteria:-

1. The Firm must have 7 partners out of which 3 partners must be FCA having five years experience from the date of FCA.
 2. The Firm must have 2 CA as full time employee; the name of such employees should be specially disclosed.
 3. Average annual turnover of the firm in last three financial years must be Rs 50.00 lakh as per last 3 years (2014-15 to 2016-17) Balance Sheets.
 4. The firm's existence as per ICAI certificate must be 6 (Six) years.
 5. The firm should have carried out at least 2 consultancy contracts in the area of taxation, accounts and finance with any central/State Government / Autonomous body/ Ministries/Department /PSU's in the last 4 financial years i.e. up to 31.3.2018 except Bank Branch consultancy. The firm should attach experience certificate.
 6. Firm should have at least One Peer Review during last five years (copies of certificates to be attached).
- a) Any firm not qualifying on above minimum criteria need not apply as its proposal shall summarily be rejected.
 - b) Supporting Documents for Eligibility Criteria.

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

- i. For S. No. 1, 2 & 4 above, the firm must submit an attested copy of latest Certificate of ICAI.
- ii. For S. No. 3, the firm must submit, a copy of the Audited Balance Sheet & Profit & Loss Account for the last three years (2014-15, 2015-16 & 2016-17) (The firm may also provide the break-up of fees along with the relevant evidences/ documents.)
- iii. For S. No. 5, the firm must submit copies of the appointment letters from the organizations concerned. Consultancy assignment of any Bank shall not be considered while taking into account the total number of assignments.
- iv. For S. No. 6, the firm should submit the “ PEER REVIEW CERTIFICATES ”
- v. The firm or any partners of the **firm should not be black listed** by any PSUs or Government Company or any other organisation in respect of any assignment or behaviour. *[Affidavit on stamp paper is to be given in this regard by the authorised person of the firm].*

(12) GUIDELINES FOR SUBMITTING THE PROPOSALS

A. General Guidelines:

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

- (i)
 - a. The Bidder shall place the three separate envelopes (called inner envelopes) marked “EMD”, “Technical Bid” and “Financial Bid” in one outer envelope.
 - b. The Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**” Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, and with a warning “**NOT TO BE OPENED WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical proposal, Financial Proposal and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked “**NOT TO BE OPENED, BEFORE 08.05.2018 ,12.30 PM.** The Authority shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated.
- ii. **Team Composition & Number of Teams for the assignment:** Besides headquarters office, as there are a large number of PIUs (about 80) therefore, a time bound completion schedule and a capable CA and allied staff team will need to be deployed for the completion of the assignment. **A dedicated team comprising one CA and one supporting staff preferably an ‘Article’ should always be available on all working days exclusively for MPRRDA.** The technical proposal must clearly elaborate on the team composition as given in **T-4**.
- iii. The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).
- iv. It may be noted that a record of the tour shall be maintained if team visits PIU. Team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that PIU. Similarly, a monthly statement of work performed during the month by the Consultant CA team has to be submitted to CGM (Finance) on 5th day of the each following month by the Consultant CA in a proforma prescribed by the CGM(Finance) in this regard.
- v. **Joint Ventures are not allowed to participate.**
- vi. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- vii. All agencies must comply with the Format/Requirements for Technical and Financial proposal.

- viii. Financial proposals submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm. If the offer is withdrawn during validity period the firm will be debarred from participation in future bids of MPRRDA and EMD will be forfeited.
- ix. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- x. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- xi. Madhya Pradesh Rural Road Development Authority (MPRRDA) reserves the right to accept or reject any offer without giving any explanation.

B. Technical Proposal:

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

C. Financial Proposal:

- i. Chartered Accountant firm shall express the fee of their assignment in Indian National Rupee only.
- ii. The financial bid shall be submitted for the annual professional fee including local journeys & taxes as applicable except GST. GST (Goods and service tax & cess on Goods and service tax), shall be paid by MPRRDA separately as applicable.
- iii. The financial bid shall be submitted in the *Form F-1* along with details of Bank account number, IFCS code etc in which payment is desired from the employer.
- iv. The firm must submit strategic plan for completing the assignment up to the given time schedule

D. Earnest Money Deposit (EMD)

Earnest Money Deposit-

- i. An EMD of Rs. 25000/- (Rs. Twenty five Thousand only) in form of Demand Draft or FDR/TDR drawn on any scheduled Bank in India. Demand Draft should be in favour of Chief Executive Officer, MPRRDA, Bhopal and payable at Bhopal.
- ii. EMD (FDR/TDR) should be in favour of "CEO MPRRDA A/c (name of CA firm)" duly discharged. Any correction in the instrument should be attested by the Bank with seal, failing which tender will not be opened.
- iii. EMD has to be submitted along with the bid documents. Proposals not accompanied by EMD shall be rejected as non-responsive.
- iv. The EMD of unsuccessful Proposers would be returned back within 28 days of the end of the validity period of the offer. In case, RFP is cancelled by the Employer, the EMD of the Proposers would be returned back within 28 days of such cancellation.
- v. EMD of successful proposer will be returned when proposer (consultant CA firm) has signed the agreement and start the work assigned to them.

Forfeiture of the EMD

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

(E) Minimum Fee-

Minimum fee for consultant service assignment shall be Rs. 6 Lakh (Six Lakh only) annually.

(F)- Duration of the contract-

Assignment will be awarded for initial one financial year (2018-19). Employer, at its sole discretion and based on performance of the Chartered Accountant Firm, can extend the contract period for additional two years on the same terms and conditions and fee.

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

H. Evaluation of Technical Proposal:

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

Sl. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Fellow Partners associated with the firm for not less than five years experience (As per certificate of ICAI)(Minimum partners must be 7)	3 FCA	20	3 FCA as partners = 10 marks 4 to 5 FCA = 15 marks more than 5 FCA =20 marks
2.	Number of Full Time employee ACA	2 ACA	10	2 ACA as employee = 5 marks 3 or more ACA = 10 marks
3.	Turnover of the firm (Average annual turnover in last three financial yrs. (2014-15 to 2016-17)	Minimum Rs.50 Lakhs	15	Rs 50 Lakh = 5 marks Rs. 51 Laks to 70 Lakhs = 10 marks Rs. 71 Lakh and above =15
4	No. of assignments: Experience of consultancy contracts with Central/State Government / Autonomous body/ Ministries/Department /PSUs during last 4 years. (2014-15 to 2017-18)	2 Assignments	20	2 assignments = 10 marks 3 to 9 assignments = 15 marks more than 9 assignments = 20 marks
5	Key Professional Staff Qualifications & Competence for the assignment. No. of Team (with min 2 members as specified in Form T-4) & Team composition.	1 Teams	15	One team = 05 marks Two teams (1 main team and 1 backup team) = 10 marks three or more teams ((1 main team and 2 or more backup teams) = 15 marks
6	Firm Existence	6 years	10	Existence for 6 years. = 5 marks 6 to 10 years = 8 marks More than 10 years = 10 marks
7.	Firm must have “PEER REVIEW CERTIFICATE”	1 Certificate	5	For one certificates = 3 marks 2 to 3 certificates = 4 marks More than three certificates = 5 marks
8	Preference to Bhopal based firms	MP State based firm	5	Branch Office at Bhopal = 3 Marks Firm has Head office at Bhopal=5 Marks

(13) SELECTION METHODOLOGY:

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

First Stage:

- i. Envelope containing EMD will be opened.
- ii. Technical proposals of those firm shall be opened who has submitted required EMD.
- iii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iv. The technical proposal scoring at least 46% of the marks shall be considered as “Qualified on Technical Parameters”. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 46%) and eligibility criteria given in para 11.

Second Stage:

- i. Financial proposals shall be opened only for the CA firms who have qualified on Technical Parameters. Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. **In evaluation of the proposals the Quality Cum Cost Based Selection (QCBS) process shall be followed as per the formula as under :-**

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

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

sf is the financial score of the Financial Proposal being evaluated,
Fm is the ETP of the lowest priced Financial Proposal,
F is the ETP of the Financial Proposal under consideration.

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

(14) AWARD OF CONTRACT:

On completion of selection process, the firm selected shall be awarded the contract of Consultant Chartered Accountant of MPRRDA headquarters Office & PIU by issuing the Letter of Award (LOA). The firm should execute a Contract with the Employer within 2 weeks of the award of the issuance of LOA. The firm shall enter in to an agreement with the Employer as per format prescribed.

Letter of Transmittal

To,
Chief Executive Officer,
Madhya Pradesh Rural Road Development Authority,
Bhopal.

Dear Sir,

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

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

The rates quoted by us in the Financial Proposal (Form F-1) are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

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

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

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

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

Yours faithfully,

()

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1, 2, 3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Total turnover of the Firm in last three years (2014-15 to 2016-17)	Attach balance sheet and P&L Account of the last three years giving Break-up of Audit Fee and Other Fees Received.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters, consultancy fee and others (Specify)	Provide a Chart
10	Audit Experience of the Firm	Please give information in form T-6
11	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. • Their Contact Mobile No., email and full Address 	Attested copy of Certificate of ICAI

A. Details of Qualified Staff (Chartered Accountants)

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

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

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

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

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

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

Main Team

Name	Position/ Team Number	No's (Minimum)	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimated for task completion
Chartered Accountant	Team Leader	1					
Support Staff (Article/ Assistant)	Support to team leader	1					

Alternative Team (In case main team is not available due to unavoidable circumstances/ unforeseen events)

Name	Position/ Team Number	No's (Minimum)	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimated for task completion
Chartered Accountant	Team Leader	1					
Support Staff (Article/ Assistant)	Support to team leader	1					

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

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

A. Technical Approach :

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

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

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

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

Brief of Relevant Experience:

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

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

Comments and Suggestions on the Terms of Reference

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

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
Total annual FEE inclusive of local journey expenses and all taxes except GST.	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Details of bank account in which payment of fee is desired by the Consultant CA firm.

Bank name-

Branch name and Address-

IFSC code of the bank-

List of PIUs (Project Implementation Unit) As On 01/04/ 2018		
S.N.	Division	Name of PIU
1	2	3
1	Hoshangabad	Betul-1
2	Hoshangabad	Betul-2
3	Hoshangabad	Betul-3
4	Hoshangabad	Harda-1
5	Hoshangabad	Hoshangabad-1
6	Hoshangabad	Hoshangabad-2
7	Bhopal	Bhopal
8	Bhopal	Raisen-1
9	Bhopal	Raisen-2
10	Bhopal	Rajgarh-1
11	Bhopal	Rajgarh-2
12	Bhopal	Sehore
13	Bhopal	Vidisha-1
14	Bhopal	Vidisha-2
15	Gwalior	Ashoknagar-1
16	Gwalior	Ashoknagar-2
17	Gwalior	Bhind-01
18	Gwalior	Bhind-02
19	Gwalior	Datia
20	Gwalior	Guna-1
21	Gwalior	Guna-2
22	Gwalior	Gwalior
23	Gwalior	Morena
24	Gwalior	Sheopur
25	Gwalior	Shivpuri-1
26	Gwalior	Shivpuri-2
27	Indore	Alirajpur
28	Indore	Barwani
29	Indore	Burhanpur
30	Indore	Dhar-1
31	Indore	Dhar-2(Kukshi)
32	Indore	Dhar-3
33	Indore	Indore
34	Indore	Jhabua-1
35	Indore	Khandwa
36	Indore	Khargone-1
37	Indore	Khargone-2 (Maheshwar)
38	Jabalpur	Balaghat-1
39	Jabalpur	Balaghat-2

40	Jabalpur	Chhindwara-1
41	Jabalpur	Chhindwara-2
42	Jabalpur	Chhindwara-3
43	Jabalpur	Dindori-1
44	Jabalpur	Jabalpur-1
45	Jabalpur	Jabalpur-2
46	Jabalpur	Katni
47	Jabalpur	Mandla
48	Jabalpur	Narsinghpur 1
49	Jabalpur	Narsinghpur 2
50	Jabalpur	Seoni-1
51	Jabalpur	Seoni-2
52	Jabalpur	Seoni-3
53	Rewa	Anuppur
54	Rewa	Rewa-1
55	Rewa	Rewa-2 (Mauganj)
56	Rewa	Satna-1
57	Rewa	Satna-2
58	Rewa	Shahdol
59	Rewa	Sidhi
60	Rewa	Umaria-1
61	Rewa	Waidhan-1
62	Rewa	Waidhan-2
63	Sagar	Chhatarpur-1
64	Sagar	Chhatarpur-2
65	Sagar	Damoh-1
66	Sagar	Damoh-2
67	Sagar	Panna-1
68	Sagar	Panna-2
69	Sagar	Sagar-1
70	Sagar	Sagar-2
71	Sagar	Tikamgarh
72	Ujjain	Agar (Shajapur-2)
73	Ujjain	Dewas-1
74	Ujjain	Dewas-2
75	Ujjain	Mandsaur
76	Ujjain	Neemuch
77	Ujjain	Ratlam-1
78	Ujjain	Shajapur
79	Ujjain	Ujjain-1
80	Ujjain	Ujjain-2

