

REQUEST FOR PROPOSAL

RFP FOR ENGAGEMENT OF CHARTERED ACCOUNT

**MANIPUR URBAN DEVELOPMENT AGENCY (MUDA),
PDA COMPLEX, NORTH AOC, IMPHAL.**

JUNE, 2014

BIDDERS DATA SHEET

Sl.No	Particulars	Details
1.	Name of the Client inviting RFP	Member Secretary, Manipur Urban Development Agency (MUDA)
2.	Name of the Assignment	EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS/AGENCIES FOR STATUTORY AUDIT OF ACCOUNTS OF SJSRY SCHEME FOR THE YEARS 2012-13 AND 2013-14.
3.	Date of issue of RFP	10.06.2014
4.	Last date and time for receipt of RFP	24.06.2014 upto 3:00 pm
5.	Date and time of opening of Technical Proposal	24.06.2014 at 3:30 pm
6.	Earnest Money Deposit (EMD)	Rs.10,000/- (ten thousand only) in INR, shape of non-refundable Demand , the same should be in Indian Rupees and from any of the Nationalized Bank in favour of 'Manipur Urban Development Agency (MUDA)' payable at Imphal, Manipur to be submitted along with the proposal
8.	Name of the Contact Officer	Accounts Officer, Manipur Urban Development Agency (MUDA) PDA Complex, North AOC, Imphal. Ph. No. 08312057198
9.	Address for submission of Proposal	The Member Secretary Manipur Urban Development Agency (MUDA), PDA Complex, North AOC, Imphal. Bidders are requested to submit their proposal through Speed Post/Registered Post/Courier to the address as above. Submission of proposal through other mode will not be accepted.

Note: Bidders are requested to download the RFP Document and other details from the website: manipur.gov.in.

BACK GROUND INFORMATION AND OBJECTIVE OF THE ASSIGNMENT

PROJECT BACKGROUND

Manipur Urban Development Agency (MUDA) is a registered government society having registration No. 49/SR/MANIPUR of 1997 under the Manipur Societies Registration Act, 1989 (Manipur Act 1 of 1990). MUDA is the implementing agency for Poverty Alleviation Programmes sponsored by the Ministry of Housing & Urban Poverty Alleviation, Govt. of India. MUDA is the nodal agency for implementation of Swarna Jayanti Shahari Rozgar Yojana (SJSRY) and releases fund to 28 (twenty-eight) Urban Local Bodies (ULBs) of Manipur.

MUDA intends to avail the services from Chartered Accountant firms to conduct statutory audit for the fund released during the scheme year 2012-13 and 2013-14. Firms sending the proposal must have exposure as consultant for accounting and financial matters. The firm qualified on the basis of 2 (two) bid system will be responsible for providing range of services mentioned in the scope of work.

The consultant firm fulfilling the eligibility criteria should send technical bid and financial bid in separate sealed cover. Only the firms fulfilling the eligibility criteria should send their proposal. The firms have to attach the proofs/documents necessary to substantiate their claims.

Scope of Work:-

The audit will be carried out in accordance with Audit & Assurance Standards of Auditing issued by the institution of Chartered Accountants of the India and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:

- 1) CA firm shall conduct cent per cent checking of receipts and vouchers relating to transaction, subsidiary registers and other relevant records, documents, book of accounts of MUDA and SJSRY accounts of all the 28 (twenty-eight) Urban Local Bodies (ULBs) for the Scheme year 2012-13 & 2013-14.
- 2) While auditing the accounts, the Chartered Accountant shall inter-alia certify the following -
 - a. He has read and is fully conversant with the up to date guidelines of the scheme.
 - b. The matching funds have been released by the State Governments within the stipulated time.
 - c. Reconciliation of the bank accounts has been made up to the period of the audit.
 - d. Assets register has been maintained up to date.
 - e. No advance has been shown as expenditure and details of advances for a period of more than one year are reflected in the report.
- 3) Submission of Audit Report - The Audit should be completed within 1(one) month from the issue of engagement order and Audit Report must be submitted in triplicate without fail.
- 4) Further, in order to ensure that the audit of MUDA as well as 28 (twenty-eight) Urban Local Bodies (ULBs) is completed within the time/due dates specified without affecting the quality of the

work, the Firms at the time of acceptance of the audit may be asked to give an undertaking that the proprietor (in case of proprietorship firm) or one of the partners (in case of a partnership firm) will be personally present at the office of MUDA and 28 (twenty-eight) Urban Local Bodies (ULBs) to supervise conduct of the audit and engage as many experienced audit staff as possible to do the audit work expeditiously.

5) While undertaking the Audit of Accounts of SJSRY, the provision of the guidelines etc. formulated by the Government of India for the programme will have to be consulted and reference made in the report.

6) The Statement of receipt and payment should be prepared in detail. Details of expenditure should be supported by Annexure wherever necessary. Statements of Opening Balance & Closing Balance of Cash & Bank Balance of the MUDA/28 (twenty-eight) Urban Local Bodies (ULBs) should be attached with the Audit Report.

7) There should be separate statements showing the details of grants received from Govt. of India and State Government. The reference of sanction letter should be quoted in the Grants Statements.

8) All statement of Accounts should be signed by the concerned Officer and Chartered Accountant.

Eligibility Criteria for the Bidders:

The firm must be:

- a) empanelled with Comptroller & Auditor General of India ;
- b) registered with Institute of Chartered Accountants of India (ICAI);
- c) Branch Offices should be located in any one of the N.E. States since last 5 years;
- d) have at least 2 fellow members;
- e) in existence for a minimum period of 5 years.
- f) At least 3 (three) years experience of internal audit of 100% aided societies registered under the Manipur Society Registration Act, 1990.
- g) local Chartered Accountant firms will be preferred for conducting audit of SJSRY.

The bidders, whose proposal secures above the minimum qualifying technical score of 60% Marks during the technical evaluation stage, will be eligible for empanelment by MUDA. It is instructed to the bidders to furnish the required information as per the prescribed format as mentioned in the RFP. Any deviation to the above instruction, results in outright rejection of the proposal. Financial bids of only those firms who fulfil the eligibility criteria and qualify technically i.e scores at least 60% marks in technical evaluation will be opened. The firm quoting the lowest in the financial bid i.e. L-1 bidder will be selected.

MUDA reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reasons thereof. Furnishing of false is liable for disqualification.

CRITERIA FOR TECHNICAL EVALUATION:

Sl. No.	Criteria	Minimum Criteria	Max Marks	Marks Scored
1	No. of fellow members associated with the firm	2 Fellow (5 Mark Per fellow).	15	
2.	Location of the branch office	5 years (1 Mark Per year if located in NE States other than Manipur & 5 marks per year if located in Manipur)	25	
3.	Experience of internal audit of societies registered under Manipur Society Registration Act, 1990	3 years (5 additional marks for experience of more than 3 years)	10	

Earnest Money Deposit (EMD)

The bidder shall furnish as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees twenty thousand) only. The EMD shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of "Manipur Urban Development Agency (MUDA)" payable at Imphal. The EMD of unsuccessful bidder shall be refunded within 30 days after finalization of empanelment list by MUDA. EMD of the successful bidders will be refunded on request after the completion of empanelment period of two years without any interest. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process
- Bidder does not respond to requests for clarification of its proposal
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or submitted false information in support of its qualification.

Submission of Proposals:

The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through Registered Post/Speed Post/Courier at the office address on or before the last date and time for receipt of proposals mentioned in bidder data sheet. MUDA will not be responsible for any delay/postal delay in receiving of the proposal.

The Technical proposal (Form 2) and Financial proposal (Form 3) must be submitted in separate sealed envelope (with marking in bold letter) along with the information required as per the formats given in the RFP Document. The envelope should boldly mark as "**TECHNICAL PROPOSAL**"/"**FINANCIAL PROPOSAL**" should include the required information and documents duly signed in each page by the authorized representative of the bidder. The envelopes containing "Technical Proposal" and "Financial Proposal" should be put inside a separately sealed envelope marking on it "**RFP FOR ENGAGEMENT OF CHARTERED ACCOUNTANT**" along with duly filled up Form 1.

Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of the Civil Court of Manipur.

FORM – 1

Technical Proposal Submission Form

(On the letterhead of the Organisation/Firm)

FROM:

(Name of Bidder with Complete Address of Communication)

TO:

The Member Secretary
Manipur Urban Development Agency (MUDA)
PDA Building, North AOC, Imphal-795001
Manipur

Subject: **PROPOSAL FOR ENGAEMENT OF CHARTERED ACCOUNTANT**

Dear Sir,

I/We the undersigned, offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our proposal which includes 1) Technical Proposal and 2) Financial Bid sealed under separate envelope. Our proposal is valid for acceptance for 30 Days and we confirm that this proposal will remain binding upon us and may be accepted to you at any time before this expiry date.

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contains in it may lead to our disqualification from the selection process.

I/We hereby declare that our company has not been debarred /black listed by any Government/ Semi Government Organisation. I further certify that I am the competent authority and my company authorized me to make this declaration and as signatory authority on behalf of the organization.

I remain,

Yours Sincerely,

Authorized Signatory (Signature with Date and Seal):

Name and Title of the Signatory:

Name of the Organization with complete address:

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(Company/Organisation Seal)

FORM –2

General Information of the Organisation/Firms **(On the letterhead of the Organisation/Firm)**

1. Name of the Firm :
2. Name of the Proprietor/Partner :
3. Status (Partnership/Sole Proprietorship) :
4. Full Address of the Head Office :
5. Year of establishment of Head Office :
6. Location of the Branch Office (if any) :
7. Year of establishment of Branch Office :
8. Telephone Nos. including Mobile Phone :
9. PAN No. of the Firm :
10. ICAI Registration No. :
11. ICAI Membership No. :
12. C&AG Empanelment Number with Copy :
13. Number of CA. with the Firm & their Names :
14. Date since when Firm has full time FCA :
15. Details of experience (No. of years) in
conducting statutory Audit at State Level
Societies established by Government of
Manipur :

Authorized Signatory (in full and initials)

Name and title of Signatory :

Name of Firm :

Address :

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(Company / Organisation Seal)

FORM –3**Format for Financial Proposal**
(On the letterhead of the Organisation/Firm)

Sl. No.	Particulars	Amount (in words and figures)
1.	Statutory audit of MUDA Accounts for year 2012-13 & 2013-14 (year-wise).	
2.	Statutory audit of the SJSRY Account for the scheme year 2012-13 & 2013-14 in the Municipal Councils of i. Imphal ii. Thoubal iii. Kakching iv. Mayang Imphal v. Nambol vi. Bishnupur vii. Moirang viii. Ningthoukhong ix. Jiribam	
3.	Statutory audit of the SJSRY Account for the scheme year 2012-13 & 2013-14 in the Nagar Panchayats of i. Lilong Thoubal ii. Samurou iii. Thongkhong Laxmi iv. Lilong (Imphal West) v. Kakching Khunou vi. Kumbi vii. Andro viii. Yairipok ix. Wangoi x. Wangjing xi. Kwakta xii. Oinam xiii. Lamshang xiv. Sikhong Sekami xv. Sugnu xvi. Sekami xvii. Lamlai xviii. Heirolk	
4.	Statutory audit of the SJSRY Account for the scheme year 2012-13 & 2013-14 in the Small Town Committee of Moreh.	

Note:-

Lump sum fees to be quoted above are exclusive of Service Taxes. Service tax will be paid extra as per the applicable rate from time to time.

Date:
Place:

Sign :
Name :
Designation :