

Government of Jharkhand
Drinking Water & Sanitation Department
Directorate of SBM(G)
Programme Management Unit,
Doranda Bazar, Pani Tanki, Ranchi - 834002

Expression of Interest
(Request for proposal)

HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT FOR THE FINANCIAL YEAR 2017-18

Directorate, SBM(G) invites 'Request for Proposals (RFP)' from firms of Chartered Accountants empanelled with Comptroller & Auditor General of India and which meet all the conditions in the eligibility criteria given below for carrying out the statutory audit of the Directorate Accounts for Swachh Bharat Mission(G) at District level Accounts of SBM(G) & Compilation at State level for the financial year 2017-18 as per the Terms of Reference provided in the RFP.

Eligibility Criteria: The firm must (a) be empanelled with C&AG and ICAI, (b) have at least 3 full time partners who are fellow members of the ICAI for a period not less than 10 years (as per certificate of ICAI as on 01.01.2018), (c) have an average turnover of Rs. 50.00 lakh p.a. in the last 3 years; (d) have carried out at least 5 statutory Audits of corporate entities under PSU/ Government. (e) have at least 4 audit assignments in the social sector (excluding audit of Charitable Institutions & NGOs & Externally Aided projects). (f) Audit experience in similar work will be given preference all details must be filled in clearly in the particulars/ details of the firms.

We invite offers in two bid system (Separate Technical bid and Financial bid) as detailed in the ToR. Guideline for submission of proposal may be referred to Section IV of Terms & Conditions.

Detailed RFP: Detailed Request for proposal (RFP) comprising Background, Terms of Reference (TOR) for submitting the proposal can be downloaded from website of Jharkhand Government. Details of SBM(G) can be seen at GOI website <http://ddws.nic.in>. In case of equality in the eligibility criteria in all respect, decision will be taken based on the firm having Headquarter in Jharkhand.

The Director will have the right to accept or reject any 'Expression of Interest' without assigning any reason thereof and the decision of the Govt. will be final and binding to all.

Important Dates

- i. Last date of submission of proposal –**26/04/2018 upto 4.00 PM.**
- ii. Date of opening of technical bid – **26/04/2018– 4.30 PM.**
- iii. Date of opening of financial bid of qualified firm as per eligibility criteria. Qualified technical bidders will be informed accordingly on their mail ID/ Speed post.

Detailed Terms & condition can be seen at www.jharkhand.gov.in / dwsd.jharkhand.gov.in

Rates are to be quoted in space provided in Financial Bid.

EOI shall be dropped in the office Tender Box. Bidders or their authorized representative may wish to be present at the time of opening of EOI as per Sl. No. (ii) & (iii) above.

All dispute will be settled within the judicature of Hon'ble Jharkhand High Court, Ranchi only.

Deputy Director-2
Swachh Bharat Mission(G),
Programme Management Unit
Doranda Bazar, Water Tower Compound,
First floor, Doranda, Ranchi

Government of Jharkhand
Drinking Water & Sanitation Department
Directorate of SBM(G)
Programme Management Unit, Doranda, Ranchi

Terms & Conditions

Request for Proposal (RFP):

Directorate, SBM(G) (SWSM) under Drinking Water & Sanitation Department, Jharkhand invites proposal from Chartered Accountants Firms empanelled by Comptroller and Auditor General of India who meet the minimum eligibility criteria for providing their services for the major statutory audit for the financial year 2017-18 of Swachh Bharat Mission(G) at the State and District level.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C.A. firms are given in the following paragraphs:-

Terms of Reference (TOR)

Section I – Scope of Audit:

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

- (a) An assessment of adequacy of the financial systems, including financial controls. 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; verification of assets and liabilities; a specific report on this aspect would be provided by the auditor annually as part of the management letter.
- (b) Funds have been spent in accordance with the condition laid down by the Ministry of Drinking Water Supply, Government of India as well as Government of Jharkhand & SWSM from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Contribution from State Government/ Unicef, shall also be audited similarly.
- (c) Goods and services have been procured in accordance with the relevant procurement guideline issued by the GOI, GOJ & Directorate SBM(G). However, for various programmes, special attention must be paid to the requirements of the agreements between GOI and development partners. Auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the standard procedure manual of the individual programmes and guidelines issued by the Programme divisions of GOI, GOJ, Directorate SBM(G) and have all the necessary supporting documentation.

(d) The Audit cover the following areas as also grouped below.

- (i) Programme Management Unit (PMU) (SBM(G) wing) in Ranchi.
- (ii) DPMUs 32 Divisions situated in 24 districts of Jharkhand State for SBM(G) and submission of reports to the District /Division/SWSM/DWSC/VWSC/ SHG/VO etc. concerned.
- (iii) VWSC accounts pertaining to SBM(G) for the year 2017-18 list of VWSC/ VO/SHG etc. accounts will be provided by the Division/District concerned. Only those VWSC will be audited where DWSC concern have made available fund for SBM(G).
- (iv) Compilation of all divisional/ District Accounts/VWSCs/VO/SHG etc. accounts/Account keeping qualities / Registers etc at State level of SBM(G) Account
- (v) Bank reconciliation for all Divisions/VWSC/VO/SHG etc & at State Level.
- (vi) Utilization Certificate at State level & District Level

Section II - Project Financial Statements

The audit shall include the following:

- i. Auditor's Report
- ii. Preparation of Balance Sheet showing accumulated funds of the balances, other assets and liabilities, if any.
- iii. Income & Expenditure account for the year ending on 31st March 2018.
- iv. Receipt and Payment Account for the year ending on 31st March 2018.
- v. Notes forming part of Accounts (Reporting about physical output)
- vi. Auditor's observations as Annexed with work order
- vii. Other Schedules to the Balance sheet as appropriate, but which shall include
 - Statement of fixed Assets in the form of a Schedule,
 - Schedule of all cash & Bank Balance (attach bank reconciliation statements) in respect of Division/District and VWSC pertaining to SBM(G) accounts.
 - Programme wise & district wise statement of expenditure.
 - The audit report should be prepared component wise e.g. Programme, IEC, Administration] other etc at all Level (Division) District / State.
 - To prepare utilization certificate of 2017-18 at district and state level.
 - To prepare Asset Register created under Programme Fund.
 - Reconciliation of Financial – Physical achievements
 - Reconciliation of Financial & Physical details with IMIS details.
 - Bank reconciliation for all divisions and state level/VWSCs

- Details of advance to Institutional Agency (School, Aganwadi etc.)/officials with time period also.
- VWSC, Village Organizations & SHG wise opening balance & closing balance of all implementing agencies.
- List of VWSC, village organizations, SHG & Others with outstanding advances since more than one financial year.

Section III – Eligibility Criteria:

- I. The firm must be empanelled with C&AG and ICAI, without which the application of the firm would not be considered.
- II. A sum of **Rs. 20,000.00 (Rupees Twenty thousand)** only as earnest money in shape of 6 years NSC or 3 years Postal Time Deposit or 3 years FD issued by any scheduled bank duly pledged in favour with the Director, SBM(G), Jharkhand by designation be deposited with the Technical bid. The earnest money will be returned to unsuccessful bidder. The earnest money of successful bidder will be returned within 45 days of successful completion of the work.
- III. Firms must qualify following minimum criteria:

Sl. No.	Particulars	Minimum Criteria
1.	Number of Full Time Fellow Partners associated with the firm for not less than 10 years (As per Certificate of ICAI as on 01.01.2018)	3
2.	Number of minimum support audit staff working in Jharkhand state based Hd.qr./branch office	10
3.	Turnover of the firm (Average annual in last three financial years)	Minimum Rs. 50.00 Lakhs
4.	No. of Years of Firm Existence	10 Yrs.
5.	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	10

- (a) Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- (b) Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal.
 - i. For Sl. No. 1 above, the firm must submit attested copies of certificate of CAG & ICAI as on 01.01.2018.
 - ii. For Sl. No. 2 the firm must submit a copy of the Balance sheet for the last three years.
 - iii. For Sl. No. 4 & 5, the firm must submit a copy of the appointment letter from the auditee organization. Branch audit of any Bank shall not be considered while taking into account the total number of assignments.

- IV. The firm or any partner of the firm should not be black-listed by any PSUs or Govt. or any other organization in respect of any assignment or behaviour. (Self attested Affidavit on Rs. 100/- Stamp paper to be given in this regard by the authorized person of the firm.)
- V. Any CA firm undertaken audit work of PMU / SBM(G) for the Last 3 consecutive years will not be eligible for this audit work.

Section IV-Guideline for submitting the proposal:

- i. Proposal to be submitted in two sealed envelopes one for superscribing 'Technical Proposal' and another for 'Financial Proposal'. These two envelopes should be placed combindly in a bigger single envelope.
- ii. Address of submission: Director, Swachch Bharat Mission(G), State Programme Management Unit, Doranda, Bazar Pani Tanki, Ranchi – 834002.
- iii. Financial proposal will be opened of those firms only whose technical proposal is accepted. The firms qualifying in technical bid will be notified by email/speed post.
- iv. Financial proposal will be valid for six months from the date of submission of the proposal.

Section V – The remuneration which the Auditor receives from the contract will be subject to normal tax liability as per Tax Laws. The Auditors are required to quote their rates considering these aspect and rates are quoted inclusive of all taxes all complete job.

Section VI – Letter of Transmittal:

To,
Director,
Swachch Bharat Mission(G),
State Programme Management Unit, Doranda, Ranchi

Dear Sir,

We, the undersigned offer to provide the audit services for (Insert title of assignment) in accordance with your request for proposal dated (Insert Date). We are hereby submitting our proposals which includes this Technical Proposal, and a Financial Proposal duly sealed.

We are submitting our proposal in association with: (Insert a list with full name and address of each associated Consultant).

We hereby declare that all the information and statements made in this proposals are true, and accept that any misinterpretation contain in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the EOI. 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 encouraging 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 decision of department will be final and binding upon us on any interpretation/ clarification.

We understand that Directorate, SBM(G), Jharkhand 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 Agency/firm) to submit the proposal and to negotiate on its behalf.

Yours faithfully,
Signature, date –
Address-
Contact No.

Section VII – Selection Process of the Auditor:

General Process:

1. Open advertisement in leading newspapers at State level inviting proposal from CAG empanelled Chartered Accountant Firms for statutory audit of State and District SBM(G) Societies should be issued first.
 - a. The advertisement clearly mentions the last date and time for submission of Technical and Financial bids.
 - b. Technical Bid opening date also been mentioned in the advertisement.
2. The CA firms failed in technical evaluation will be communicated that they have not qualified in the technical bid and their Financial Bid will be returned unopened after the completion of the selection process.
3. The firms qualifying in technical bid will be notified by registered post/ speed post/ email or through News Papers that they have been short listed in the Technical bid and their Financial Bid opening date shall also be communicated to them in the same notification.

Section VIII – Other relevant terms:

1. Rates to be quoted consolidated. Rates are to be quoted both in figures and words clearly. Any overwriting will be liable for cancellation.
2. Rates to be quoted on lump-sum basis for conducting audit.
3. Rates to be quoted inclusive of all taxes etc all complete job.
4. Cost on travelling, boarding etc. to the office at state/ divisions levels will have to be borne by the firm. No claim shall be entertained.
5. Sealed EOI should be submitted latest by **04.00 PM of 26.04.2018**
6. Firm/s may be invited for negotiation, if required.
7. The successful bidder will have to enter into an agreement for the work. The Terms & Conditions, Request for Proposal, work order, subsequent directions etc. will also form part the agreement.
8. The agreement will be terminated on completion of the work assigned.
9. The agreement may be rescinded on violation of any terms & condition of the agreement.
10. Delay in completion of assignment will be liable for penalty or/and termination of the agreement.
11. Decision of department will be final and binding upon the firm on any interpretations/ clarifications.
12. In case of any dispute the matter will be settled within the judicature of Hon'ble Jharkhand High Court, Ranchi.

(A) Name of Offices/ Divisions with office Headquarter

- I. PMU (SBM-G), Doranda, Ranchi
- II. Ranchi West Division (Comprising two divns)
- III. Khunti Division.

- IV. Gumla Division.
- V. Simdega Division
- VI. Lohardaga Division.
- VII. Jamshedpur Division (Comprising two divns).
- VIII. Chaibasa Division. (Comprising two divns)
- IX. Saraikela Division.
- X. Medininagar Division.
- XI. Latehar Division
- XII. Garhwa Division.
- XIII. Hazaribagh Division.
- XIV. Koderma
- XV. Ramgarh
- XVI. Chatra Division
- XVII. Dhanbad Division No. 1(Comprising two divns)
- XVIII. Chas Division (Comprising two divns)
- XIX. Giridih Division No. 1(Comprising two divns)
- XX. Deoghar Division (Comprising two divns)
- XXI. Godda Division.
- XXII. Dumka Division No. 1 (Comprising two divns)
- XXIII. Jamtara Division
- XXIV. Pakur Division.
- XXV. Sahibganj Division

9. Every page of the EOI advertisement, TOR, RFP and documents appended must be duly signed by the proprietor/ partner/ authorized person.

10. TOR, RFP and documents appended with proposal will form a part of the Agreement.

Particulars/ Details of the Firm –

Sl. No.	Particulars	Supporting documents required to be submitted along with this Form
1.	Name of Firm	
2.	Address of the Firm	
	Head Office	Phone No. Fax No. Mail ID: Mobile of Head office In-Charge
	Branch Office 1,2,3 (Particulars of each branch to be given)	Phone Nos., Fax No. Mobile No.: Email:
3.	Firm Income Tax PAN No.	Attach copy of PAN Card
4.	Firm Service Tax Registration No.	Attach copy of Registration
5.	Registration No. with ICAI	
6.	Empanelment No. with C&AG (2015-16)	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.	Turnover of the Firm in last three years	Attach balance sheet of the three years
9.	Annual Average Turnover with Break-up Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart
10.	Audit Experience of the Firm: 1. Number of Assignments in commercial/ Statutory Audit. 2. Number of Assignments in Social Sector Audit (Other than audit of charitable Institutions)	Copy of the Officer Letter & the Fee Charged. Copy of the Officer Letter & the Fee Charged.
11.	Details of Partners: Provide following details: <ul style="list-style-type: none"> Number of Full Time Fellow Partners associated with the firm for not less than 10 years (As per Certificate of ICAI as on 01.01.2018) 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. 	Attested copy of Certificate of ICAI as on 01.01.2018.

NB:- Copies of all documents to be self attested.

Details of Qualified Staff (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI as on 01.01.2018 for each qualified staff)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						
3						
....						

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

Sl. 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						

...						
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- Details of Structure and Composition of Team and Task Assignment to stated in details Description of Approach & Work Plan for performing the Audit of State SBM(G).

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.

Work Plan: The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones 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 audit in relation to Externally Aided Projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).						
Sl. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & coverage of the Assignment	Duration of completion of Assignments	Proof of the letter of work of Assignment awarded by the Auditee Organization (PI attach a copy of the letter)

Deputy Director-2
Swachh Bharat Mission(G),
Programme Management Unit
Doranda Bazar, Water Tower Compound,
First floor, Doranda, Ranchi

Format for Financial Bid

Name of firms/agency –

Financial bid for statutory audit of SBM(G) for the year 2017-18 –

Sl. No.	Item of Activity	Total Amount (in Rupees)
1.	AUDIT FEE (inclusive of TA/DA, Service Tax and cess on Service tax and all other taxes, expenditure). All complete job.	Both in Numeric and in Words. Rs./- (Rupees)

Note: An analysis of quoted rates should be enclosed.

- N.B.:*
- 1. All other documents except Financial Bid should be placed in Technical Bid.*
 - 2. Any other relevant information can be collected from the office of the Director, Swachh Bharat Mission(G), Programme Management Unit, Jharkhand, Doranda, Ranchi.*
 - 3. Over writing, cutting in rates will be liable for rejection of the bid.*
 - 4. The rates may be quoted in view of quantum and compatibility of the work..*

Signature of authorised person of CA Firm/
Agency with seal