

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Important Date

Date of issuance of Tender Document	08-07-2020
Last Date of receipt of RFP (Proposal Due Date)	23-07-2020 (Up to 5:00 PM)
Date of Opening of Technical Bid	To be informed later
Date of Opening of Financial Bid	To be informed later

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

1. **Brief Profile of CGHB**

- a) **Introduction of Housing Board:**With the motto to facilitate 'House for all',Chhattisgarh Housing Board (CGHB) was constituted in February 2004 under the Chhattisgarh Housing Board Act 1972. But providing housing facility to the people of economically weaker section (EWS) and lower income group (LIG) on subsidized rates has remained the priority of CGHB. Making dedicated efforts in the direction, CGHB has made a mark in providing housing facility with necessary infrastructure to the homeless/needy citizens of state at an affordable price. Thus, CGHB is engaged in providing houses in subsidized rate and in this respect CGHB is getting the construction activity by the contractors. Further CGHB is also undertaking the deposit work on behalf of another government wing. **Head Office** means Head Office of C.G.H.B. at Paryavas Bhavan, Sector-19, North Block, Nava Raipur AtalNagar.
- b) **Various Divisions/Zone:**That Housing Board for better working and smooth implementation of project has divided in various divisions and each division is being headed by the executive engineer. Further for the purpose of sales of the buildings.The housing board has various zonal offices known Estate Management Zone. Thus, the Housing Board has following wings which is as under:
- b.1. **Divisions:** That CGHB has various divisions which has only role to construct the buildings via contractor for which payment to contractors & taxes has to be paid as per rule. There are 21 Divisions in the housing board which are: –

Sr..	Name of unit	Sr.	Name of unit
1	Raipur Division I	12	Durg Division
2	Raipur Division II	13	Rajnandgaon Division
3	Raipur Division III	14	Bilaspur Division
4	Raipur Division IV	15	Korba Division
5	Raipur Capital ProjectDivision I	16	Raigarh Division
6	Raipur Capital Project Division II	17	Dhamtari Division

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

7	Mahasamund Division	18	Kawardha Division
8	Electrical Division I Naya Raipur	19	Jagdapur Division
9	Electrical Division II Raipur	20	Kondagaon Division
10	Electrical Division III Bilaspur	21	Ambikapur Division
11	Project Division Korla		

b.2. **Estate Management Zone:** that the Estate management zone plays the role in the sales of building constructed by division. There are 16 EM Zones in the housing board which are –

Sr.	Name of unit	Sr.	Name of unit
1	EM Zone 1 Raipur	9	EM Zone Bilaspur
2	EM Zone 2 Raipur	10	EM Zone Raigarh
3	EM Zone 3 Raipur	11	EM Zone Korba
4	EM Zone4 Raipur	12	EM Zone Ambikapur
5	EM Zone 5 Raipur	13	EMZone Kondagaon
6	EM Zone Durg	14	EM Zone Jagdalpur
7	EM Zone Rajnandgaon	15	EM Zone Dhamtari
8	EM Zone Kawardha	16	EM Zone Mahasamund

b.3. **Head Office:** Normally headoffice also incurs general common expenses in which GST is applicable, such as payment made to the statutory auditor, bank charges etc.

b.4. A Total No. of division is 21 & total no. of EM Zone is 16 & one Head office hence total unit is 38. If no. of units changes the amount of payment will be changed proportionately.

2. **DISCLAIMER**

a) The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Applicants, in documentary form by or on behalf of the CGHB is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

- b) Though adequate care has been taken in the preparation of the RFP, the Applicant should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Chief Accounts Officer, CGHB immediately before the Proposal due date. If no intimation is received by the CGHB within the date, it shall be deemed that the RFP is satisfied that the Document is complete in all respects.
- c) The RFP is not an agreement or an offer by the CGHB to the prospective Applicants or any other person. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by the CGHB in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The RFP may not be appropriate for all persons, and it is not possible for the CGHB, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- d) Information provided in the RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The CGHB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- e) The CGHB and its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in the RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP or arising in any way in this Selection Process.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

- f) The CGHB also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any Applicant upon the statements contained in the RFP.
- g) The CGHB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP.
- h) The issue of this RFP does not imply that the CGHB is bound to select an Applicant or to appoint the Successful Applicant and the CGHB reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- i) The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the CGHB or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the CGHB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

3. Conduct of work

The work is bifurcated into two clusters, namely Raipur cluster and Durg Cluster. The work will be conducted in respective offices. The offices covered in two clusters are as under:

Sr.	Raipur Cluster	Sr.	Durg Cluster
1	Raipur Division - I	1	Durg Division
2	Raipur Division - II	2	Rajnandgaon Division
3	Raipur Division - III	3	Bilaspur Division
4	Raipur Division - IV	4	Korba Division
5	Raipur Capital Project Division - I	5	Raigarh Division
6	Raipur Capital Project Division - II	6	Ambikapur Division
7	Mahasamund Division	7	Kawardha Division
8	Dhamtari Division	8	Project Division Koriya
9	Jagdalpur Division	9	Estate Management Zone Durg

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

10	Kondagaon Division	10	Estate Management Zone Rajnandgaon
11	Electrical Division 1- Naya Raipur	11	Estate management Zone Kawardha
12	Electrical Division 2- Raipur	12	Estate Manangement Zone Bilaspur
13	Estate Management Zone - 1, Raipur	13	Estate Management Zone Raigarh
14	Estate Management Zone - 2, Raipur	14	Estate Management Zone Korba
15	Estate Management Zone - 3, Raipur	15	Estate Management Zone Ambikapur
16	Estate Management Zone - 4, Raipur	16	Estate Management Zone Kondagaon
17	Estate Management Zone - 5, Raipur	17	Electrical Division 3- Bilaspur
18	Estate Management Zone Jagdalpur		
19	Estate Management Zone Dhamtari		
20	Estate Management Zone Mahasamund		
21	Head Office		

Two separate firms will be selected for the conduct of work in these two clusters. The firm selected for Raipur cluster will be the lead firm.

The work for clusters is as under:

a) Raipur Cluster:

- a.1. For FY 2019-2020 Internal Post Audit for the Cluster, Filing of TDS Returns for the offices in the cluster, RERA Certification for projects in the cluster and Preparation of Financial Statements.
- a.2. For FY 2020-2021 Internal, Pre-Audit and Concurrent Audit for the Cluster, Filing of TDS Returns for the offices in the cluster, RERA Certification for projects in the cluster and Preparation of Financial Statements.

b) For Durg Cluster:

- b.1. For FY 2019-2020 Internal Post Audit for the Cluster, Filing of TDS Returns for the offices in the cluster and RERA Certification for projects in the cluster.
- b.2. For FY 2020-2021 Internal, Pre-Audit and Concurrent Audit for the Cluster, Filing of TDS Returns for the offices in the cluster and RERA Certification for projects in the cluster.

4. **Role and Responsibilities of Lead Auditor**

- a) Both, the lead auditor and other auditor will be responsible for their work.
- b) The overall responsibility for the co-ordination of work will be of lead auditor.
- c) The lead firm will be also performing the job of consolidating all audit reports, financial statements including executive summary for the board as a whole.
- d) A quarterly as well as annual consolidation is to be made by the lead auditor for presentation to

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

the respective Audit Committee.

5. SCOPE OF WORK:

a) For Financial Year 2019-2020: Internal (Post) Audit

1. Internal Post Audit of books of accounts and ancillary records & submission of report on monthly basis,
2. Report Risk Management issues and internal control deficiencies identified.
3. Review of the compliance program and recommendation on further improvement,
4. Review and verify the provisions of accrued expenditure and income as at the end of the year,
5. Verification and checking of financial transactions from cash book / bank book and other ancillary record maintained by the Institute,
6. Review of Bank Reconciliation Statement,
7. Reporting of losses, if any,
8. Review of outstanding balances in party ledgers and creditors account and to check the reconciliation ledgers,
9. Review and checking of the funds received and its utilization as per the terms and conditions,
10. Review of addition of fixed assets, fixed asset register and system of physical verification,
11. Review the accounting and physical verification of stationery items and other inventories,
12. Review the system of purchase of Fixed Assets, consumables & stationery items of the institution and verify the transactions of purchase with supporting records, quotations etc.,
13. To verify the applicability of TDS, GST, income tax and other statutory return,
14. Review and reporting of compliances regarding registration of society,
15. Review the record system of attendance, preparation of payroll, term and condition of appointment letter,
16. Review the record/system of bill payment to various contractors and also to review the compliance on them with terms of contract,
17. Recommendation of improvement of the existing system of accounting / internal control and management information system from time to time.
18. Subsidy Certification as and when required

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

19. To verify whether the deductions on account of NPS are deposited in respective PRAN.

b) For Financial Year 2020-2021: Internal Audit, Pre-Audit and Concurrent Audit

1. Internal Post Audit of books of accounts and ancillary records & submission of report on monthly basis,
2. Pre-Audit of Running Bills of Contracts as per the Board Policy. (this will need to be conducted on ongoing basis).
3. Report Risk Management issues and internal control deficiencies identified.
4. Review of the compliance program and recommendation on further improvement,
5. Review and verify the provisions of accrued expenditure and income as at the end of the year,
6. Verification and checking of financial transactions from cash book / bank book and other ancillary record maintained by the Institute,
7. Review of Bank Reconciliation Statement,
8. Reporting of losses, if any,
9. Review of outstanding balances in party ledgers and creditors account and to check the reconciliation ledgers,
10. Review and checking of the funds received and its utilization as per the terms and conditions,
11. Review of addition of fixed assets, fixed asset register and system of physical verification,
12. Review the accounting and physical verification of stationery items and other inventories,
13. Review the system of purchase of Fixed Assets, consumables & stationery items of the institution and verify the transactions of purchase with supporting records, quotations etc.,
14. To verify the applicability of TDS, GST, income tax and other statutory return,
15. Review and reporting of compliances regarding registration of society,
16. Review the record system of attendance, preparation of payroll, term and condition of appointment letter,
17. Review the record/system of bill payment to various contractors and also to review the compliance on them with terms of contract,
18. Recommendation of improvement of the existing system of accounting / internal control and management information system from time to time.
19. Subsidy Certification as and when required

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

20. To verify whether the deductions on account of NPS are deposited in respective PRAN.

c) Special Terms – Concurrent Audit of Head Office (FY 2020-2021)

- Audit of head office to be conducted & reported on monthly basis
- Compliance report to be submitted on quarterly basis

d) Special Terms – Internal Audit of Divisional / Zonal / Other Offices (FY 2020-2021)

- Audit of 100% divisional / zonal offices to be covered at least once in a month
- Compliance report to be submitted on half-yearly basis (i.e. after reporting for two quarters).
- Pre-Audit of All Bills as per policy of Board

e) Preparation and Compilation of Financial Statements

1. Verification of Assets and Liabilities based documentary evidence.
2. Preparation of Bank Reconciliation of all bank accounts.
3. Investment against Earmarked funds.
4. Provision of all loan liabilities as per details available.
5. Provision of all outstanding liabilities for expenses.
6. Provision for all known liabilities.
7. Provision of prepaid expenses.
8. Preparation of list of deposits, outstanding loans to staff, advances to contractors and suppliers, sundry debtors and creditors.
9. Preparation of Fixed Assets schedule.
10. List of Capital and Revenue Grants.
11. Assets created out of Earmarked Funds and Grants.
12. Preparation of Capital Work in Progress accounts.
13. Preparation and certification of Balance Sheet, Income & Expenditure account, Receipts & Payments account and others.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

f) Filing of Quarterly TDS Returns (FY 2020-2021):

1. Preparation of Form 16 and 12BA in regard to Salaries.
2. To advise and to assist in all TDS related issues.
3. Facilitation in downloading of all TDS certificates from NSDL within the prescribed time and verifying the same.
4. Preparation / filing of quarterly TDS Returns and uploading of the same with NSDL ensuring that TDS deducted and deposited under appropriate section within timeline.
5. Filing of correction statement/Rectification of TDS Returns already filed if required.
6. Data collection for TDS return filling would be the responsibility of the Consultant for all offices.

g) Scope of Work for RERA Certification

- a) Provide Certification of the required statement of accounts by a chartered accountant as per RERA Act 2016
- b) Certify the amount collected for a particular project have been utilized for the project as per RERA Act 2016
- c) Certify the withdrawal has been in compliance with the proportion to the percentage of completion of the project as per RERA Act 2016.

6. Deliverables

Type of Deliverables

- (i) Monthly Audit for Head Office
- (ii) Quarterly Audit for Zones / Divisions / Other Offices
- (iii) Quarterly TDS Work
- (iv) Quarterly, Half Yearly and Annual Financial Statements
- (v) RERA Work on Need Basis

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

a) For Raipur Cluster

- a) Financial Year 2019-20.
 - i) Stand-alone Financial Statements for each unit separately in the desired format as on 31.03.2020.
 - ii) Unit-wise Internal Post Audit Report with detailed observations for the year ended on as on 31.03.2020.
 - iii) Consolidated Financial Statements combined for all units as a whole as on 31.03.2020.
 - iv) Consolidated audit report for all units combined with observation segregated in to following parameters: (a) Fraud and Corruption matters; (b) Observations requiring immediate attention; (c) Observations related to Internal Control System; (d) Other Matters
 - v) Consolidated Management Letter
 - vi) Recommendation to improve internal control system

- b) Financial Year 2020-21
 - i) Stand-alone Financial Statements for each unit separately in the desired format as on 30.06.2020, 30.09.2020, 31.12.2020 and 31.03.2021.
 - ii) Unit-wise Audit Report with detailed observations for each month separately.
 - iii) Consolidated Financial Statements combined for all units as a whole for each month separately.
 - iv) Consolidated audit report for each period separately for all units combined with observation segregated in to following parameters: (a) Fraud and Corruption matters; (b) Observations requiring immediate attention; (c) Observations related to Internal Control System; (d) Other Matters
 - v) Consolidated Management Letter
 - vi) Recommendation to improve internal control system
 - vii) Pre-audit note of bills for which pre-audit conducted. The pre-audit of bills to be conducted as per the policy of Board.
 - viii) Confirmation of Quarterly TDS Return Submission
 - ix) RERA Certification on need basis

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

b) For Durg Cluster

- a. Financial Year 2019-20.
 - i. Unit-wise Internal Post Audit Report with detailed observations for the year ended on as on 31.03.2020.
 - ii. Consolidated audit report for all units combined with observation segregated in to following parameters: (a) Fraud and Corruption matters; (b) Observations requiring immediate attention; (c) Observations related to Internal Control System; (d) Other Matters
 - iii. Consolidated Management Letter
 - iv. Recommendation to improve internal control system

- b. Financial Year 2020-21
 - i. Unit-wise Audit Report with detailed observations for each month separately.
 - ii. Consolidated audit report for each period separately for all units combined with observation segregated in to following parameters: (a) Fraud and Corruption matters; (b) Observations requiring immediate attention; (c) Observations related to Internal Control System; (d) Other Matters
 - iii. Consolidated Management Letter
 - iv. Recommendation to improve internal control system
 - v. Pre-audit note of bills for which pre-audit conducted. The pre-audit of bills to be conducted as per the policy of Board.
 - vi. Confirmation of Quarterly TDS Return Submission
 - vii. RERA Certification on need basis

7. Time limit for Submission of Deliverables

For FY 2019-2020:

For Durg Cluster : Within 3 months from the allotment of work.

For Raipur Cluster : Within 4 months from the allotment of work.

For Durg Cluster :

For FY 2020-2021: for monthly report Within 12 days from the end of every month.

For FY 2020-2021: for Quarterly report Within 25 days from the quarter.

For FY 2020-2021: for half yearly report Within 40 days from the end of half year.

For FY 2020-2021: for Annual Report Within 50 days from the end of year.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

For Raipur Cluster :

For FY 2020-2021: for monthly report Within 15 days from the end of every month.

For FY 2020-2021: for Quarterly report Within 30days from the quarter.

For FY 2020-2021: for half yearly report Within 45days from the end of half year.

For FY 2020-2021: for Annual Report Within 60 days from the end of year.

8. **Penalty**

For delay in submission of reports/deliverables, a penalty of 0.1% per week of delay per report will be charged. However, the total penalty will not exceed 10% of the value of contract.

9. **Contract Period**

It is being done for Financial Year 2020-21, but Post Audit of Financial Year 2019-20 and Balance Sheet of Financial Year 2019-20 have also to be done i.e. the firm has to do assignment as prescribed in scope of work. The performance will be evaluated by CGHB on monthly basis and if any point of time performance not found satisfactory the agreement would be unilaterally terminated by CGHB after the expiry of one month from the date of serving the notice in this regard.

10. **Scope of Extension**

If the expertise service given by the CA firm is found to be satisfactory and due to any reason new agency is not hired then with mutual consent, the period of its validity may be extended.

11. **CONDITIONS FOR ELIGIBILITY OF FIRM:**

Firms must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Firms who satisfy the Conditions of eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Firm shall fulfill the following “Minimum Eligibility Criteria”:

- a) The CA (Chartered Accountants) Firm should be a partnership Practicing Firm registered with ICAI.
- b) The CA Firms should be in Practice for a period of 05 (Five) years or more and empaneled with C&AG of India. (As per the latest Certificate of ICAI as on 01/01/2020 or latest Firm Status Card & C&AG empanelment letter).

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

- c) The firm shall have minimum average turnover in the last 3 FY of INR Fifty lakh (50 lakh) from Professional fees in the last three financial years i.e. 2016-17, 2017-18 and 2018-19.
- d) Firm should have its Head office in Chhattisgarh. Proof as approved by the ICAI must be produced.
- e) Minimum number of partners should be 03 (Three) (at least 1 (One) should be DISA). The firm should have at least 2 FCA as per the ICAI Constitution certificate.
- f) Experience in similar assignments of Government department: minimum 05 (Five) with fees of atleast Rs. 50,000/-each
- g) The firm should have, during the last five years, neither failed to perform any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Firm, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Firm. (Self-Certification duly notarized to be attached).

12. EVALUATION CRITERIAS:

The technical proposal evaluation shall be based on the following parameters:

S.no	Particulars	Marks breakup	Max Marks
1.	Experience of the firm	=<05years – 0 marks >05 - =10 years – 7 marks >10 – =15 years – 16 marks >15years– 20 marks	20
2.	No. of Partners / CA Employees in the Firm	=< 03 Partners/CA Employees – 0 Marks For every additional partner / CA Employee – 4 Marks each	20
3.	Turnover of the firm (Average annual in 3 FY)	=< 50 lac– 0 Marks > 50 Lacs to 1 Crore – 5 Marks > 1 Crores to 1.5Crore – 10 Marks >1.5 Crores to 2Crore – 15 Marks > 2 Crore – 20 Marks	20
4.	Experience during last 10 years of work in government department/PSU/Corporation/Board/Authority (excluding Internal / Pre-Audit / Concurrent Audit / Financial Statement Compilation Work)with fees of atleast 50,000/- value	< 5 Assignments – 0 Marks For every additional assignment– 0.50 Marks	15

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

5.	Experience during last 10 years in Similar assignments of Government department /PSU/Corporation/Board/Authority for Concurrent / Internal / Pre-audit / Financial Statements Compilation with fees of atleast 50,000/- value	1 Marks for every assignment	20
6.	Firm with Peer Review / Concurrent Audit Certificate by ICAI		5
Total			100

Minimum Qualifying Marks: -Not less than 70 Marks out of 100 as above.

Please quote your professional fees offer for undertaking above tasks. The consultant is supposed to quote lumpsum annual fees for assignment duration, exclusive of GST but inclusive of TA/DA and Lodging.

13. General Condition for the Bidders:-

- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about services required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment based on this RFP.
- No commitment of any kind, contract or otherwise, shall exist unless and until a formal written contract has been executed.
- This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- Proposal in Joint Venture / Consortium are not allowed.

a) COMPLIANCE TO RFP/ COMPLETENESS OF RESPONSE

- 1) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 2) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

and the Proposal may be rejected.

b) Bidders must:

- 1) Comply with all requirements as set out within this RFP
- 2) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
- 3) Include all supporting documentations specified in this RFP.

c) Pre-Bid Queries

The bidders or their official representatives can submit their queries relating to pre-bid. All queries for the pre-bid meeting are to be sent to the CGHB at its email with 5 days of date of publishing of this advertisement. The Bidders are requested to send their consolidated queries to the e-mail of CGHB only once and further queries sent by the Bidders shall not be entertained. Queries received after this date will not be entertained.

CGHB may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of Commissioner regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

d) Document to be submitted for Technical Bid

The Technical bid should be in a separate seal cover giving all the details of proposal except Price. On cover mention that it is "Technical Bid". An applicant can apply for both clusters, but only one cluster will be allotted.

The requisite documentary evidence needs to be submitted by the CA/Firms for each of eligibility criteria. The following information/data shall be provided by the bidders in The Technical Bid.

1. Declaration Form Annexure1
2. Profile of the CA Firm in Annexure2.
3. Applicant Information in Annexure3.
4. Technical Capacity in Annexure4.
5. Financial Capacity in Annexure5.
6. Power of Attorney for Signing of Proposal in Annexure 6.
7. Copy of Pan card and COP, Firm Constitution
8. Copy of GST Registration

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Self-Declaration needs to be signed by authorized signatory. Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential condition.

e) Financial Bid

- 1) The Financial/ Price bid should be in a separate sealed cover giving quoted price duly signed and stamped by the bidder without any cutting and overwriting as per **Annexure 7**. On cover Clearly mention that it is “Financial Bid”.
- 2) Separate Financial Bids are required to be submitted for each Cluster. The name of cluster should be should clearly mentioned on the envelope of financial bid.

f) Cost of Bid Document

The cost of RFP document for each cluster shall be submitted in the form of Demand Draft of an amount equivalent to INR 2,950/- including GST (Rupees Two Thousand Nine Hundred Fifty only) in favour of "CAO, Chhattisgarh Housing Board" payable at Raipur/ Nava Raipur Atal Nagar. The cost of RFP document is non- refundable. DD of bid Document is to be submitted in a separate envelope along with technical bid. on envelope Firm will mention “Fees of Bid document”. If Fees of Bid document is not submitted its bid will not be considered.

g) Performance Security

Prior to signing of the contract, the bidder to whom LOA has been issued shall have to furnish performance security of INR 2,30,000/- (Rs. Two Lacs Thirty Thousand Only) for Raipur Cluster and INR 1,25000/- (one Lac Twenty-Five Thousand Only) for Durg Cluster in the form of Demand Draft/FD From Any Scheduled Commercial Bank as per RBI guideline in the name of Chief Accounts Officer, Chhattisgarh Housing Board, for the duration of 2 years.

h) Earnest Money Deposit

Ernest Money Deposit INR 46,000/- (Rupees Fourty Six Thousand Only) for Raipur Cluster and INR 25,000/- (Rupees Twenty-Five Thousand Only) for Durg Cluster must be submitted in the name of Chief Accounts Officer, Chhattisgarh Housing Board. It May be in the form of Demand Draft from any Scheduled Commercial Banks per RBI Guideline. It will be put upin a separate envelope, on envelope Firm will mentioned “EMD envelope”. It will be returned to other bidders except approved bidders after finalization on of bidding process. EMD of approved bidder will be returned, only after

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

submission of performance security by it. If EMD is not submitted its bid will not be considered.

i) Validity of Bids or Tender

The Bid or Tender shall be valid for a period of six months from the Last date of receipt of RFP.

j) EMD shall be forfeited in the following cases:

- 1) if any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- 2) If the successful Applicant fails to execute the Consultancy Agreement within the time stipulated in the Letter of Award or any extension thereof provided by CGHB.

k) Submission of Bids

All envelopes shall be addressed to

Chief Accounts Officer

Chhattisgarh Housing Board

Head Office, Paryavas Bhawan, Sector-19, North Block, Atal Nagar, Nava Raipur, Raipur,

Chhattisgarh

Pin: 492002

Tel :0771-2512124

Email:caocghb@gmail.com

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

l) Availability of RFP Document

The RFP document will be available and can be downloaded from the official website of the Chhattisgarh Housing Board at www.cghb.gov.in

m) Bid Stage

In the Bid Stage, Financial proposals would be opened only for those Applicants who have been found technically qualified.

n) Selection of Firm

- (i) Selection will be made on Least cost basis, i.e. bidders whose financial bid is found to be lowest for the cluster will be selected.
- (ii) If a bidder turns out to be L 1 in both clusters or there are multiple bidders quoting similar rates in a particular cluster, then CGHB shall decide the cluster to be awarded based on the cost implications; wherein the cluster which shall have least cost implication shall be awarded to the L1 bidder. Further more, if in a particular cluster the work is not awarded to the L 1 bidder due to less saving and the L 1 bidder is allotted any other cluster (due to being L 1 in multiple clusters), then in such a scenario L 2 bidder for that particular cluster shall be given a chance to work at the rate of L 1 bidder.
- (iii) In the event that two or more Applicants score equal marks (the "Tie Applicants"), the Board shall identify and Select the Applicant with higher technical score. If the tie still persists, the selection shall be determined by higher marks in technical evaluation criteria Sr. No. 4 & 5 Combined of the firms between the Tie Applicants.
- (iv) After selection, a Letter of Award (the "LOA"), shall be issued, in duplicate, by the Board to the Selected Applicant and the Selected Applicant shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. Then agreement will be executed between the selected firm and CGHB on stamp paper as per rule. Then work will be started.
- (v) Note that bidders can apply in more than one cluster, but only one cluster will be allotted to one firm.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

o) Arbitration clause

Arbitration clause upon selection the selected bidders will enter into an agreement with the board. this agreement will contain an arbitration clause. Any dispute arising between the parties will be subject to arbitration by an arbitrator duly appointed as per the provision of the Arbitration Act.

p) Payment

- a) Payment will be made by CGHB within 30 days from the acceptance of report.
- b) Fees for 2020-21 will be paid on Quarterly basis.
- c) Fees for 2019-20 will be paid in lumpsum basis.

q) Force majeure clause

Either CGHB nor Service provider shall be considered breach of contract to the extent that performance of their respective obligations is prevented by an event of force majeure that arise after commencement of contract.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Annexure-1

**Declaration Regarding Acceptance of Terms and Conditions of Contract &
clean track record.**

[On the Letterhead of the Entity including full postal
Address, and telephone, facsimile and e-mail address]

Reference No.

Date: _____

To

Chief Accounts Officer

Chhattisgarh Housing Board

Head Office, Paryavas bhawan, Sector-19, North Block, Atal

Nagar, Nava Raipur, Raipur (Chhattisgarh)

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document regarding Concurrent Audit including Preparations of Final accounts (which includes Balance Sheet , Income Expenditure account , Receipt and payment accounts & others) Filling of TDS Returns and Certification of RERA Account at Head Office, Divisions & Zones of Chhattisgarh Housing Board Spread Across Chhattisgarh State. We do hereby accept the terms and conditions of the contract as listed in the bid document. Further we do declare that we have not been blacklisted for supply of services by any government organization.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours Truly,

Signature of the Authorized Signatory

Seal of the Entity

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Annexure 2: Profile of the CA Firm

A. Details of the Firm

S. No.	Particulars	Details
1.	Name of the Firm	
2.	Constitution of Firm (Deemed date allowed)	
3.	Address of the Head Office (incl. Tel Phone)	
4.	PAN of the Firm	
5.	GST registration No.	
6.	ICAI Registration No.	
7.	Date of constitution of the Firm	
8.	Number of Full time Partners as on PDD	
9.	Number of full time CA Employee as on PDD	
10.	Number of Audit Staff employed full time with Firm as	
	a. Article Clerks	
	b. Other Audit Staff	
11.	Number of Branches	
12.	Whether the Firm has experience in any internal audit or Internal audit of accounts or any other services for any Govt. Companies/ Corporations etc.	
13.	Whether there any court cases/arbitration/ any other legal case against the Firm (If yes, please provide details in separate annexure)	
14.	Contact Person:	
	Contact No:	
	Email address:	

Date: -

Name of the Applicant

Place:-

Signature of the Applicant

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

**Annexure 3: Applicant
Information**

A. Latest Details of Full time Partners/Sole Proprietor of the Firm

S. No.	Name of Partners/Proprietor	Member-ship No.	FCA/ACA	Date of joining The Firm (Full Time)	Date of becoming FCA	Certification (if any)
1.						
2.						
3.						
4.						
5.						

B. Latest Details of Full time C.A. Employees of the Firm

S. No.	Name of Employee	Member-ship No.	FCA / ACA	Date of joining The Firm (as employee)	Date of becoming FCA	Certification (if any)
1.						
2.						
3.						

Date:-

Name of the Applicant

Place:-

Signature of the Applicant

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Annexure 4: Technical Capacity

(This is to be given on the letter head of the Applicant)

(Separate tables are to be filled for Sr. 4 and 5 or Technical Evaluation)

S. No.	Name of the assignment	Brief of the Service provided	Name of the client	Whether the client was a Company, a Corporation or Authority or Board of State /Central Govt, a Society	Professional Fees Charged (INR)	Start and Completion Date of Assignment
1.						
2.						
3.						
4.						

Note :

1. For above experience, the CA Firm must submit a copy of the appointment letters from the client or organizations.
2. The above Experience shall not be considered for evaluation if certificate from client detailing the name of assignment, nature of work and date of start and completion of service is not furnished by the Applicant. Alternatively, the bidder can also submit a CA certificate for the work performed and also confirming release of payment.
3. Professional fees of the assignments shall not be considered for evaluation if this certificate is not signed and stamped by the Statutory Auditor/CA in case of assignments with corporate entities).
4. The renewal/ extension of any ongoing assignment shall not be considered as a separate assignment. Separate work experience certificate against same work order / agreement will be considered as single experience
5. The reappointment of any assignment shall be considered as a new assignment. The Applicant shall furnish separate Work Order/ Appointment Letter for each such re-appointment.

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Annexure 5: Financial Capacity

A. Annual Turnover for the Firm for last 3 Financial Years

S. No.	Financial Year	Turnover (INR)
1.	2016-17	
2.	2017-18	
3.	2018-19	
	Average annual Turnover for last 3 FYs	

Date:-

Name of the Applicant

Place:-

Signature of the Applicant

Certificate of the Chartered Accountants/Statutory Auditors

Based on Audited Accounts and other relevant documents of _____, we M/s _____, Chartered Accountants/ Statutory Auditors, certify that the above information is correct.

Name of the Applicant

Signature of the Applicant

Note: Annual Turnover amount shall not be considered for evaluation if this certificate is not signed and stamped by the auditor/CA certifying Annual Turnover.

Annexure 6: Power of Attorney for Signing of Proposal

Know all men by these presents, We,....., do hereby irrevocably constitute, nominate, appoint and authorize....., son of....., and presently residing at....., who is presently employed with us and holding the position of **Partner** for " Selection of External Agency (Chartered Accountant Firm) For Accounts Consultancy for CGHB " as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such ads, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the proposed or being developed by Chhattisgarh Housing Board (the "Authority") including but not limited to signing and submission of all Proposals, and other documents and writings, participate in Applicants' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Proposal, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to an in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we, the above named principal have executed this power of attorney on

Name of the Applicant

Signature of the Applicant

Witnesses :

- 1. _____
- 2. _____

RFP FOR SELECTION OF CA FIRM FOR INTERNAL AUDIT INCLUDING PREPARATIONS OF
FINAL ACCOUNTS

Annexure 7: FINANCIAL BID

(To Be Submitted by the Bidder in a Separate Sealed Cover on letter head of applicant)

A) Raipur Cluster

Minimum Fee	Annual Fee Amount to be quoted by the applicant (In Figure) (Please quote combined fee for both years)	Annual Fee Amount to be quoted by the applicant (In words)
Rs. 46.00 Lacs (Rs. Fourty Six Lacs only) <i>Comprising of Rs. 17 Lacs for FY 2019-2020 and Rs. 29 Lacs for FY 2020-2021</i>		

B) Durg Cluster

Minimum Fee	Annual Fee Amount to be quoted by the applicant (In Figure)(Please quote combined fee for both years)	Annual Fee Amount to be quoted by the applicant (In words)
25.00 Lacs (Rs. Twenty Five Lacs only) <i>Comprising of Rs. 9 Lacs for FY 2019-2020 and Rs. 16 Lacs for FY 2020-2021</i>		

Notes:

- Only GST as applicable shall be paid Extra on the above quoted fee. Above prices are inclusive of TA/DA/Lodging.
- Statutory Deductions like TDS etc. shall be made by the Housing Board as per statutory rate and norms wherever applicable.
- The Financial Proposal (Professional Fee quoted by the applicant) shall be equal or more than the Minimum, any Financial Proposal below the Minimum Fee shall be summarily rejected.

Complete address of the Bidder

Place: _____ Signature _____ :

Date: _____ Name and Designation: _____ -

Company's Seal: _____