



Chhattisgarh Rajya Van Vikas Nigam Limited

Sector- 24, Block A, Nava Raipur, Atal Nagar

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No //2020

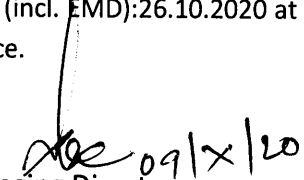
Raipur, Date: 09/10/2020

Expression of Interest For Internal Audit

C.G.Rajya Van Vikas Nigam Ltd. intends to hire a CA Firm for the monthly internal audit for the Nigam comprising the office of Managing Director and nine divisions.

The interested professional fulfilling the criteria may purchase RFP documents from the office by paying Rs. 1000/- per form or can download from the above sites and application fees will be payable on submission with the RFP.

Last date for purchase of RFP: 26.10.2020 at 01.30 PM. Last date for submission of RFP (incl. EMD): 26.10.2020 at 03.30 PM. Bid will be opened on the same day at 04.00 PM in the above mentioned office.


09/10/20
Managing Director

C.G. Rajya Van Vikas Nigam Ltd.
Nava Raipur, Atal Nagar

Chhattisgarh Rajya Van Vikas Nigam Ltd.
Government of Chhattisgarh, Department of Forest
Selection of CA Firm for Internal Audit

Expression of Interest

Part - I

1. Introduction

The Chhattisgarh Rajya Van Vikas Nigam Ltd. has been formed in pursuance of Notification No. F-5-2/Forest/ 2001/ dated 30th April 2001. As per this notification, the Nigam has been incorporated under the Companies Act, 1956 on 22nd May 2001.

Managing Director, Chhattisgarh Rajya Van Vikas Nigam Ltd. (RVVN) intends to appoint a professional CA firm for the effective internal auditing of Nigam comprising the offices of Managing Director and nine divisions across the state.

2. Aims and Objectives

Department has the following main objectives:


- To accelerate and increase forestry production by creating plantations of -
- Fast growing species,
- Species of higher economic value
- Species capable of diversified use for industrial and commercial purposes.
- To bring suitable forest areas under intensive Management Practices in order to improve, enrich and enhance production, both in quantity and quality.
- To convert existing low quality forests into high quality productive forests by adopting intensive management system.
- To formulate financially viable projects in order to draw institutional finance to execute its forestry activities.
- To undertake maintenance, preservation, protection and development of existing fauna.
- To plant, grow cultivate, produce and raise plantations of all kinds of forest plants, trees and crops and other agricultural crops.
- To convert low valued/ degraded/ poor site quality forests into high value man made forests, to obtain high quality produce for diversified uses.
- Conservation, development and sustainable management of the natural forest resources.
- Enhancement of productivity in Teak Plantation areas by scientific thinning.
- To improve the ecological status of the State by enrichment of the forest cover.
- Restoration of Ecological balance in the degraded forest areas.
- To maintain the Bio- diversity of the area

3. Objective for Selection of CA Firm

The objective of appointment of CA Firm is to conduct internal audit of the Nigam comprising the office of the Managing Director and nine Division Offices situated across the state on monthly basis and submit the report.

4. Eligibility Criteria

Selection of CA Firm shall be based on following criteria:-


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1. Should be a Practicing Chartered Accountants Firm with minimum 15 years post qualification experience. Date of constitution as per latest ICAI firm card will be considered as the evidence for the year of experience.
2. The head office of the CA Firm must be in Chhattisgarh as shown in their ICAI firm card.
3. The CA Firms should have minimum average annual turnover of Rs. 15 Lakhs during the last three financial years, i.e., 2017 -18, 2018-19 and 2019-20.
4. CA Firms should have been appointed for internal audit /expenditure audit / revenue audit or computerized accounting by any two state government organisation/ semi state government or parastatal department during year 2010 to 2020. (Enclose work order as evidence of being appointed for the said assignment)
5. Firm should be empanelled with Comptroller and Auditor General of India.
6. The selection of CA Firm shall be based on QCBS basis.

5. Scope of Work

- CA firm will provide training to the accounts staff of the head office for data entry under computerized environment using software. Training will be held at the RVVN head office, Nava Raipur. At least two graduate/ CA Inter staff shall be deployed for the training purpose under close supervision of proprietor/ partner of the firm.
- Internal audit of the office of Managing Director and nine division offices across the state on monthly basis.
- Auditing will be done at the regional office located at Nava Raipur and Bilaspur and related divisions. The records of divisions will be made available at these offices for the purpose of auditing.
- Reporting to MD, RVVN on monthly basis.
- Preparation of yearly report and assist the office for the preparation of annual financial statement.

6. Selection of CA Firm

6.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's academic qualification, experience, skill and capacity. Only those applicants whose Technical Proposals score 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST). A proposal shall be rejected if the CA Firm scores less than 70% (seventy per cent) marks.

The scoring criteria to be used for evaluation shall be as follows.

S. No.	Criteria	Particular	Marks
1.	Years of experience of the Applicant firm (Date of constitution as per ICAI firm card will be considered as evidence for the year of experience of CA firm)	1. Chartered Accountant firm having experience of 15 to 20 years 2. Firm having experience of more than 20 years will be given additional marks. (As per ICAI firm card)	20 20

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2.	Experience in auditing/ accounting	<p>1. Appointed by any two- state/ semi state/ perastatal organization for internal audit/ accounting work during the year 2010 to 2020.</p> <p>2. Internal audit/ Accounting or supervision of accounts at head office level by any forest department/board/federation during last 5 years i.e. 2015 onward. (Experience in each department will give 5 marks, maximum marks will be 20)</p>	20 20
3	Yearly average turnover	<p>1. Minimum average annual turnover of last 3 years between Rs. 15 to 20 lacs.</p> <p>2. Minimum average annual turnover of last 3 years is more than Rs. 20 lacs.</p>	10 10
	Grand Total		100

6.2 Short-listing of Applicants

Of the Applicants ranked as aforesaid, all the pre- qualified and short-listed applicants will be selected who got more than 70 marks in accordance with the tender term & condition. Technical qualified applicants will be informed for the opening of financial proposal.

Financial bid will be opened only of those applicants who have been selected in first stage of selection process. Total fees quoted as per financial proposal Part – II will be considered for the final selection of the firm. After opening of financial bid, selection of one firm will be made on the basis of QCBC method as explain in 6.3. Opening of financial proposal will be made in front of bidders or their representative however final selection will be made after QCBS assessment made by the department later on and only successful firm will be informed through mail and telephonically.

6.3 Final Selection


Final selection will be done on the basis of QCBC method in which applicant who got maximum combined technical & financial scores (CTFS) with weighted 70:30 score will be selected. 70 marks will be allotted for the technical expertise whereas 30 marks will be allotted for financial quote.

7. Performance Security

EMD of Rs. 25000/- in case of successful bidder will be then converted as SD or Performance Security and will be held till the successful completion of the contract. EMD in case of unsuccessful bidder will be return within 20 days from the date of selection of successful bidder.

8. Period of contract

The total period of contract will be for three years however it can be extended for the further period of two years if mutually agreed.


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9. Minimum yearly fees

As per rules framed out by the Institute of Chartered Accountant of India, minimum yearly fees are Rs. 800000 (eight lakhs) excluding GST, which will be paid extra as per applicable rates. Those applicants who will quote fees below the minimum yearly fees (i.e. Rs. 800000) will be rejected. Total yearly fees for three years quoted as per financial proposal Part – II will be considered for the final selection of the firm as per 6.3. Travelling and boarding charges for the outstation will be paid on actual basis as per Nagam rules.

10. Clarification and Amendment of RFP Document

CA Firms may request a clarification on any aspect of the RFP document at-least 7 days before the proposal submission date. At any time before the submission of proposals, the RVVN may, for any reason, whether at its own initiative or in response to a communication from any CA Firm, issue a clarification or amend the RFP. These amendments/ clarifications will be placed on the website of the RVVN along with the RFP.

11. Preparation of Proposal

CA Firms are requested to submit relevant documents in support of minimum eligibility conditions a Technical proposal and a Financial Proposal as specified in the RFP.

(a) Technical Proposal

The exact information on various eligibility criteria may be furnished in a separate sealed cover with supporting documents. The technical proposals of only those CA Firms will be evaluated who meet the minimum eligibility criteria.

The CA Firms are expected to provide the Technical Proposal as specified in the RFP. Material deficiencies in providing the information requested may result in rejection of a proposal. The Technical Proposal shall provide the brief description of the CA Firm and an outline of recent experience on PPP related assignments or of a similar nature.

(b) Financial Proposal

In preparing the Financial Proposal, CA Firms are expected to take into account the requirements of the jobs of CA Firm will involve. Total yearly fees for three years quoted as per financial proposal Part – II will be considered for the final selection of the firm.


This will exclude other reimbursable expenses incurred by the CA Firm for traveling, boarding and lodging for visits outside the station if desired and permitted by RVVN for doing so, which will be paid on actual basis. The total yearly fees to be quoted by the CA Firm should include all the components pertaining to them (including the yearly escalations, if any) for the 3 years period.

12. Payment to the CA Firm:

Fees will be paid on following basis:

Fees for the F.Y. 2019-20 - Initially, selected CA firm will undertake the assignment in accordance with scope of work and complete audit work for the period from 01.04.2019 to 31.03.2020. Firm will submit the final report till 31.12.2020. Fees for the year 2019-20 will be paid after completion of audit and submit the final accounts with MD RVVN. Therefore first fees for 12 months will be paid for the whole financial year 2019-20 after submission of bill along with final report.

Fees for the F.Y. 2020-21 - Fees will be paid on monthly basis as per the financial proposal submitted by the firm on monthly basis.


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Total yearly fees quoted by the firm will be divided equally by 12 months and will be paid on monthly basis till 10th of every following month after submission of bill.

Firm shall submit the final report till 31st May every year. Extension may be granted by the MD RVVN on request made by the firm before the deadline for the submission of report.

13. Submission, Receipt, and Opening of Proposals

The Envelope of technical Bid shall be containing Eligibility Documents of qualifying criteria. Envelope of Financial Bid shall be containing the proposal of yearly fees. The proposals shall be evaluated firstly based on the Technical bid scrutinized by a committee. Once the Committee opines that the CA Firm fulfils the eligibility criteria then only the financial bid of that CA Firm will be opened for consideration and evaluation otherwise the proposal will be rejected without any liability on RVVN.

Subsequently the Financial bid will be opened in the presence of the bidders. The committee while selecting the successful bidder will first consider qualification, experience and credential of the CA Firm as per QCBC basis.

14. Modification / Cancellation

The RVVN reserves the right to modify / cancel the whole process or part thereof at any stage without assigning any reasons thereof.

15. Subletting of work


The awarded firm shall not sublet the work.

16. Termination of Contract:-

The work order / contract can be terminated by either side at any time on giving 60 days notice in advance without assigning any reason whatsoever.

15. Jurisdiction:

In case of any dispute the decision of board will be final and will be binding. Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.


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DETAILS OF CA FIRM

1. Full Name of the CA Firm :
2. Name of Proprietor / Partner :
3. Education Qualification :
4. Head Office Address :
5. Telephone No. / Mobile No. :
6. E-mail address. :
7. Date of commencement of Practice :
(Kindly attach a self attested certificate of Registration)
8. Names of departments appointed :
for the accounting related work
(Attach all appointment letter)

It is here by certified that the information given as above and also else where in the offer are correct to the best of my belief and knowledge. I understand that RVVN can take action against any finding of incorrectness in future appropriately.

List of the documents enclosed :

- 1) PAN card. – Page no.
- 2) Aadhar card of Proprietor/ partner. – Page No.
- 3) Proof regarding head office – as per ICAI firm card. – Page No.
- 4) A copy of COP with ICAI – Page No.
- 5) Certificate of CAG empanelment – Page No.
- 6) Income Tax Returns of last three years – Page No.
- 7) Complete Resume of CA Firm – Page No.
- 8) CA Certificate of annual turnover of firm – Page No.
- 9) Work order as per clause no. 6.1 s.no. no. 2.1
of evaluation of technical proposal. – Page No.
- 10) Work order as per clause no. 6.1 of s.no. 2.2
of evaluation of technical proposal. – Page No.
- 11) Copy of EOI duly signed by proprietor/ partner

NOTE: - Relevant documentary proofs in respect of all the above requirements need to be submitted along with the offer. Without sufficient documentary proof about qualifying criteria, the Offer is likely to be rejected.

Signature of Proprietor/partner :

Name of CA Firm :


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(On CA Letter Head)

Certificate of Turnover

This is to certify that (PAN No.) Registered Head Office at is having following turnover as per their audited financial statement during the preceding 3 (Three) financial years: -

Financial Details (as per audited Balance Sheets)

(Amount - Rs in Lac)

Sl. No.	Particulars	Total Gross receipts	Net Income
1	FY 2017- 18		
2	FY 2018- 19		
3	FY 2019- 20		
3	Total for past three years		
4	Average of last three FYs		

This is further certified that the above turnover is in line with the audit report / return of income of respective financial year

Signature of Proprietor/ Partner of CA Firm :

Name of Firm :

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FINANCIAL PROPOSAL

Part – II

Selection of CA Firm for Internal Audit of C.G. Rajya Van Vikas Nigam Ltd.


(Yearly Fee excluding GST)

Sl. No.	Year	Yearly Fees (Excluding GST which will paid extra as applicable)
1	First Year	
2	Second Year	
3	Third Year	
	Total	
	Total Fees in word	

Note :

1. The above mentioned lump sum total fees for financial proposal include yearly Fees as per scope of work excluding GST which will be paid as per the law.
2. In case of travelling outside station on behalf of RVVN, cost of travelling, lodging & boarding will be paid on actual basis as per Nigam rules.

Name & Signature of Proprietor/ Partner.


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Seal.

Format for Covering Letter to the Proposal submitted by the firms (On Applicant's Letterhead)

To

The Managing Director
Chhattisgarh Rajya Van Vikas Nigam
Sector 24,
Atal Nagar, Raipur

Sub:- Submission of proposal for Selection of CA Firm for Internal Audit

Sir,

In response to the notice inviting tender, dated _____ by RVVN, we offer PROPOSAL in response to bid.

In the capacity of the Applicant for the services, I declare that I am willing to carry the supervision & monitoring including training activities to accounts staff (as mentioned in the invitation) intended to be outsourced, should the RVVN select me for this purpose.

I am submitting this PROPOSAL on my own. If selected, I understand that it would be on the basis of the qualification, technical, financial capabilities and experience as specified in the enquiry. I understand that the basis for my qualification will be my PROPOSAL, and that any circumstance affecting my continued eligibility under the inquiry, or any circumstance which would lead or have led to my disqualification under the inquiry, shall result in my disqualification under this process.

I understand that you are not bound to accept any or all PROPOSALS you receive.

I declare that I have neither entered into nor am party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other Applicants for the Project, in connection with the preparation and/or submission of our PROPOSAL for the Work, or preparation of the bidding documents.

I declare that I am not facing any enquiry or investigation under Prevention of Corruption Act in India or similar enactment in any other country.


I undertake that, in competing for (and, if we are selected, in executing) the services, I will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I acknowledge and understand that in the event that the RVVN discovers anything contrary to my above declarations it is empowered to forthwith disqualify me and my PROPOSAL from further participation in the process.

Yours faithfully,

Signature

Name of Proprietor/ Partner


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