

पुलिस केन्द्रीय कल्याण समिति
पुलिस मुख्यालय, नवा रायपुर (छ.ग.)

क्रमांक : पु.मु./स.म.नि./कल्याण/सीए-आडिट/5/03 /2020

नवा रायपुर, दिनांक 25/11/2020

//निविदा सूचना//

छत्तीसगढ़ पुलिस के अशासकीय निधियों के लेखा परीक्षण किये जाने बाबत।


छत्तीसगढ़ पुलिस केन्द्रीय कल्याण समिति के अंतर्गत पुलिस मुख्यालय तथा इसकी अधीनस्थ 65 इकाईयों के अशासकीय निधियों एवं संचालित कल्याणकारी गतिविधियों का वर्ष 2018-19 से 2020-21 तक का आडिट किये जाने हेतु निविदा आमंत्रित करता है।

RFP दस्तावेज का पूर्ण विवरण विभाग के website www.cgpolice.gov.in में अपलोड किया गया है।

आवेदकों को सलाह दिया जाता है कि वे नियमित रूप से वेबसाइट की जांच करें। इस निविदा से संबंधित किसी भी प्रकार की आगामी सूचना केवल वेबसाइट पर अपलोड की जाएगी। विभाग किसी भी स्तर पर कारण बताए बिना उक्त जारी निविदा निरस्त करने का अधिकार सुरक्षित रखता है।

RFP के लिए समय अनुसूची :-

स.क्र.	कार्यक्रम	दिनांक/समय (प्रस्तावित)
1	EOI जमा करने की अंतिम तिथि एवं समय	15-01-2021 को 04:00 PM तक
2	Technical Bids खुलने की तिथि एवं समय	18-01-2021 (03:00 PM)
3	Financial Bid खुलने की तिथि एवं समय	25-01-2021 (12:00 PM)
4	कार्यादेश जारी किये जाने की अंतिम तिथि	29-01-2021


हेतु-पुलिस महानिदेशक, छ.ग.
छत्तीसगढ़ पुलिस केन्द्रीय कल्याण समिति
रायपुर

1. Objective of the Assignment

Chhattisgarh Police Central Kalyan Samiti (CPKS) invites Request for Proposal (RFP) from suitably reputed Chartered Accountant firm for the audit for Non Public Welfare Funds in all 65 Police Units.

1. Paropkar Nidhi
2. Shiksha Nidhi
3. Kalyan Nidhi
4. Sankat Nidhi
5. Aminity Fund
6. Line Fund
7. CLF Fund
8. Medical Relief Fund
9. Shahid Samman Nidhi
10. Kendriya Mess Fund
11. Sewa Samman Nidhi

Each Scheme has a separate bank account and separate FDRs are made in the name of the scheme. Details of activities are as under:

- a. Petrol Pump
- b. Gas Agency
- c. Sahakari Bank
- d. Silai Kendra
- e. STD/PCO
- f. Photocopies
- g. Flour Mill
- h. Grain Shop/Dry Canteen/Super Bazar
- i. Computer Training
- j. Vegetable Market
- k. CPC Canteen
- l. Samoudaiyik Bhawan

2. Scope of Work

The scope of work for the selected agency will be as under:

- a. Certification of Financial Statements
- b. Any other statutory compliances as required.

The societies were formed during the financial year 2003-2004. The work will have to be conducted for financial Year 2018-19 to 2020-21.

3. Methodology and Personnel Required

Methodology: Work will be conducted in Raipur at Police HQ and other Unit HQ. Under no circumstance the records will be called to any other place.

Personnel Required: One FCA and One article assistance.



4. Key Deliverables

- a) Certified financial statements for each such year.
- b) Management Letter for each Fund.

Note: The service provider will have to submit a draft of the report and discuss with the management before making any final submission.

5. Payment Mechanism

The payment to the selected agency will be made after complete every financial year.

6. Time Limit

The work for the FY 2018-19 and FY 2019-20 will have to be finished within 6 month from the date of allotment and for the FY 2020-21 the time limit 6 month will be start from the end of the Financial year 2020-21. A penalty of 0.10% of the value of reports submitted late will be charged for every week of delay.

7. Confidentiality

- a) From the time the EOIs are opened to the time the Selection is announced, the Applicant should not contact Department on any matter related to its EOI Evaluation. Information relating to the evaluation of EOIs and award recommendations shall not be disclosed to the Applicants who submitted the EOIs or to any other party not officially concerned with the process, until the publication of the Selection announcement.
- b) Any attempt by Applicants or anyone on behalf of the Applicant to influence improperly the Department in the evaluation of the EOIs or Agreement award decisions may result in the rejection of its EOI.

8. Instruction to Applicants

8.1 Pre-Qualification Criteria for the applicant:

- i) Registered with Comptroller and Auditor General of India for FY 2018-19, 2019-20 and 2020-21.
- ii) Registered with ICAI.
- iii) In existence for atleast 10 years as on the date of application.
- iv) Have atleast one FCA partner/proprietor.
- v) Average annual turnover for the last three financial years must be atleast Rs. 30 Lacs.
- vi) Experience auditing of Government Program Funds of atleast 5 years and auditing of Government Program Funds of at least 2 district in the state of Chhattisgarh.
- vii) Must have its Head Office in Chhattisgarh.

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8.2 Evaluation Criteria

Sr.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Partners /proprietor associated with the firm	1	15	For each FCA Partner/Proprietor 5 Mark For each ACA Partner 2 mark
2.	Average Turnover of the firm for the last three financial years	Minimum Rs. 30 Lakhs	30	upto 30 lakhs -20 marks and 1 mark for every Lakh above Rs. 30 Lakhs
3.	Experience auditing of Government Program Funds of atleast 5 year.	Minimum 3 assignments	25	For each such assignment, 5 mark shall be given
4.	Experience auditing of Government Program Funds of at least 2 district in the state of Chhattisgarh.	Minimum 2 district	30	10 marks for every district above 2 district

8.3 Supporting Documents for Technical Evaluation

Following supporting documents must be submitted by the firm along with their proposal for Technical Evaluation

8.3.1 For S. No. 1, the firm must submit a self-attested copy of Certificate of Constitution issued by ICAI.

8.3.2 For S. No. 2, the firm must submit, a copy of the balance sheet, profit and loss account, audit report with all annexures for the last three years. A separate CA certificate certifying the annual turnover and the average should also be submitted along with the financial statements.

8.3.3 For S. No. 3 and 4, the applicant firm will have to provide copies of relevant work orders which shall be duly numbered with a summary sheet in the format provided in **Schedule A and Schedule B**. The applicant will also have to mention the relevant page number in the summary sheet failing which marks may not be provided for technical evaluation.

8.3.4 The firm should not be debarred or black listed by ICAI / Centrally Sponsored Projects / PSUs / Government Company in respect of any assignment or behavior. The applicant is required to submit a self-declaration in this regard.

8.4 Compulsory Required Documents with Technical Proposal

- CAG Empanelment letter for the year 2018-2019, 2019-20 and 2020-2021.
- Those who performed CA Audit of C.G. Police Kendriya Kalyan Samiti for the last continuous four years are not eligible for this tender.
- Certificate of Constitution issued by ICAI.
- PAN Card.
- GST Registration Certificate.
- Audited Financial Statements and ITR of Firm for three financial years.
- Copy of Partnership Deed in case of firms.
- List of Work Orders in Annexure A and Annexure B.
- Other documents mentioned under *Supporting Documents for Technical Evaluation*.
- The cost of EoI is Rs. 2000/- payable in the form of DD and an EMD of Rs. 10,000/- is payable in the form of FDR in favour of AIG (Account/Welfare) PHQ, Raipur.

9. Submission of Bids

The Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". The original Financial Proposal shall be placed in a separate sealed envelope marked "Financial Proposal". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.

10. Selection Procedure

- a) A Committee constituted by the Department will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, committee will examine the information supplied by the Applicants, and shall evaluate the same as per the eligibility criteria specified in this EOI. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- b) The decision of the Committee in the evaluation of responses to the proposal shall be final. The Committee may ask for meetings with the Applicants to seek clarifications on their proposals. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- c) Each of the responses shall be evaluated as per the criteria and requirements specified in this document.
- d) Selection will be made on the basis of least cost method.
- e) Price bid of only those firms will be opened who score more than 60 marks. If no bidding firm gets the minimum 60 marks then the top three firms shall be taken into consideration for financial bid. If there are only one / two firms, then firms not meeting the qualifying marks may be considered.
- f) In case price bids of two or more firms are similar, then selection will be made on technical marks.
- g) In case price bids and technical marks of two or more firms are similar, the selection of that firm will be made which has more experience of auditing as stated above.

11. Minimum Recommended Scale of Fees as per ICAI norms

The minimum yearly fees per year for all funds is Rs. 75,000/-. Exclusive of G.S.T.

12. Agreement

The selected firm will have to execute an agreement with the department.

13. Others

- 13.1 Proposals in association with other firms / joint venture will not be considered.
- 13.2 Department of Police reserves every right, without assigning any reason whatsoever, for selection of suitable applicant; cancelling the bid at any stage or any other matter relating to this selection process.



Schedule – A

Experience auditing of Government Program Funds with at least 5 years of experience

Sr.	Sector	Name of the entity	Name of the Government Program Fund	Year of execution of assignment	Fees charged for the assignment	Nature of assignment	Work Order in Page No. of the Technical Proposal

Schedule – B

Experience auditing of Government Program Funds of at least 2 district in the state of Chhattisgarh.

Sr.	Name of district	year of execution	fees charged for the assignment	Nature of assignment



Annexure – 1
Details of CA Firm

Sr.	Required Details	Particulars
1	Full Name of the Firm	
2	Office Address	
3	Date of Commencement of Profession	
4	PAN	
5	GSTN	
6	Telephone No. / Mobile No.	
7	E Mail Address	
8	Name and Address of Partner (In case of partnership firm)	

It is hereby certified that the information given as above and also elsewhere in the offer are correct to the best of my knowledge and belief. I understand that CPKS can take action against any findings of incorrectness in future appropriately.

Name and Signature with seal of
Authorized Representative



Annexure II

Format for Covering Letter submitted by the firm's letterhead

To,

The Chairman/DGP
Chhattisgarh Police Kalyan Samiti,
Police Headquarters, Naya Raipur, Chhattisgarh

Subject - Submission of proposal for computerization and internal audit.

Dear Sir,

In response to the Request for for PROPOSAL datedby CPKS, we offer PROPOSAL in response to bid. In the capacity of the applicant for the services, we declare that we are willing to carry the services (as mentioned in the invitation) intended to be outsourced, should the CPKS select us for this purpose.

We are submitting this PROPOSAL on our own. If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the enquiry. We understand that the basis for our qualification will be our PROPOSAL and that any circumstances affecting our continued eligibility under the enquiry, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all PROPOSAL you receive. We declare that we have neither entered into nor are 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.

We declare that we are not facing any enquiry or investigation under prevention of corruption Act in India of similar enactment in any other country. We undertake that, in competing for (any, if we are selected, in executing) the Audit work, we will strictly observe the laws against fraud and corruption in force in India namely "prevention of Corruption Act 1988"

We acknowledge and understand that in the event that the CPKS discovers anything contrary to our above declarations it is empowered to forthwith disqualify us and our PROPOSAL from further participation in the process.

Yours faithfully,
Authorized signatory
Name and title of the signatory
Address



Annexure III
Format of Financial Bid
(to be issued in the letterhead of the firm)

Date:

Place:

To,
 AIG, Welfare Accounts Department
 Chhattisgarh Police Central Kalyan Samiti
 PHQ, Naya Raipur

Financial Proposal

Sr	Particulars	Fee Amount Per Fund Per Year in Rs.	Rs. In Words
1	Fees for work as prescribed in the Scope of work		

Note:

- i. Fee stated above is inclusive TA/DA/ other expenses/all applicable taxes excluding GST.
- ii. GST will be charged at applicable rates. Current rate is 18%.
- iii. The price bid is valid for a period of 180 days from the date of submission.

Name and Signature of
 Partner / Proprietor with
 Rubber Stamp



Annexure IV - Checklist for Pre-Qualification

Sr.	Particulars	Desired Document	Attached in Page No. __ to Page No. __
1	Tender Fee of Rs. 2000/-in the name of AIG Welfare/Account, PHQ, Raipur	Demand Draft in Original	
2	An EMD of Rs. 10,000/-	FDR in Original in favour of AIG (Account/Welfare) PHQ, Raipur.	
3	Registered with Comptroller and Auditor General of India for FY 2018- 2019, 2019-2020 and 2020-2021.		
4	Registered with ICAI.	Self-attested copy of Certificate of Constitution issued by ICAI.	
5	In existence for at least 10 years as on the date of application. This includes deemed date of constitution.	Self-attested copy of Certificate of Constitution issued by ICAI.	
6	Have at least one FCA partner/proprietor.	Self-attested copy of Certificate of Constitution issued by ICAI.	
7	Average annual turnover for the last three financial years must be at least Rs. 30 Lakhs.	Copy of the balance sheet, profit and loss account, audit report with all annexures for the last three years. A separate CA certificate certifying the annual turnover and the average should also be submitted	
8	Experience auditing of Government Program Funds of at least three assignments.	Schedule A	
9	Must have its Head Office in Chhattisgarh.	Self-attested copy of Certificate of Constitution issued by ICAI.	
10	Prior experience of auditing of Government Program Funds of at least 2 district in the state of Chhattisgarh	Schedule B	
11	Firm should not be debarred or black listed by ICAI / Centrally Sponsored Projects / PSUs / Government Company in respect of any assignment or behavior.	Self-declaration in this regard.	



Annexure V – Checklist for Document Based Evaluation

Sr.	Parameter	Certifying Document	Attached in For Page No. __ to Page No. __
1	Number of Full Time Partners /proprietor associated with the firm	Self-attested copy of Certificate of Constitution issued by ICAI.	
2	Average Turnover of the firm for the last three financial years	Copy of the balance sheet, profit and loss account, audit report with all annexures for the last three years. A separate CA certificate certifying the annual turnover and the average should also be submitted	
3	Experience auditing of Government Program Funds of at least three assignments.	Schedule A	
4	Prior experience of auditing of Government Program Funds of at least 2 district in the state of Chhattisgarh	Schedule B	

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