

RAJEEV SMRITI VAN VIKAS SAMITI
Office of Dist. Forest Office, Gourabh Path, Raipur, Dist. – Raipur (C.G.)
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REQUEST FOR PROPOSAL FOR AUDITING

The Secretary, Rajeev Smriti Van Vikas Samiti invites Request for Proposal from CA Professional Firm for the auditing of accounts of Rajeev Smriti Van Vikas Samiti. The bidding is open to all the CA Firms who qualify for bidding parameters under the terms and conditions prescribed in this RFP document.

Interested eligible CAs may download the RFP document online from the GeM portal. All Communication with reference to this RFP will be updated only on GeM portal. It is advised that bidder should keep active and access regularly to the websites for any communication, up-dation, changes or information.

Last date of submission of RFP on GeM portal is 30.04.2025 up to 1 PM it will be opened on same day at 1.30 PM.

Secretary
Rajeev Smriti Van Vikas Samiti


Divisional Forest Officer
Raipur Division, Raipur

RAJEEV SMRITI VAN VIKAS SAMITI
Office of Dist. Forest Office, Gourabh Path, Raipur, Dist. – Raipur (Chhattisgarh)

REQUEST FOR PROPOSAL FOR AUDITING

1. Introduction

Rajeev Smriti Van Vikas Samiti (RSVVS) having its head office at the office of DFO, Raipur is funding Rajeev Smrity Van located at V.I.P. Road Raipur with objective of development & maintenance of the park. RSVVS invites Request for Proposal (RFP) from Chartered Accountants, which meets all the condition of eligibility criteria listed below for carrying out the said assignment as per the term & reference provided in the RFP.

2. Due Dates

The interested firm fulfilling the below mentioned eligibility criteria may download the RFP document from GeM portal and shall be submitted on line on GeM.

3. Scope of Work:

Auditing - CA firm has to do auditing of accounts on yearly basis and submit the report. Audit will be done from the F.Y. 2008-09 to F.Y. 2024-25. Renewal for the further period of 5 years may be granted if mutually agreed between authority and the auditor.

4. Completion Period: - The completion period for the audit of entire years (i.e., 17 years) will be one year from the date of issue of letter of award.

5. Eligibility Criteria:

In the first stage, the technical proposal will be evaluated based on the seniority, experience, skills, capabilities and availability of the applicant as mentioned in the table below. Only those applicants will be considered as technically qualified proposals whose technical proposal scores 60 marks or more out of 100 from the table given below. A proposal shall be rejected if the CA Firm scores less than 60 (Sixty) marks. The final selection of CA Firm shall be based on QCBS basis.

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)	Chartered Accountant firm having experience more than 15 years i.e., constituted before 01.04.2010 (2 mark will be allotted for one complete year of experience)	20


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2	Experience in Auditing	<p>1. Appointed for audit of any one Chhattisgarh State Government/ Semi Government/ PSUs for auditing work after 01.04.2010.</p> <p>2. Auditing / Internal Audit of accounts at head office level of any Chhattisgarh state forest department or any board / federation / corporation govern by C.G. Forest Department during last 10 years i.e., 01.04.2015 onward. (Experience in each department will give 5 marks, maximum marks will be 20)</p>	<p>20</p> <p>20</p>
3	Local Presence	CA Firm should have its head office in Chhattisgarh.	10
4	CA firm empaneled with CAG (Comptroller & Auditor General)	Latest acknowledgement of empanelment	10
5	Yearly average turnover	Minimum average annual turnover of last 3 years (F.Y. 2021-22, 22-23 & 23-24) is more than Rs. 25 lakhs. (Each one lakh turnover will gate 1 mark in case of turnover exceeds Rs. 25 Lakhs, maximum marks will be 20)	20
	Grand Total		100

6. Submission of Proposal:

The tender Document shall be submitted online within prescribed schedule time through GEM (GOVERNMENT E-MARKETPLACE) only.

6.1 Technical Bid

Interested bidders shall submit in soft copies/scanned copies on GeM portal (with Clearly Readable Resolution) of the following:

- Covering Letter on the bidder's letter head as per "Annexure I"
- Firm registration certificate
- CA Firm Card
- CA certificate of turnover for last 3 years.
- Copy of appointment letter of previous assignments.
- Documentary evidence/ certificates related to eligibility criteria.
- Other papers as per annexure II

6.2 Financial bid

- Financial bid shall contain yearly fees (as per Part -IV annexed) inclusive of all overhead expenses and GST. The same fees will be paid to the CA firm for all the financial year for which accounts will be audited.

- Audit will be done for the F.Y. 2008-09 to F.Y. 2024-25 i.e., for 17 years. Audit fees will be quoted for the single year in Annexure IV, and the same fees will be applicable/ payable for every year.

Financial Bid shall be submitted as per “Annexure IV” **on-line on GeM portal. If any bidder fills the ‘Annexure IV’ of Financial Bid and downloads it along with the technical bid then their bid will be cancelled.** Financial Bid shall only be opened in the event of qualifying the Technical Bid. Financial Bids of the CAs who do not qualify in the Technical Bid shall not be opened and will be summarily rejected.

7 Evaluation of Technical Proposals

7.1 Opening of Technical Bid and Short-listing of Applicants

All the pre- qualified and short-listed applicants will be selected who got minimum 60 marks in accordance with the clause no. 5 of this RFP term & condition.

7.2 Opening of Financial Bid

Financial bid in Annexure IV will be opened only of those applicants who have been selected in first stage of selection process. Opening of financial proposal will be made and fees quoted as per financial proposal will be considered for the next step of selection of the firm. The RSVVS will determine whether the Financial Proposals are complete, qualified, and unconditional. The fees quoted in the Financial Proposal shall be deemed as final and reflecting the total cost of assignment including GST.

7.3 Final Selection

After opening of financial proposal, the final selection of CA Firm shall be based on QCBS basis. RSVVS would be at liberty to accept any bid, or reject any or all bids without assigning any reason thereof. The final selection will be done based on the QCBS methodology in which the CA firm securing the maximum combined technical and financial marks (CTFS) with a weightage of 80:20 will be selected. A weightage of 80 will be allotted to technical expertise while a weightage of 20 will be allotted to financial quote.

Example of calculation under quality cum cost basis system: -

i. Technical Bid Evaluation

Name of Bidder	Technical Marks Obtained
R1	92
R2	87
R3	83
R4	80

ii. Financial Bid Evaluation

Name of Bidder	Financial Bid Amount
R1	130000
R2	120000
R3	150000
R4	100000

Conversion of financial bid amount to score

Name of Bidder	Financial Bid Amount	Financial Score
R1	130000	$100000/130000 \times 100 = 76.92$
R2	120000	$100000/120000 \times 100 = 83.22$
R3	150000	$100000/150000 \times 100 = 66.67$
R4	100000	100

Name of Bidder	Applying weights for the Technical Score & Financial Score	CTFS	Rank of Bidder
R1	$92 \times 80\% + 76.92 \times 20\%$	88.98	H1
R2	$87 \times 80\% + 83.22 \times 20\%$	86.24	H2
R3	$83 \times 80\% + 66.67 \times 20\%$	79.73	H4
R4	$80 \times 80\% + 100 \times 20\%$	84.00	H3

8. Minimum yearly fees

As per rules framed out by the Institute of Chartered Accountant of India, minimum yearly fees are Rs. 50000 (Rupees fifty thousand) including GST. Those applicants who will quote fees below the minimum yearly fees (i.e., Rs. 50000) will be rejected. Yearly fees quoted as per financial Annexure IV will be considered for the final selection of the firm as per 7.3.

9. Fees Payment Terms:

Fees will be paid on submission of audit report along with 'bill of professional fees. Fees will be quoted in Annexure IV for the auditing of single year, the same fees will be payable to the auditor for every year after submission of report. To receive the fees, after completing the audit for each year, the bill along with the report has to be submitted.

10. Force Majeure: Any reason beyond the reasonable control of the CA firm or RSVVS will be force majeure condition. The cause of the force majeure condition will be taken into consideration only if the CA firm within one month from the occurrence of such delay notifies. The RSVVS shall verify the facts and grant such extension or cancellation as the facts justify. For extension due to force majeure conditions, the CA firm shall submit its representation along with documentary evidence for scrutiny by the RSVVS and decision of the RSVVS in this regard shall be final and binding.

11. Clarifications and Amendment of RFP Document

CA Firms may request a clarification on any aspect of the RFP document at-least 4 days before the proposal submission date. At any time before the submission of proposals, the RSVVS 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 above website and will not be published in the newspaper.

12. Subletting of work: The awarded firm shall not sublet the work.

13. Modification / Cancellation

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

14. Jurisdiction:

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.

15. Notice

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


Divisional Forest Officer
Raipur Division, Raipur

Format for Covering Letter submitted by the firm's Letterhead

To

The DFO Raipur

Rajeev Smriti Van Vikas Samiti

Aranya Bhawan, Atal Nagar (C.G.)

Sub:- Submission of Proposal for the Auditing of Rajeev Smriti Van Vikas Samiti For the Financial Year 2008-09 to 2024-25.

Sir,

In response to the Request for Proposal, dated _____ by RSVVS, we offer PROPOSAL in response to bid.

In the capacity of the Applicant for the professional services, we declare that we are willing to carry the audit (as mentioned in the invitation) intended to be done, should the RSVVS 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 circumstance affecting our continued eligibility under the inquiry, or any circumstance which would lead or have led to our disqualification under the inquiry, 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 are not facing any enquiry or investigation under Prevention of Corruption Act in India or similar enactment in any other country. We also declare that no disciplinary action taken by the ICAI against us.

I/we hereby confirm and declare that I/we have not been blacklisted/ De-registered/ debarred by any Government / Semi-Government department or Public Sector Undertaking for which we have Executed/ Undertaken the works/ Services during the last 5 years.

We undertake that, in competing for (and, if we are selected, in executing) the Assignment Works, 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 RSVVS 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,

Signature of Proprietor/ partners

Name of Firm

Address:


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DETAILS OF CA FIRM

1. Full Name of the Firm :
2. Office Address :
3. Date of constitution of firm :
4. Telephone No. :
5. E-mail address :

List of Documents Attached with technical bid:

S.No.	Particular of Document Enclosed	Page No.
1	Covering Letter as per annexure - I	
2	Detail of CA Firm & List of Documents as per Annexure – II	
3	Certificate of Practice as per Annexure III	
4	PAN Card of Firm	
5	GST registration	
6	ICAI firm card	
7	Income tax acknowledgement for F.Y ended on 2022, 2023 & 2024	
8	CA Certificate of Turnover	
9	Work order/Agreement as per table no. 5.2.1	
10	Work order/Agreement as per table no. 5.2.2	

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

**Name & Signature of the Proprietor/ Partners
with Rubber Stamp**


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Certificate of Turnover
(On CA Letter Head)

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)

Sl. No.	Particulars	Total Gross receipts
1	FY 2021-22	
2	FY 2022-23	
3	FY 2023-24	
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 CA :

Name of Firm :

Office Address :


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FORMAT OF FINANCIAL BID WHICH WILL BE SUBMITTED BY THE BIDDER ON-LINE ON GEM PORTAL**FINANCIAL BID**

Request for Proposal for Auditing of Rajeev Smriti Van Vikas Samiti
For the Financial Year 2008-09 to 2024-25

Name of Firm

Submission of Financial Proposal

S. No.	Fees for Auditing	Yearly Fees in Rs.	Yearly Fees in Words
1	Yearly Audit Fees (Inclusive GST)		

Fees will be quoted in the above table only for the single year. The same yearly fees will be payable to the Auditor for the year for which audit will be completed and report will be filed.

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**Name & Signature of the CA
with Rubber Stamp**

TO BE SUBMITTED ON – LINE ONLY. If any bidder fills it and downloads it along with the technical bid then his bid will be cancelled


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