

Tender Specification No.10078/271/CA-SF/Procu./MPRDC/ 2015 Dated: 03.10.2015

**Due for opening on: 30.10.2015
Request for Proposal Document (Tender)
(This Document contains)**

**Tender for The Appointment Of The Chartered Accountant Firms as
Auditor for Audit of State Highway Fund for the period of Two Years**

**Issued by:
Member Secretary
Executive Committee
State Highway Fund
45-A, Arera Hills, Bhopal(M.P.)
Ph No.: 0755-2765205, Fax No. 0755-2572643**

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STATE HIGHWAY FUND
Reg Off:45-A,Arera Hills Bhopal.

No .10078/271/CA-SF/Procu./MPRDC/ 2015

Dated: **03.10.2015**

NOTICE INVITING TENDER

Sealed tenders are invited from reputed Chartered Accountant Firms :-

TS. No.	Name of Work	Tender fee (in Rs.)	Due date for Opening
TS-03	Tender for The Appointment Of The Chartered Accountant Firms as Auditor for Audit of STATE HIGHWAY FUND, Bhopal For Two Years	1000/-	30.10.2015 at 1130 hrs.

Note:- Full details of qualifying criteria, and terms & conditions of tender are available on our website – www.mprdc.nic.in The tender documents must be purchased from the, office of MPRDC, Bhopal, on payment of non refundable tender fees as specified above (extra Rs.100/- each by post), between 1030 Hrs. to 1730 Hrs. on all working days. Tender documents down loaded from web site will also be entertained in that case bidder must submit tender fees in a separate envelope with bid. In case of any ambiguity, the terms and conditions mentioned in the tender document will be final. The payment cost of Bidding Document shall be made by crossed Demand Draft in favours of State Highway Fund, Bhopal payable at Bhopal. Cheque/Cash/Postal orders will not be accepted. The last date of selling of tender document shall be **28.10.2015 upto 1730 hours** and last date of submission of Bid shall be **29.10.2015 upto 1730 hours**.

Further details could be obtained from No: **Ph No.: 0755-2765205**

www.mprdc.nic.in

Member Secretary
Executive Committee
State Highway Fund

TENDER DOCUMENT INCLUDING TERMS OF REFERENCE (ToR) FOR APPOINTMENT OF THE AUDITOR

2. INTRODUCTION & BACKGROUND

State Highway Fund has been established under the Madhya Pradesh RajMarg Nidhi Adhiniyam, 2012, for investment in the highways and infrastructure projects of the State and to provide for administration of the said fund and to monitor and supervise the activities financed from the fund and related matters.

The fund is administered by the Executive committee constituted under the act.

The Executive committee shall cause to be maintained such books of accounts and other books in relation to the Fund and prepare annual statement of accounts and balance sheet in such form and in such manner as may be specified in the regulation. The accounts of the fund shall be audited by such auditor appointed by the Executive Committee. The accounts of the Fund as certified by the auditor together with the audit report thereon shall be forwarded annually to the Government and it shall cause the same to be laid annually before the Legislative Assembly.

3. QUALIFICATION CRITERIA

(Refer **Annexure 1** for Submission of Information for the Qualification Verification)

- 3.1** The CA Firm must be in operation for at least Ten (10) years, and Head Office/Branch Office located in Bhopal.
- 3.2** The CA Firm must be empanelled with C&AG for the atleast Five (5) preceding Financial Years, the firm should have minimum Three (3) Chartered Accountants (CA) and out of which at least One (1) Fellow Chartered Accountant as on 01.09.2015
- 3.3** The Firm should have turnover of at least Rs. 25 Lacs during each of last three preceding Financial Years.
- 3.5** There should be no legal suit / Criminal case pending or contemplated against the CA Firm on the grounds of moral turpitude or for violation of any of the law in force.

4. PERIOD OF VALIDITY OF THE BID :-

The Bid shall remain valid for a period three (3) months from the date of opening of Technical Bid. State Highway Fund reserves the right to request extension of the bid validity for an additional period of three (3) months, if necessary.

5. TERM OF AGREEMENT (CONTRACT PERIOD)

The Auditor for the Corporate Office would be appointed for an initial period of Two (2) years from the date of letter of award.

State Highway Fund, Bhopal reserves the right to terminate the Agreement at any time before the expiry of the Contract Period.

6. CLARIFICATION/FURTHER INFORMATION

The Bidders may seek clarification on the ToR by making a request in writing, submitted to the person addressed below, either in person, or through registered post / courier, or through email, till **16.10.2015** as per the details provided below:

Designation : Member Secretary

Address : State Highway Fund

45-A Arera

Hills Bhopal (M.P.)

Ph No. : 0755-2765205

Fax No. : 0755-2572643

E-mail : mdmprdc@mp.nic.in

7. Due dates

Sl. No.	Activities	Due Dates
1	Issuance of Tender Document	03.10.2015
2	Last date for sale of Tender Document	28.10.2015 upto 17: 30 hrs
3	Last date of submission of Bid (Bid Deadline)	29.10.2015 upto 17: 30 hrs
4	Opening of Technical Proposal	30.10.2015 upto 11: 30 hrs

8. **CONSIDERATION OF BID**

- 8.1.** The bid must be enveloped and super-scripted as “Envelope 1 – Tender Document Fees [Bidder to insert if applicable]”;
- 8.2.** “Envelope 2 - Bid for appointment as Auditor- Technical Bid” containing all the information and enclosures as required in Annexure 1 and undertakings as attached in Annexure -4, Annexure -5 and Annexure-6. The bid which do not contain the requisite information or is not supported by the supporting documents will be treated as non responsive, and their bid will not be opened.
- 8.3.** “Envelope 3 - Bid for appointment as Auditor- Financial Bid” must contain the Quotation for each year of the Contract period for the appointment as Auditor of the Corporate Office.
- 8.4.** The bids, found eligible after evaluation of the technical bid, will be shortlisted and financial bids of only such eligible bidders shall be opened.
- 8.5.** The financial bid with the lowest Total Quoted Fees will be selected for award subject to condition that the lowest Total Quoted Fees quoted by the bidder is reasonable and other contractual formalities are fulfilled.
- 8.6.** The selected bidder shall be issued a Letter of Award (LoA) by State Highway Fund, Bhopal. The selected bidder shall accept the Letter of Award unconditionally, within seven (7) days from the date of issue of the LoA
- 8.9.** If the selected bidder:
- 8.9.1.** Fails to accept the LoA within the prescribed time; or
- 8.9.2.** Fails to complete the contractual formalities within the stipulated time period.
- Then in such cases, State Highway Fund, Bhopal reserves the right to cancel the offer made to and may also blacklist the bidder. In such case the State Highway Fund may at its discretion, offer the contract award to L-2 firm at the rates quoted by L-1 Firm .
- 8.11.** The selected bidder shall not sublet the work of Audit to any other party. Any violation of this provision would make the contract liable for termination
- 8.12.** State Highway Fund, Bhopal reserves the right to cancel the tender without assigning any reason thereof.

10. **DUE DATES OF OPENING OF THE BID**

Bids will be accepted up-to **17: 30 hours** on **29.10.2015** and will be opened on **30.10,2015** at **11:30 hours** in presence of the CA Firms or their authorized representative.

11. **RIGHT OF REJECTION**

The Member Secretary is not bound to accept lowest Total Quoted Fees, nor is it bound to assign any reason whatsoever for rejecting any or all of the Bids.

12. **PAYMENT TERMS**

Fees for the Audit Function

- 12.1.** The Bidder shall quote the lump-sum price for each year of the Contract period for carrying out Audit of State Highway Fund as per scope of work and the terms and conditions given in the tender document. The payment terms for each year of the Contract period will be as follows:-

Sl. No.	Release of Fees	Percentage (%) of the Annual Quoted Fees (AQF) for the relevant year
1	On completion of Audit and submission of Auditors report	100%

- 12.2.** Payment of accepted fees will be made within 45 days after satisfactory completion of work as per scope of work.
- 12.3.** No interest, claim or penalty etc. would be payable by State Highway Fund in case of any delay in payment beyond stipulated time.
- 12.4.** No. advance payment shall be made against audit fee.

FORMAT FOR THE FINANCIAL BID

The following shall be used as a format for the "Financial Bid" to be submitted in **Enevelope-3** of the Bid.

Annual Quoted Fees (AQF) for the Audit Function

S. No.	Details	Year	Professional Fees (Amount in Rs.)	Service Tax (Amount in Rs.)	Total (Amount in Rs.)
1	Lumpsum price for carrying out Audit of State Highway Fund as per scope of work and the terms and conditions given in the tender document.	Year 1			
2		Year 2			
		Total			(Rs. In words _____)

Note:

1. Evaluation will be done on the Total Quoted Fees for Two years (excluding service tax).
2. Any overwriting or erasing in the quotation shall render the same invalid.
3. Where there is any discrepancy between the rates in figures and words, words will govern.
4. Any difference between the original and duplicate copy of the bid, the Original Bid shall govern.

ANNEXURE-1

Submission of Information for the Qualification Verification

- a) All information submitted shall be sealed and signed by the authorized representative of the firm.
b) **A brief "Profile" of the Firm's Practice and experience giving the following details clearly:**

1	Name of the Firm
2	ICAI Registration No.
3	CAG Empanelment No. for the FY 2015-2016
4	PAN No.
5	Service Tax Registration No.
6	Strength of manpower.
7	Audit and Certification work done in past 2 years (along with details as Name of the client and the fees charged)
8	Experience of PSU's other than Bank and Insurance Sector

Along with the Profile above, the firm must submit documentary evidences in support of the above mentioned details, as given in the table below:

1	Photocopy of the certificate of registration of the partnership with ICAI
2	Photocopy of the latest certificate of Constitution of firm issued by ICAI.
3	Documentary evidence for the CAG Empanelment No. for the FY 2015-2016
4	Photocopy of PAN Card
5	Photocopy of Service Tax Registration Certificate / Copy of Service Tax Challan etc clearly specifying the Name and Registration No. of the CA firm
6	Audited copies of P & L A/c, Balance Sheet, and Income Tax Return for last three years of the CA firm

- c) **Documentary evidence** in support of the Audits undertaken for Govt/ Semi-Govt Undertaking (Copy of Appointment letter of the Govt/Semi-Govt Undertaking)

UNDERTAKING BY THE BIDDERS

(This undertaking is to be submitted along with the Technical Bid in Envelope -2.)

(This undertaking should be on a non-judicial stamp paper of ₹100 duly notarized)

To,
Member Secretary,
MD,MPRDC
STATE HIGHWAY FUND
45-Arera Hills
Bhopal (M.P.)

Dear Sir,

Sub: Bid for Appointment of Auditors of State Highway Fund, Bhopal (Tender Specification No. ----- Bhopal dtd: -----) This undertaking is submitted in respect of the appointment of Auditors of State Highway Fund, Bhopal, in response to the tender document dated ----- issued by State Highway Fund, Bhopal and subsequent amendment thereof.

We hereby confirm that:

1. We have never been blacklisted by any Government Department or Public Sector Undertaking of any State Government in India or the Government of India for practicing in India.
2. We have no pending or contemplated legal suit or criminal cases on grounds of moral turpitude or for violation of any other law in force.

We understand and agree that if the information mentioned above is found to be incorrect at any stage of this Bidding Process, our Bid shall be considered as non-responsive and rejected accordingly. If this undertaking is found to be incorrect post the issue of LoA, then such LoA issued shall be cancelled and the contract terminated, without any liability to either Party.

We further understand and agree that if the Audit is awarded to us and this undertaking is found to be incorrect after execution of the work, the order of appointments stands terminated, without any liability to either Party..

.....

(Signature of authorised signatory of the firm issued along with firm seal)

Name:

Designation:

Date:

Place:

Scope of Audit at the Corporate Office Level

The Audit firm appointed shall be responsible to carry out Audit function, and submit reports as per the reporting requirements.

(A) SCOPE OF AUDIT AT CORPORATE OFFICE

The auditor shall make a report to the members of the State Highway Fund on the accounts examined by him, and on every balance sheet and income and expenditure account and on every other document declared by this Act to be part of or annexed to the balance sheet or income and expenditure account, and the report shall state whether, in his opinion and to the best of his information and according to the explanations given to him, the said accounts give the information in the manner so required and give a true and fair view.

And such other functions as may be assigned by the Executive Committee of the State Highway Fund.