

## ADDENDUM TO THE RFP TENDER DOCUMENT

**ADDENDUM :** TWO

**DATE :** 25<sup>TH</sup> JANUARY 2018

**REF NO :** RFP:2017-18/002

**SUBJECT :** RFP FOR PROVIDING CONCURRENT AUDIT SERVICES AT INDIAN INSTITUTE OF MANAGEMENT BANGALORE

This Addendum modifies and supplements the RFP tender document number IIMB: RFP:2017-18/002 dated 18<sup>th</sup> January 2018; Appointment of Concurrent auditors:

### 1. Amendment to Pre-Qualification Criteria (Page 10 of RFP document)

#### PRE-QUALIFICATION CRITERIA

Sl. No.	Requirement	Concurrent Auditors for ROs/PIUs
1	<p>Number of years of experience as on 31/03/2017. Out of which at least 7-8 years should be in Concurrent audit of Companies, PSUs and Centrally Funded Institutions.</p> <p>Exposure to following services is <b>desirable</b>:</p> <ul style="list-style-type: none"><li>➤ Contractual/statutory/employee service matters</li><li>➤ GFR Guidelines, Fundamental Rules and Supplementary Rules (FRSR)</li><li>➤ Central Civil Service Rules</li><li>➤ Treasury operations and FEMA/FCRA transactions</li><li>➤ Experience in the scrutiny of bills pertaining to Construction work of ₹ 100.00 crores or more BOQ project</li><li>➤ MHRD guidelines &amp; generally accepted accounting policies</li></ul>	Minimum 15 years
2	Minimum number of full time partners/ experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.	5
3	Minimum number of partners/ qualified professionals in full time employment with DISA/CISA qualification.	1

4	Minimum annual turnover of the applicant each year in the last 3 financial years. The firm/LLP shall be a profit making concern in all the 3 previous years. (FY 2014-2015, 2015-2016 and 2016-17)	₹ 5 Crores of turnover
5	The proposing firm/LLP should provide reference of 2 clients for whom they have earlier/recently carried out such Concurrent Audit assignment. (Declaration to this effect on their company's letterhead)	-
6	The proposing firm/LLP or no partner thereof should have been subjected to any disciplinary proceedings initiated by the Institute of Chartered Accountants of India and no such proceedings should be pending as on the date of appointment.	-
7	The proposing firm/LLP should not be currently blacklisted by any Government/ CAG/ Government agency/ Bank / Institution in India or Abroad.	-
8	The Concurrent Audit of Educational Institutions of similar size and volume of transactions in the last 5 Financial Years is desired. (Details of the same to be enclosed)	-
9	The proposing firm/LLP should have an office established in Bangalore. Additionally the profile of Lead Partners and Members to be engaged in the Audit Team shall be shared with Institute at the time of sending the proposals.	-

2. Amendment to Technical Proposal Scoring Matrix (Page 13 of RFP document):

Technical Proposal Scoring Matrix

Sl. No.	Particulars	Maximum Marks	Marks
1	<b>Relevant Experience of the bidding firms</b>	15	
	15 to 20 years		5
	>20 to 25 years		10
	>25 years		15
2	<b>Number of full time partners/ qualified senior professionals in employment and their experience, Lead Partner for the assignment</b>	15	
	5-10		5
	11-15		10
	> 15		15
3	<b>Number of Partners / qualified professionals in the full-time employment with DISA/CISA qualification</b>	10	
	2 partners/qualified professionals		5
	3 – 5		7
	>5		10
4	<b>Annual Turnover of the Firm</b>	10	
	At least INR 8.00 Crore		5
	>INR 8.00 Crore to INR 15.00 Crore		7
	>INR 15.00 Crore		10
5	<b>Concurrent Audit Experience with a similar Autonomous or Centrally Funded Institution/PSU, Educational Institutions of similar size &amp; volume</b>	30	
	1-2		10
	3-5		20
	>5		30
6	<b>Technical Presentation</b>	20	
	<b>Total</b>	<b>100</b>	

- Technical presentation is mandatory for evaluation and ranking\
- Presentations of maximum 20 minutes by the representative of the Firm on defined parameters to be intimated

- A brief on following parameters to be presented in Technical Presentation:
  - Background of the firm and partners
  - Audit experience of the applicant with focus on concurrent audit experience and audit of Companies, PSUs and Centrally Funded Institutions
  - Remarkable contributions/value additions made by the applicant in the earlier similar assignments (At least 2 case studies)
  - Relevant experience of audit in ERP environment
  - Proposed methodology to handle concurrent audit
  - Team along with key personnel profile who will be engaged with us
  
- The minimum qualification marks remains at 70, and
  
- In case, a partner is also a partner or proprietor or employed in any other CA firm, then that partner will not be considered for evaluation.

**3. Amendment to Evaluation of Technical Proposals (Page 14 of RFP document):**

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of the scope of work, proposed methodology and the experience of Key Personnel.

**Note: The table containing scoring criteria has been eliminated for the purpose of evaluation and scoring.**

**4. Illustration for Evaluation of Financial Proposal (Page 15 of RFP document):**

Particulars		A	B	C	D
Technical Scores	S(T)	60	70	80	75
Financial Bid		Disqualified	150	200	180
Financial Score	F(M)	-	100	75	83.33
Weights					
Technical T(W)	0.7				
Financial F(W)	0.3				
<b>Combined Evaluation</b>	<b>S</b>	<b>-</b>	<b>79</b>	<b>78.5</b>	<b>77.5</b>

Firm B has the highest score hence "B" will be shortlisted

**5. Bullet point number 3 in page 27 is amended as follows:**

- The appointment for Concurrent Auditor is purely contractual and for a specific period of 2 years and the same shall be reviewed on a yearly basis subject to satisfactory performance/eligibility for Concurrent Audit. The maximum period of renewal of contract shall be restricted to 2 years. However, the Organization reserves the right to terminate the contract at any point of time for whatsoever reasons as the Organization may deem fit.

**6. Timeline for RFP process:**

Date	Particulars
09 <sup>th</sup> Feb 2018	Last Date for Submission for RFP Proposal
To be intimated	Technical Presentation and last date for Commercial Bid