



Government of Jharkhand

STATE URBAN DEVELOPMENT AGENCY
URBAN DEVELOPMENT AND HOUSING DEPARTMENT

NIT NO : 7/न०वि०/Reforms (Audit)/01-2015-76

Date: 19.01.2017

Selection of CAG Empanelled Chartered Accountant Firms
for
Audit of Books & Accounts in
41 Urban Local Bodies (ULBs), Jharkhand.

Request for Proposal

Sale/Download of RFP document	:	From 20.01.2017
Pre-Bid conference	:	25.01.2017
Submission of Proposal document	:	27.01.2017 to 30.01.2017
Opening of Proposals	:	30.01.2017

Showcasing Jharkhand
Through
Planned and Sustained Urban Development

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Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT

DISCLAIMER

1. Though adequate care has been taken while issuing this RFP, the Applicant C.A Firm should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the RFP, then this office shall consider that the document received by the Applicant Firm is complete in all respects and that the Applicant Firm is satisfied that the RFP is complete in all respect.
2. Urban Development and Housing Department reserves the right to change any or all of the provisions of this RFP before date of submission. Such changes would be intimated to all parties procuring this RFP before date of submission.
3. Urban Development and Housing Department reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

Sd/-
Director
State Urban Development Agency,
Urban Development and Housing Department,
Jharkhand

Government of Jharkhand
URBAN DEVELOPMENT AND HOUSING DEPARTMENT

NIT No.: 7/न०वि०/Reforms(Audit)/01-2015-76

Date : 19/01/2017

REQUEST FOR PROPOSAL (Short Tender Notice)

1.	Name of the Work	Selection of CAG empanelled Chartered Accountant Firms for Audit of Books & Accounts in 41 Urban Local Bodies (ULBs), Jharkhand.
2.	Descriptions and Objectives of the Assignments	Audit of all Books of Accounts from FY 2012-13 to 2015-16 like Cash Book, Ledger, Assets Register all Subsidiary Register, Balance Sheet, Financial Statement, Receipt Payment A/C, Income & Expenditure A/C, physical verification of Assets & Stocks and all relevant records of the concern ULB.
3.	Language of Documentation	English
4.	Mode of submission of bids	By Speed /Registered Post/By Hand (Open Tender)
5.	Cost of Tender Document & Processing Fee (In INR)	Cost of Tender Document: 500.00 (<i>Rs. Five Hundred only</i>) for each package. Processing Fee: 2000.00 (<i>Rs. Two thousand only</i>) for each package.
6.	No. of Package	8 different Packages.
7.	Method of Selection	Quality and Cost Based Selection (QCBS) Method. Wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal
8.	Total time Period	4 Months
9.	Minimum Audit Fees	Rs 15,000.00 (Rs Fifteen thousand Only) per ULB per year Audit.
10.	Date of starting of sale/downloading of Tender Documents.	20/01/2017 at 10:00 Hrs from www.jharkhand.gov.in (Tender link)
11.	Last date of submission of pre-bid queries	24/01/2017 till 15:00 Hrs at ccbpijharkhand@gmail.com
12.	Date of Pre Bid Conference	25/01/2017 at 15:00 Hrs
13.	Date of Start of Submission of Bids	27/01/2017 from 10:00 Hrs
14.	Last Date/Time for submission of Bids	30/01/2017 at 13:00 Hrs
15.	No of Copies of Technical and Financial Proposal for each package.	1 copy of Technical Proposal 1 copy of Financial proposal
16.	Date of Technical Bid Opening	30/01/2017 at 16:00 Hrs
17.	Bid Sale/ Submission address	Director, State Urban Development Agency (SUDA), Room No: 405, 4 th Floor, Project Building, Dhurwa, Ranchi-834004, Jharkhand
18.	Helpline no.	0651-2446640

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Director
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Jharkhand

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Selection of CAG Empanelled Chartered Accountant Firms for Audit of Books & Accounts in 41 Urban Local Bodies (ULBs), Jharkhand.

1. The Principal Secretary, Urban Development and Housing Department, Government of Jharkhand (GoJ), provides guidance to Municipal Corporations, Nagar Parishad, Nagar Panchayat and NACs in performing their day to day activities in adherence to the policies, procedures and guidelines provided by the Urban Development and Housing Department, to achieve effective civic administration.
2. The Department, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works executed, the implementation of the schemes of the Government, Urban Reform implementation etc. It also includes the supervision of the regulatory and developmental functions of the ULBs.
3. The 74th Constitutional Amendment Act, 1992 (CAA) gave constitutional status to ULBs in India and empowered them to function as local self-governments to provide good urban governance. One of the many facets of improved good urban governance is maintaining of complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates all ULB to convert their existing accounting and financial management system to such methods which have wide acceptance.
4. Specifies that the ULB would maintain accounts of income and expenditure of the municipality by way of Accrual Based Double Entry Accounting System. Section 113 of the Act prescribes that the State Government shall prepare and maintain a manual containing details of all financial matters and procedures relating thereto in respect of the municipality. Accordingly the Urban Development Department prepared the Jharkhand Municipal Accounts manual. The manual adopts the principles and policies suggested by the National Municipal Accounts manual developed by Ministry of Urban Development, Govt. of India. All ULBs of Jharkhand would now the accounting framework as recommended in the manual.

With reference to section 117(1) of the Jharkhand Municipal Act 2011, Urban Development and Housing Department, Government of Jharkhand proposes to hire services of CAG empanelled Chartered Accountant (CA) firms to Audit the Books and Accounts in 41 ULBs of Jharkhand covered in 8 different packages. Accordingly sealed Proposals are invited from experienced and well qualified C.A. Firm for the same.

5. **PACKAGE WISE NAME OF ULB'S & POPULATION ARE AS FOLLOWS:**

Package	Sl.No.	ULB	Population (2011 census)
Package 1	1	Hazaribagh Nagar Parshad	142489
	2	Chatra Nagar Parshad	49985
	3	Koderma Nagar Panchayat	24633
	4	Ramgarh Nagar Parishad	123875
	5	Jumritilaiya Nagar Parshad	87867
Package 2	1	Chirkunda Nagar Parshad	45508
	2	Mihijam Nagar Panchayat	40463
	3	Jamtara Nagar Parshad	29415
	4	Madhupur Nagar Parshad	55238
	5	Dhanbad Nagar Nigam	1162472
Package 3	1	Gumla Nagar Panchayat	51264
	2	Simdega Nagar Panchayat	42944
	3	Lohardaga Nagar Parshad	57411
	4	Ranchi Municipal Corporation	1073427
	5	Latehar Nagar Panchayat	26981
Package 4	1	Chaibasha Nagar Parshad	69565
	2	Chakradharpur Nagar Parshad	56531
	3	Chakuliya Nagar Panchayat	16306
	4	Khunti Nagar Panchayat	36390
	5	Jamshedpur NAC	677350
Package 5	1	Hussaianbad Nagar Panchayat	29241
	2	Medininagar Nagar Parshad	78396
	3	Gharwa Nagar Panchayat	46059
	4	Manjhiaon Nagar Panchayat	18349
	5	Nagar Utari Nagar Panchayat	32735
	6	Bishrampur Nagar Parshad	42925
Package 6	1	Sahibganj Nagar Parshad	88214
	2	Rajmahal Nagar Panchayat	22514
	3	Godda Nagar Parshad	48480
	4	Deoghar Municipal Corporation	203123
	5	Pakur Nagar Parshad	45840
Package 7	1	Giridih Nagar Parishad	114533
	2	Chass Nagar Parshad	156888
	3	Phusro Nagar Parshad	89178
	4	Dumka Nagar Parshad	47584
	5	Basukinath Nagar Panchayat	17127

Package	Sl.No.	ULB	Population (2011 census)
Package 8	1	Jugsalai Nagarpalika	49660
	2	Adityapur Nagar Nigam	174355
	3	Mango NAC	223805
	4	Bundu Nagar Panchayat	21054
	5	Saraikela Nagar Panchayat	14252

6. Details with respect to submission of such proposal can be obtained from **Directorate of State Urban Development Agency (SUDA), Urban Development and Housing Department, Room No 405, 4th Floor, Project Building, Dhurwa, Ranchi- 834004, Jharkhand** on any working day upon payment of Rs. 500.00 (Five Hundred only) for each package in the shape of D/D, in favour of **Director, State Urban Development Agency, Payable at Ranchi** or downloaded from www.jharkhand.gov.in, Tender link. If RFP is downloaded from the site the cost of RFP Rs. 500 (Five Hundred only) for each package will be submitted along with Technical Bid in shape of D.D in favour of **Director, State Urban Development Agency (SUDA), Payable at Ranchi**.
7. The last date for submission of proposal initially is 30/01/2017 up to 13:00 hrs.
8. All communications should be addressed to:
- Director,**
State Urban Development Agency (SUDA),
Urban Development and Housing Department, Govt. of Jharkhand,
Room No- 405, 4th Floor, Project Building, Dhurwa, Ranchi- 834004,
Phone: 0651-2446640, Email: ccbpijharkhand@gmail.com
9. Later also, the Financial Bid of Technically qualified bidders will be opened before the duly constituted committee at suitable time, date and place and date of opening of financial bid will be communicated to the technically qualified bidders.
10. The Urban Development and Housing Department reserves the right to accept or reject in part or as a whole, any of the proposal received without assigning any reason thereof.
11. Tender Fee, Bid Security and Total Time Period of Work is defined in Table 1.1.

Table - 1.1			
Sl. No.	Name of the Work	Processing fee	Cost of Tender Document
1	Request for proposal for Selection of CAG empanelled Chartered Accountant Firms for Audit of Books and Accounts of 41 Urban Local Bodies (ULBs) , Jharkhand.	Rs. 2000 /- for each package in the form of demand draft in favor of "Director, State Urban Development Agency (SUDA) payable at Ranchi.	Rs 500/- for each package in form of demand draft in favor of "Director, State Urban Development Agency (SUDA) payable at Ranchi.

12. Initially, Period of availability of tender date & time/pre-bid meeting/date of submission/opening of tender papers are as given in Table 1.2.

Table - 1.2						
S. No.	Procurement Agency	Place of opening	Availability of tender document		Pre Bid Conference	Date & Time of Bid Opening
A	B	C	D		E	F
1.	Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Govt. of Jharkhand	State Urban Development Agency, Room no-405, 4 th Floor, Project Bhawan, Dhurwa, Ranchi-834004, Jharkhand.	Starting of sale/downloading of Bid Document from 20/01/2017 at 10:00 Hrs.	Bid submission period 27/01/2017 at 10:00 Hrs to 30/01/2017 till 13:00 Hrs.	25/01/2017 at 15:00 Hrs in Official Chamber of Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Room No- 405, 4 th Floor, Project Building, Dhurwa, Ranchi-834004	30/01/2017 at 16:00 Hrs at the Chamber of Director, State Urban Development Agency (SUDA), Room No-405, 4 TH Floor, Project Building, Dhurwa, Ranchi-834004

13. Cost of Tender document (non-refundable) as mentioned in column 4 (as shown in table 1.1 above), will be in the form of Demand Draft drawn on a Nationalized/Scheduled Bank, in favour of "Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Government of Jharkhand" payable at Ranchi.
14. The Bidder shall furnish processing fee for the amount as mentioned in column 3 (as shown in table - 1.1). processing fee shall be in form of Demand Draft drawn on a Nationalized/Scheduled Bank, in favour of "**Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Government of Jharkhand**" payable at Ranchi.
15. Cost of Tender document and processing fee envelop should contain the NIT No. and Package Number and to be addressed to the **Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Government of Jharkhand, Room no-405, 4th Floor, Project Building, Dhurwa, Ranchi-834004, Jharkhand**, with detail of bidder's addresses as well.
16. The tender shall be submitted in the Office of "**Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Government of Jharkhand, 4th Floor, Project Building, Dhurwa, Ranchi-834004, Jharkhand** on all working days between **27/01/2017 at 10:00 Hrs to 30/01/2017 till 13:00 Hrs**, either by registered post/Speed post or by hand. Only those bids will be entertained whose cost of tender document (tender fee) and processing fee is received before 13:00 Hrs, dated 30/01/2017, Urban Development and Housing Department will not be held responsible for the postal delay, if any, in the delivery of the document or non-receipt of the same.

17. **Submission of Proposal:** Bidders shall submit their proposals at the address and within the time frame as specified in the RFP.

The **tender Fee and processing fee** in original shall be submitted in a sealed cover superscripted “tender Fee and processing fee for Audit of books and Accounts.

The **technical Proposal** shall be submitted in a sealed cover superscripted “Technical Proposal for Audit of books and Accounts” with the all documents inside as per list of document given in RFP.

The **financial Proposal** shall be submitted in a sealed cover superscripted “Financial Bid for Audit of books and Accounts in the duly filled in Financial Proposal Formats as given in RFP.

The above mentioned all 3 sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super scribed with the name of Firm, its address, name of the work and Package No as given in the RFP.

18. The interested bidders should confirm their participation and must submit their queries through post or email **ccbpharkhand@gmail.com** in writing before 24/01/2017 at 15:00 Hrs. Queries received after the set time limit shall not be considered in the pre bid conference.
19. Pre-bid Conference will be held at 15:00 Hrs on 25/01/2017 at **Directorate, State Urban Development Agency(SUDA), Urban Development and Housing Department, Government of Jharkhand, Room no- 405, 4th Floor, Project Building , Dhurwa, Ranchi-834004, Jharkhand** to clarify the pre-bid queries. All the C.A. Firm who are interested for this proposal, are requested to attend the pre bid meeting.
20. The undersigned reserves the right to accept or reject all proposals without assigning any reason. It also reserves the right to postpone or to cancel the invitation and pre-bid meeting.
21. A CA Firm can apply for more than one package in separate envelopes with all relevant forms and Documents, Tender Document fee, Tender Processing Fee etc. In a single envelop proposal for more than one package will not be considered.
22. For any other clarifications related to bid submission, firms may contact Urban Development Department, Govt. of Jharkhand telephonically on telephone no: 0651-2446640 before the last date of submission of the bid document during working hours.
23. Other details can be seen in the RFP document.
24. Bids without requisite details/documents are liable for rejection and Department will not entertain any further communication in such cases.

Sd/-
Director
State Urban Development Agency,
Urban Development and Housing Department,
Jharkhand

Section-1

Instruction to Bidders

INSTRUCTION TO BIDDERS

1. MINIMUM ELIGIBILITY CRITERIA

1.1 Technical capabilities:

- 1.1.1. C.A. Firm (Lead firm and/or associate separately) should have at least 5 years of experience of working in the internal and statutory audit of Books and Accounts in Government sector/PSUs/ULB in India.
- 1.1.2. The C.A. firm must be CAG empanelled.
- 1.1.3. The Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years from the date of publish of this RFP and must remain operational thereafter.
- 1.1.4. The Firm must not have been blacklisted or Debarred by any state Govt./Govt. Agency/PSU/GoI during last three years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory as mentioned in the RFP
- 1.1.5 CA Firms, Who have been selected for implementation of accrual based double entry accounting (ABDEAS) in a particular package, will not be eligible for Audit work of those ULBs for which they have been given work for (ABDEAS).

1.2 Financial capacity

- 1.2.1 Average Annual turnover of the Firm from Consultancy services in last 3 (three) Financial years **(2013-14, 2014-15, 2015-16)** must be equal or greater than **50 Lakhs (Fifty Lakhs)** per annum.

2. LANGUAGE OF THE PROPOSAL :

- 2.1 Applicant Firms are required to furnish all information and documents, as called for in this Document, in English Language. Any printed literature furnished by the Applicant Firm may be in another language, provided that this literature is accompanied by an English translation, in which case, for the purpose of interpretation of the document, the English version duly authenticated will prevail.

3. SIGNING OF THE PROPOSAL :

- 3.1 Proposal shall be signed by the Applicant Firm or by his duly authorized person holding power of attorney for signing the Proposal document. A copy of registered power of attorney shall accompany the Proposal.
- 3.2 In case the Proposal is submitted by a proprietary firm, it shall be signed by the proprietor giving his full name and also full name of his firm with present address.
- 3.3 In case the Proposal is submitted by a partnership firm, it shall be signed by the authorize partners/Lead Partner of the firm otherwise Proposals shall not be considered in the process of Proposal evaluation in case of the Proposal being submitted by one partner firm, such firm would have to be declared as lead partner by all other partners. All the correspondence would be done in the name of lead partner only.

- 3.4 If the Proposal is submitted by a company, it shall be signed by a duly authorized person holding power of attorney for signing the Proposal document. A certified copy of registered power of attorney shall accompany the Proposal.
- 3.5 The original Proposal shall be printed, typed or written in ink, and shall be signed by a person or persons duly authorized to sign on behalf of the Applicant Firm. All pages of the Proposal and where entries or amendments have been made shall be initialed by the person or persons signing the Proposal.
- 3.6 The Proposal shall ordinarily contain no alterations or additions, except those to comply with instructions issued by the Department, or as may be necessary to correct errors made by the applicant in which case the person or persons signing the Proposal shall initial such corrections.
- 3.7 All witnesses and sureties shall be persons of status and probity. Their full names, occupations and addresses shall be provided below their signatures. All signatures shall be dated.

4. COST OF PROPOSAL :

- 4.1 The Applicant Firm shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if any.
- 4.2 Department in no case shall be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process.
- 4.3 Any Applicant Firm wishing to undertake ULB visits for familiarization with site conditions may do so. All costs towards ULB visits, conference and submission of documents shall be borne by the Applicant Firm themselves.
- 4.4 All payments to the C.A. Firm shall be made in INR in accordance with the provisions.

5. DEPARTMENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSALS :

- 5.1 The decision of the Principal Secretary, Urban Development and Housing Department, Government of Jharkhand regarding the opening of Proposals, evaluation and acceptance of the Proposal shall be final and binding on all the Applicant Firms.
- 5.2 The Department reserves the right to accept or reject any Proposal, and reject all Proposals at any time prior to award of Proposal, without thereby incurring any liability to the affected Applicant Firm or Applicant Firms or any obligation to inform the affected Applicant Firm or Applicant Firms of the grounds for the department's decision.

6. PERFORMANCE GUARANTEE :

- 6.1 The qualified and selected applicant shall submit irrevocable performance bank guarantee, in prescribed format- Form No. F-3 from a scheduled commercial bank, at the time of signing the agreement.
- 6.2 The successful applicant shall provide a Bank Guarantee amounting to 2% of the Project amount towards Performance Guarantee in favor of “**Director, State Urban Development Agency, (SUDA), Urban Development and Housing Department**”, Payable at “**Ranchi**” for the agreement period.

7. SIGNING OF AGREEMENT :

- 7.1 The successful Applicant Firm will report in the office of the **Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Government of Jharkhand** with required non-judicial paper of appropriate amount, to be purchased from the state of Jharkhand only, within 15 (fifteen) days, for signing the formal agreement between the parties.
- 7.2 The tripartite agreement will be signed between Directorate, ULB concern and C.A. Firm.
- 7.3 The signing of the agreement shall take place only after furnishing of performance guarantee. The agreement will be signed by the legally authorized person of the Applicant Firm as stated in RFP. If the applicant fails to sign the agreement in the specified time period, the performance guarantee, shall be forfeited.

8. TIME SCHEDULE OF CONSULTANCY:

- 8.1 The CA Firm, thus selected, would be expected to provide services within the time frame as finalized by the Urban Development and Housing Department, Government of Jharkhand.

9. GENERAL OUTPUTS AND TIMELINE EXPECTED FROM C.A FIRM :

The assignment is output based .The expected outputs and deliverables for C.A. Firm would be as below during period of assignment:

Deliverables / Output (ULB wise)	Time line from the date of work order/ agreement
1. Audited financial statement of the ULB for the Financial Year 2012-2013. 2. Audit Report based on the Scope of the work including verification of fixed asset register. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2013 4. Project wise / scheme wise separate audited statement of accounts for the year 2012-13.	1 MONTHS

Deliverables / Output (ULB wise)	Time line from the date of work order/ agreement
1. Audited Financial Statement of the ULB for the financial year 2013-14 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2014 4. Project wise / scheme wise separate audited statement of accounts for the year 2013-14.	1 MONTHS
1. Audited Financial Statement of the ULB for the financial year 2014-15. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2015 4. Project wise / scheme wise separate audited statement of accounts for the year 2014-15.	1 MONTHS
1. Audited Financial Statement of the ULB for the financial year 2015-16. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2016 4. Project wise / scheme wise separate audited statement of accounts for the year 2015-16.	1 MONTHS

Note:

1. The activities/assignment mentioned in above clause 9 table will have to be carried out parallel within the given time period.
2. All reports must be submitted in both print and electronic version to the concerned ULBs, Directorate / Urban Development and Housing Department. All equipment required for satisfactory services for this project shall be obtained by the C.A. Firm at their own cost and shall be their property.
3. The Bidder is required to submit the following reports:
 - Bank Reconciliation Statements for all the bank accounts.
 - Trial Balance.
 - Income and Expenditure account.
 - Receipts and Payment Statement.
 - Balance Sheet.
 - Relevant Schedules & Annexure as per Jharkhand Municipal Accounts Manual.
 - Updated Fixed Assets Register.
 - Project wise/scheme wise separate audited statement of accounts year wise.
 - Other reports as per the provision of Jharkhand Municipal Accounts Manual.

10. SUBMISSION OF REPORT:

The bidder is required to submit the complete set of audited financial statement for the financial year 2012-13, 2013-14, 2014-15, 2015-16 and updated fixed assets register along with the completion certificate from the ULBs to the department and one complete set to the ULB.

Further the bidder is required to submit the soft copy of the report written in a C D to the department.

11. INFORMATION FOR C.A FIRM FOR SUBMITTING THE PROPOSAL:

11.1 TECHNICAL PROPOSAL

Bidders shall submit the technical proposal in the formats given in RFP. While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:

- 11.1.1 The processing fee is provided;
- 11.1.2 All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- 11.1.3 CVs and experience certificate of all Key Personnel have been included; **one key personnel will consider for one package only.**
- 11.1.4 No alternative proposal for any Key Personnel is being made and CV for each position has been furnished;
- 11.1.5 The CVs have been recently signed and dated, in blue ink by the respective Personnel and Countersigned by the Bidder. Photocopy or unsigned /countersigned CVs shall be rejected;
- 11.1.6 The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- 11.1.7 Key Personnel would be available for the period indicated in the TOR;
- 11.1.8 No Key Personnel should have attained the age of 75 years at the time of submitting the proposal;
- 11.1.9 Failure to comply with the requirements spelt out in above Clause shall make the Proposal liable to be rejected.
- 11.1.10 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of **Directorate, State Urban Development Agency (SUDA) / Urban Development and Housing Department** for a period of 3 (three) years. The award of this Consultancy to the Bidder may also be liable to cancellation in such an event.

11.1.11 The proposed team shall include experts and specialists (the "Professional Personnel") in their respective areas of expertise and managerial/support staff such that the C.A. Firm should be able to complete the Consultancy within the specified time schedule. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the prescribed format which is attached in this RFP.

11.1.12 **Directorate, State Urban Development Agency (SUDA)** reserves the right to verify all statements, information, and documents submitted by the Bidder in response to the RFP.

11.2 **FINANCIAL PROPOSAL:**

11.2.1 Bidders shall submit the financial proposal in the prescribed format which is attached in this RFP (the "Financial Proposal") clearly indicating the total cost of the Consultancy ULB wise, for all the ULBs included in the Packages in Indian Rupees. The total amount /Cost will be considered package wise. It's signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

11.2.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- All the costs associated with the assignment shall be included in the Financial Proposal.
- The Financial Proposal shall take into account all expenses and tax liabilities (Excluding Service Tax).
- Costs shall be expressed in INR.

12. **EVALUATION OF THE PROPOSAL (QCBS):**

12.1 **Technical Evaluation:-**

Proposals are to be submitted in two covers. Technical covers are opened first and evaluated. Those securing less than the minimum are rejected and the financial cover of the rest are opened. The qualified bidders will be intimated about the opening of price bid. Proposal is to be evaluated in "QCBS (Quality and cost basis method)" Method. Proposal will be evaluated on the basis of Technical & Financial Proposals submitted by the Bidder. Financial Proposal of only those Bidders will be opened who have secured a minimum of 70 marks in

Technical Evaluation including presentation. The Proposals submitted will be evaluated using the following criteria:

S.N.	Criteria	Marks
1	Firm's General Experience & Experience in similar assignments	40
2	Manpower strength, experience of Team Leader & other key professionals	40
3	Technical presentation (Adequacy of the proposed work plan and methodology- Power point presentation)	20
Total Points-		100

12.1.1 The number of points to be given under each evaluation sub-criteria for firm's general experience in the field of assignment is:

S. No.	Description	Criteria	Marks
1	General Experience of the firm : (Bidders must submit incorporation certificate of the firm and work orders/contract Agreement documents)	Up to 5 Years 2 marks for each additional year up to 10 Year. (Example:- A firm having experience of 8 years will get 6 marks.)	0 Maximum 10 Marks
2	Experience in ULBs: Number of Completed projects For Statutory Audit / Internal Audit / Accrual Based Double Entry Accounting System of ULBs, handled in the last 5 financial years. (Bidders must submit work orders/contract Agreement documents. For this purpose one work order will count for one project/assignment)	Up to 3 projects /assignments in ULBs. Completion of 4 projects /assignments 2 mark for each additional project/assignment (Example:- A firm having completed 7 projects will get 8 marks.)	0 2 Maximum 10 Marks
3	Experience in similar nature of work: Number of Completed projects For Audit of any Govt. department (Central/State Govt/PSUs/Banks) other than ULBs in the last 5 financial years. (Bidders must submit work orders/contract Agreement documents. For this purpose one work order will count for one project/assignment)	Up to 3 projects /assignments in ULBs. Completion of 4 projects /assignments 2 mark for each additional project/assignment (Example:- A firm completed 8 projects will get 10 marks.)	0 2 Maximum 10 Marks

S. No.	Description	Criteria	Marks
4	Average Annual Turnover from consultancy services during last 3 Financial years will be at least 50 lakhs. (Bidders must submit C.A certificate for turnover along with Balance Sheet and P/L A/C.The last three Financial year should be read as FY : 2013-14,2014-15 and 2015-16)	50 Lakhs 1 mark for every additional 10 lakhs. (Example:- A firm having turnover of 150 Lakhs will have 10 marks.)	0 Maximum 10 Marks
Total Marks -			40

12.1.2 The number of points to be given under each evaluation sub-criteria for competence/experience of key staff for the assignment is: (Pl. attached the relevant proof)

Sl. No.	Position	Criteria	Marking	Maximum Marks
1.	Team Leader/ Municipal Audit Expert (1 Person)	Minimum 5 years of experience in relevant field. (Bidders must submit experience certificate of Team leader.)	For 5 years of experience. 3 marks for each additional year of experience up to 10 Year. (Example:- A C.A having experience of 7 years will get 6 marks.)	0 Maximum 15 Marks
2.	Audit Manager (2 person)	Each Audit Manager should have minimum 3 years of experience in relevant field. (Bidders must submit experience certificate of Audit Manager.)	For 3 years of experience.(Each Audit Manager) 2.5 marks for each additional year of experience up to 6 Year. (Example:- An Audit Manager having experience of 4 years will get 2.5 marks and another Audit Manager having experience of 6 years will get 7.5 marks.)	0 Maximum 15 Marks
3.	Audit Assistant (10 persons)	Minimum 2 years of average experience in relevant field. (Bidders must submit experience certificate of Audit Assistants.)	For average 2 years of experience. 5 marks for each additional year of experience up to 5 Year. (Example:- Audit Assistants having average experience of 4 years will get 10 marks.) (Average experience of 10 persons)	0 Maximum 10 Marks
Total Marks -				40
Grand Total (Table 12.1.1+12.1.2)				80

Note:-

Chartered Accountant Firms who will secure minimum 50 Marks out of above 80 Marks in Technical Evaluation, will only eligible for Technical presentation (Power point presentation).

- 12.1.3 The number of marks to be given under each evaluation sub-criteria for qualifications of key staff and Adequacy of the proposed work plan and methodology in responding to TOR:

S. No.	Criteria	Marks
1.	Technical presentation (Adequacy of the proposed work plan and methodology, Resource engagement & Institutional support- Power point presentation 20 Minutes. (The Technical presentation is mandatory for qualifying in the Technical Bid)	20
Total Marks -		20
Grand Total (Table 12.1.1+12.1.2+12.1.3)		100

Note:-

- i. Financial Proposal of only those Bidders will be opened who have secured a Minimum of 70 marks out of 100 marks in Technical Evaluation.
- ii. One Professional will be eligible for one package only.
- iii. Nos. of Audit Manager and Audit Assistant may be increase as per the requirement.

12.2 PUBLIC OPENING AND EVALUATION OF FINANCIAL BID

12.2.1 Public Opening of Financial Proposals

- 12.2.1.1 At the public opening of Financial Proposals, Consultant's representatives who choose to attend will sign on Attendance Sheet.
- 12.2.1.2 The marks of each Technical Proposal that met the minimum mark of 70 will be read out aloud and their financial proposal will be open.
- 12.2.1.3 Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.
- 12.2.1.4 The department's representative will open each Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the representative.

12.2.2 Evaluation of Financial Proposals

- 12.2.2.1 Following the ranking of Technical Proposals, financial proposals shall be opened publicly.
- 12.2.2.2 Consultants' attendance at the opening of Financial Proposals is optional.
- 12.2.2.3 The tender committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any UD&HD, Jharkhand personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are free from any arithmetical or computational errors:
- 12.2.2.4 The detailed contents of each Financial Proposal will be subsequently reviewed.
- 12.2.2.5 Following completion of evaluation of Technical and Financial Proposals, the firm which has been selected for clusters will be invited for contract negotiation.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which

Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70 [weight]

P = 30 [weight]

Proposals are ranked according to their combined technical (St) and financial(Sf) scores using the weights.

- **T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1)as following: $S = St \times T\% + Sf \times P\%$. (Final Score)**

13. THE MANDATORY KEY POSITIONS FOR THE ASSIGNMENT:

S.No.	Position	Qualifications, Skills and Experience
1	Team Leader/ Municipal Audit Expert	1. Chartered Accountant/Cost Accountant with at least 5 years of relevant experience; 2. Must have successfully managed & completed at least 3 nos of similar assignments in Audit of Books and Accounts in Govt. Department. 3. Fluent in Hindi and English ; 4. Proficiency in use of Tally (For Team Leadership, the expert must possess leadership qualities)
2	Audit Manager	1. Chartered Accountant/Cost Accountant with at least 3 years of relevant experience; 2. Must have successfully managed & completed at least 1 nos of similar assignments in Audit of Books and Accounts in Govt. Department. 3. Fluent in Hindi and English ; 4. Proficiency in use of Tally
3	Audit Assistant	1. Commerce Graduate / Article Assistant (CA/Costing Intermediate completed & 1 years of article-ship) with at least 2 years of relevant experience 2. Fluent in Hindi/English 3. Proficiency in use of Tally.

Note: The Firm may in addition, procure the services of Expert/ Qualified CA/ Cost Accountant as per the requirement of services.

14. PRE-PROPOSAL/PROPOSAL CONFERENCE

- 14.1 Pre-Proposal/Proposal Conference of the Applicant Firms shall be convened at the designated date, time and place. Only those Applicant Firms, who have downloaded the RFP from the Website, shall be allowed to participate in the Pre-Proposal/Proposal Conference. A maximum of two representatives of each Applicant firm shall be allowed to participate on production of an authority letter from the Applicant firm.
- 14.2 During the course of Pre-Proposal/Proposal Conference, the Applicant firms will be free to seek clarifications and make suggestions for consideration of Department. The Department shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, considered appropriate for facilitating a fair, transparent and competitive Selection Process.

15. CLARIFICATIONS:

- 15.1 Applicants requiring any clarification on the RFP may send their queries to the SUDA in writing before the date mentioned. The queries should be sent to ccbpiharkhand@gmail.com. The Directorate shall endeavor to respond to the queries within the period specified therein.
- 15.2 Directorate will post the reply to all such queries on the Official Website. Directorate reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause, shall be construed as obliging Directorate to respond to any question or to provide any clarification.

16. AMENDMENT OF RFP:

- 16.1 At any time prior to the deadline for submission of Proposal, Department, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant Firm, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website.
- 16.2 In order to afford the Applicant firms a reasonable time for taking an amendment into account, or for any other reason, the Department may, in its sole discretion, extend the Proposal Submission/Opening Date.
- 16.3 The Applicant Firms shall submit the Proposal in PDF format with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant Firm as per the terms of the RFP.

17. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSALS

- 17.1 The Applicant Firm may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by Department prior to closing Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant Firm on or after the closing Date.

17.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

18. SUBSTITUTION OF KEY PERSONNEL

18.1 Department will not normally consider any request of the Selected Applicant Firm for substitution of Key Personnel as the ranking of the Applicant Firm is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department.

18.2 Department expects all the Key Personnel to be available during implementation of the Agreement. Department will not consider substitution of Key Personnel except for reasons of any incapacity or due to health. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of Department. As a condition to such substitution, a sum equal to 20% (twenty per cent) of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the C.A. Firm. In the case of a second substitution hereunder, such deduction shall be 50% (fifty per cent) of the remuneration specified for the original Key Personnel. Any further substitution may lead to disqualification of the consultancy.

18.3 Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant Firm or termination of the Agreement.

19. PAYMENT SHALL BE MADE IN 4 (FOUR) STAGES AS DETAILED BELOW :

Deliverables / Output (ULB wise)	Fees Payable
1. Audited financial statement of the ULB for the Financial Year 2012-2013 2. Audit Report based on the Scope of the work including verification of fixed asset register. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2013 4. Project wise / scheme wise separate audited statement of accounts for the year 2012-13.	20%
1. Audited Financial Statement of the ULB for the financial year 2013-14 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2014 4. Project wise / scheme wise separate audited statement of accounts for the year 2013-14.	20%
1. Audited Financial Statement of the ULB for the financial year 2014-15. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2015 4. Project wise / scheme wise separate audited statement of accounts for the year 2014-15.	20%

Deliverables / Output (ULB wise)	Fees Payable
1. Audited Financial Statement of the ULB for the financial year 2015-16. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2016 4. Project wise / scheme wise separate audited statement of accounts for the year 2015-16.	40%

20. INCOME TAX:

Income tax will be deducted from each bill as applicable and certificate to this effect shall be issued in due course in prescribed format.

21. SERVICE TAX & OTHER TAX:

The quoted rate should be inclusive of all taxes **excluding service tax**. Service tax will be paid as per the current applicable rate of Service Tax. Service Tax will be guided as per the prevailing rates.

22. PRICE:

Bidders are requested to quote their rates as per Package wise (refer FORM FIN-1 & 2). The rate should be inclusive of all kind of taxes and duties **excluding service tax**. The C.A. Firm will be required to submit justification to substantiate the price break-up of the rate quoted in price bid.

23. INSURANCE:

No insurance charge in any shape will be paid by the department. However the C.A. Firm may insure their staff and equipment for damage or loss in transit or during the work, at their own cost. Department will not be responsible for any loss for the damage to the equipment or person for any unforeseen reasons.

24. NUMBER OF PROPOSALS

No Bidder or its Associate shall submit more than one Application/Proposal for the same Package to this bid. A Bidder is eligible for all the packages. Bidder however can submit proposal (Technical and Financial) for more than one package.

25. SUBMISSION, OPENING AND EVALUATION OF PROPOSAL

25.1 **Submission of Proposal:** The RFP fee along with the processing fee and all related documents as described in RFP should be in a sealed cover which will be received in the office of:

Director,
State Urban Development Agency (SUDA),
Room no- 405, 4th Floor, Project Building,
Urban Development and Housing Department,
Dhurwa, Ranchi – 834004 up to 13:00 hrs. Of 30/01/2017

Fees: *Cover-1-* The C.A. Firms will have to submit a non-refundable tender document cost of Rs. 500/- and processing fee of Rs. 2,000/- for each package by bank draft of any Nationalized/ Scheduled Bank in favor of **Director, State Urban Development Agency (SUDA), Urban Development and Housing Department, Payable at Ranchi.**

Cover-2- Technical Proposal

Cover-3- Financial Proposal

In Cover-2, All details as asked in this RFP is to be submitted, The Bid will be treated as non-responsive if the relevant documents as mentioned in the NIT is missing.

In Cover-3, duly filled Financial Proposal in the format as given in this RFP is to be submitted.

The above mentioned all 3 sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super scribed with the name of Firm, its address, name of the work and Package No as given in the RFP.

- 25.2 **Opening of Proposal:** Bidders are required to submit the requisite RFP document Fee and processing fee as described in this RFP, Only those proposals will be opened whose processing fee and RFP document fee reaches the Tender Inviting authority in prescribed address and time as specified in this RFP. Bid will be opened in two cover system as described, Financial Proposal of only those bidders will be opened who has qualified in the Pre-qualification cum Technical Bid and declared "*technically qualified*".

26. TOR WILL FORM PART OF AGREEMENT:

The notes to C.A. Firm, other terms & conditions, detailed scope of work and TOR shall be part of the Agreement.

27. ADDRESS:

The bidder will have to furnish his full permanent and local address (Head office and Branch Office) in the bid document along with the name of nodal person for this project along with Phone No., Fax No., Mobile No. and e-mail address. If any letter is sent at the given address by Fax or email or by post does not reach him or returns undelivered, it will be deemed to have reached to the bidder, once the letter is posted in post office, sent by email or sent through fax.

28. LIST OF DOCUMENT ATTACHED WITH TECHNICAL BID:

The bidder should enclose the list of documents as specified in this RFP.

29. FORCE MAJEURE CLAUSE:

Department will not be responsible for any delay / stoppage of work due to any reasons like force majeure conditions like natural calamities, civil disturbances, strike, war etc. and losses suffered, if any, by the C.A. Firm on this account.

Directorate, State Urban Development Agency (SUDA) shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by the Directorate, State Urban Development Agency (SUDA) to the C.A. Firm.

30. LEGAL MATTERS

All legal matters shall be subject to the jurisdiction of law of courts at Ranchi, Jharkhand only.

31. DURATION OF THE ASSIGNMENT

The duration of the assignment will be 4 (Four) month.

32. OTHER TERMS AND CONDITIONS

32.1 The C.A Firm shall abide by the instructions issued by the Urban Development and Housing Department/SUDA/ULBs to him from time to time for the timely completion of the assigned services.

32.2 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

32.3 An Applicant Firm or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant Firm or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant Firm or its Associate.

32.4 While submitting a Proposal, the Applicant Firm should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicant Firms may format the specified forms making due provision for incorporation of the requested information.

32.5 No Applicant Firm or its Associate shall submit more than one Application for the same Package but a C.A Firm may apply for more than one Package.

32.6 The Annual Audit Fees per ULB per year will be Rs 15,000. For audit of 4 (Four) Financial Years: 2012-13, 2013-14, 2014-15 and 2015-16 .The total minimum audit fees would be Rs 60,000 (Sixty Thousand) only for one ULB for 4 Year Audit.

Section-2

Term of Reference

TERMS OF REFERENCE (TOR) FOR C.A. FIRMS

1. INTRODUCTION :

1.1 The 74th Constitutional Amendment Act, 1992 (CAA) gave constitutional status to ULBs in India and empowered them to function as local self-governments to provide good urban governance. One of the many facets of improved good urban governance is maintaining of complete set of accounting records to ensure accountability and transparency in all government functions. This necessitates all ULB to convert their existing accounting and financial management system to such methods which have wide acceptance.

1.2 The Jharkhand municipal Act, 2011 governs all ULBs of Jharkhand. Section 112 of the Act specifies that the ULB would maintain accounts of income and expenditure of the municipality by way of Accrual Based Double Entry Accounting System. Section 113 of the Act prescribed that the State Government shall prepare and maintain a manual containing details of all financial matters and procedures relating thereto in respect of the municipality. Accordingly the Urban Development Department prepared the Jharkhand Municipal Accounts manual. The manual adopts the principles and policies suggested by the National municipal Accounts manual developed by Ministry of Urban Development, Govt. of India. All ULBs of Jharkhand would now the accounting framework as recommended in the manual.

1.3 Need of Audit as per Municipal Act is given below :

1.3.1. CLAUSE - 114 Financial Statement.

Within four month of the close of a year, ULBs cause to prepare a financial statement, containing an Income and Expenditure Account and a Receipts and Payments Account for the preceding year in respect of the accounts of the municipality.

The form of the financial statement, and the manner in which the financial Statement shall be prepared, shall be such as may be prescribed.

1.3.2 CLAUSE -115 BALANCE SHEET

The ULBs within four months of the close of a year, cause to be prepared a Balance Sheet of the assets and the liabilities of the municipality for the preceding year.

The form of the Balance Sheet, and the manner in which the Balance Sheet shall be prepared, shall be such as may be prescribed.

1.3.3 CLAUSE - 116 Submission of Financial statement and balance sheet to Auditor

The financial statement prepared under section 114 and the balance sheet of the assets and the liabilities prepared under section 115 shall be placed by the

Municipal Commissioner or the Executive Officer before the Standing Committee which, after examination of the same, shall adopt and remit them to the auditor as may be appointed in this behalf by the State Government.

Urban Development and Housing Department, in its supervisory role, monitors the functioning of the ULBs against key parameters such as the tax collections, project and civic works execution, implementation of the schemes in urban areas, Urban Reform implementation etc. Role of UDD also includes the supervision of the regulatory and developmental functions of the ULBs. Urban Development Department interacts with several government departments to enable seamless delivery of urban civic services to the citizen. Financial Management reforms have been identified as one of the key area for strengthened Urban Management.

Accordingly Urban Development and Housing Department, Government of Jharkhand proposes to hire services of CAG empanelled Chartered Accountant (CA) firms to Audit the Books and Accounts in 41 ULBs of Jharkhand covered in 8 packages. Accordingly sealed Proposals are invited from experienced and well qualified C.A. Firm for the same.

2. OBJECTIVE OF ULB AUDIT:

- 2.1. To appraise the ULBs on meeting the objectives of Implementation of Accrual Based Double Entry Accounting System in specific ULBs.
- 2.2. To provide a professional opinion on the annual financial statements of ULB these would include receipt and payment, income and expenditure, balance sheet, bank reconciliation statement, statement of expenditure and utilization certificate of concern ULB etc.
- 2.3. To make specific observations on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guideline, MOU's and various guidelines for specific funding.
- 2.4. Specific assertion that the grants from the project have been used for intended purpose and bring to project's attention any fraud-related issues and activities including the diversion of funds from intended purpose or misuse of funds.

3. SCOPE OF SERVICES

The Chartered Accountant Firms selected for audit of ULBs accounts shall take into consideration the following aspects in addition to the attest function with respect to the financial year under audit:

- 3.1. All the required books of accounts as prescribed in Jharkhand Municipal Accounts manual and necessary supporting documents (vouchers, bills, receipt and registers), minute books, have been kept in respect of all transactions & that clear synchronizations exists between accounting records, accounts books and the financial reports.

- 3.2. The financial reports and Utilization Certificates (UCs) submitted by the ULB to the Government are in agreement with the Grant and U C register and books of accounts.
- 3.3. The expenditures made by the ULBs are as per the budget approved by the council bodies. A variance analysis should be made showing the actual expenditure with budget figure.
- 3.4. Adequate records (stock / asset registers) are maintained to properly reflect the assets of the ULB including details of cost, identification and location of assets.
- 3.5. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by competent authority according to the delegation of financial power and compliance to laws and prescribed guidelines.
- 3.6. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Journal Book, Salary Register, Attendance Register, Cheque issue register, Grants Received Register etc.) in respect of receipts and expenditure of the ULBs. Where ever required the auditor may suggest to the ULB to pass the rectification entries if any.
- 3.7. Examination of Bank Reconciliation Statement with respect to entries in the cash book and bank statement of the ULBs.
- 3.8. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.
- 3.9. Examination of utilization of grants received from Government of Odisha during the financial year under review.
- 3.10. Examination of category wise income accrued, income received and receivables reconciliation.
- 3.11. Examination of advances given and adjusted / recovered from staff and others.
- 3.12. Examinations of statutory payments are made within the scheduled period, reconciliations and compliances viz.
 - ✓ Tax deducted at source with appropriate rate on payments made by the ULBs and deposit of same within the scheduled period
 - ✓ Filling of quarterly T D S statement within the due date
 - ✓ Deduction and deposit of Royalty , & Cess
- 3.13. Examine whether there is any outstanding demands from any competent authority against the ULBs as on the Balance Sheet date.
- 3.14. Physical verification report on Cash, Stores and consumables. (physical verification report should be part of the report)
- 3.15. Examination of Accounts prepared by respective Municipality as per Jharkhand Municipal Accounts manual.
- 3.16. Any other activities necessary for the assignment

4. AUDIT REPORT :

4.1 The report of Auditor shall state:

- 4.1.1 Whether he has obtained all the information and explanations which to the best of his knowledge and belief were necessary for the purposes of his audit;
- 4.1.2 whether, in his opinion, proper books of account as required by Authority (as required by the relevant Act), the Accounts Manual, the Rules and any other stipulations have been kept by the ULB so far as it appears from his examination of those books;
- 4.1.3 whether the ULB's Balance Sheet, Income and Expenditure Statement, Receipts and Payments statement and Cash Flow statement dealt with by the report are in agreement with the books of accounts;
- 4.1.4 Whether appropriate internal controls have been adhered to;
- 4.1.5 Whether all the payments have been made in accordance with the law;
- 4.1.6 Whether any deficiency or loss appears to have been caused by the gross negligence or misconduct or any person (if yes, the amount of loss should be quantified);
- 4.1.7 whether any sum receive for and on behalf of the ULB which ought to have been brought into account of the ULB by any person has been so brought; and
- 4.1.8 Whether any material impropriety or irregularity, other than those mentioned above, has been observed by him during the course of audit of accounts.

Where any of the matters referred above are answered adversely or with a qualification, the auditor's report shall state the reason for the same and with further explanation and inclusion of statistical impact if possible.

4.2 ANNEXURE TO THE AUDITOR REPORT OF THE MUNICIPAL:

Besides the above Audit Report, the Auditor shall comment in respect of the following matters in the Annexure to the Audit Report:

- 4.2.1 Whether all the expenditure incurred by the ULB are authorised by appropriate provision in the sanctioned budget, whether made originally or subsequently?
- 4.2.2 Whether all sums due to and received by the ULB have been brought to account within the prescribed time limits?
- 4.2.3 Whether all transactions (incomes, expenditures, assets and liabilities) are correctly classified?
- 4.2.4 Whether in respect of all bills for charges on account of all works and

other expenditure, proper certificates have been furnished in support of them and that no deviation has been made from the sanctioned plans and the estimates without the sanction of the competent authority?

- 4.2.5 Whether the amounts received as specific grants have been utilised for the purposes as stated in the grant sanction order?
- 4.2.6 Whether the Special Funds have been created as per the provision of relevant statues and whether the Special Funds have been utilised for the purposes for which created?
- 4.2.7 Whether the ULB is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets; whether these fixed assets have been physically verified by the management at reasonable intervals; whether any material discrepancies were noticed on such verification and if so, whether the same have been properly dealt with in the books of account?
- 4.2.8 Whether physical verification has been conducted by the ULB at reasonable intervals in respect of stores?
- 4.2.9 Whether the procedures of physical verification of stores followed by the ULB are reasonable and adequate? If not, the inadequacies in such procedures should be reported;
- 4.2.10 Whether any material discrepancies have been noticed on physical verification of stores as compared to books records, and if so, whether the same have been properly dealt with in the books of account?
- 4.2.11 Whether the valuation of stores is in accordance with the accounting principles laid down in the Accounts Manual? Whether the basis of valuation of stores is same as in the preceding year? If there is any deviation in the basis of valuation, the effect of such deviation, if material, should be reported;
- 4.2.12 Whether the parties to whom the loans, or advances in the nature of loans, have been given by the ULB are repaying the principal amounts as stipulated and are also regular in payment of the interest and if not, whether reasonable steps have been taken by the ULB for recovery of the principal and interest
- 4.2.13 Whether there exists an adequate internal control procedure for the purchase of stores, including components plant and machinery, equipment and other assets?
- 4.2.14 Whether proper procedures are in place to identify any unserviceable or damaged stores and whether provision for the loss in this respect, if any, has been made in the accounts?

- 4.2.15 Whether the ULB is regular in depositing Provident Fund dues and Profession Tax deducted with the appropriate authorities and if not, the extent of arrears;
- 4.2.16 Whether the ULB is regular in depositing tax deducted as source (income tax and works contract tax) and other statutory dues, and if not, the nature and cause of such delay and the amount not deposited;
- 4.2.17 Whether any personal expenses have been charged to revenue account; if so, the details thereof.
- 4.2.18 The Report of the Auditor shall also specifically report on any other matter which the Government, ULB and/or the Authority (as required by the relevant Act), may have specifically required to be covered as a part of the Audit.

4.3 PERIODICAL AUDIT REPORT/CERTIFICATE

At the end of each period, an Auditor may furnish a certificate on the quarterly coverage to the Municipal Commissioner. The suggested format of the certificate can be as follows:

“Certificate that the accounts from -----to----- have been audited by me and found correct with the exception of the following items:”
(The exceptions shall be explained in details).

While furnishing periodical certificate/report, the Auditor shall at least verify the following:

- 4.3.1 Whether the postings for the entries in the books of original entry have been correctly made in the respective ledger accounts;
- 4.3.2 Whether all the books of accounts and supplementary registers that are prescribed in the Accounts Manual / other applicable regulations have been properly maintained by the ULB;
- 4.3.3 Whether the Quarterly Financial Statements have been compiled on the basis of the actual entries in the books of accounts;
- 4.3.4 Whether the period-end and reconciliation procedures prescribed have been carried out.
- 4.3.5 Whether the Bank Reconciliation statements have been prepared and are appropriate.
- 4.3.6 Whether all grants from Government have been accounted at gross value with proper entries to various accounts.

5. DELIVERABLES / OUTPUT

Deliverables / Output (ULB wise)	Time line from the date of work order/agreement
1. Audited financial statement of the ULB for the Financial Year 2012-2013 2. Audit Report based on the Scope of the work including verification of fixed asset register. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2013 4. Project wise / scheme wise separate audited statement of accounts for the year 2012-13.	1 MONTHS
1. Audited Financial Statement of the ULB for the financial year 2013-14 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2014 4. Project wise / scheme wise separate audited statement of accounts for the year 2013-14.	1 MONTHS
1. Audited Financial Statement of the ULB for the financial year 2014-15. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2015 4. Project wise / scheme wise separate audited statement of accounts for the year 2014-15.	1 MONTHS
1. Audited Financial Statement of the ULB for the financial year 2015-16. 2. Audit Report based on the Scope of the work. 3. Updated Fixed Assets/Movable Assets Register as on 31.3.2016 4. Project wise / scheme wise separate audited statement of accounts for the year 2015-16.	1 MONTHS

Note:

- i. The activities/assignment mentioned in above clause 3 table will have to be carried out parallel within the given time period.
- ii. All reports must be submitted in both print and electronic version to the concerned ULBs, Directorate and Urban Development Department. All equipment required for satisfactory services for this project shall be obtained by the C.A. Firm at their own cost and shall be their property.

- iii. The C.A Firm is required to submit the following reports:
 - Bank Reconciliation Statements for all the bank accounts.
 - Trial Balance.
 - Income and Expenditure account.
 - Receipts and Payment Statement.
 - Balance Sheet.
 - Relevant Schedules & Annexure as per Jharkhand Municipal Accounts Manual.
 - Updated Fixed Assets Register as on 31.3.2015
 - Project wise / scheme wise separate audited statement of accounts year wise.
- iv. The C.A. Firm may shall submit a Report highlighting an issue that could become critical for the timely completion of the work and that requires urgent attention of the Directorate, State Urban Development Agency (SUDA) and ULB.
- v. Regular communication with Directorate, State Urban Development Agency (SUDA) is required in addition to all key communications. This may take the form of telephone/ teleconferencing, e-mails, faxes, and occasional Meetings.
- vi. The Auditor must submit the Consolidated Audit report of ULBs as well as Individual reports in each and every parameter of the ULBs and Scheme wise/project wise report of ULBs.

6. DELAYS IN THE PERFORMANCE

- 6.1 Timely submission of the report as per the provision mentioned in the agreement.
- 6.2 In case of delay in the implementation of the project and/or any delay in performance during the contract period, the C.A. Firm shall be liable to any or all of the following actions:
 - (i) Imposition of Liquidated Damages.
 - (ii) Forfeiture of performance guarantee.
 - (iii) Termination of the Contract for default.
- 6.3 If at any time with respect to commencement of the project as required during performance of contract the C.A. Firm may face difficulties impeding timely completion of the project under the contract and/or performance of services, the C.A. Firm shall promptly inform the department in writing of the fact of the delay within 24 hours and its causes and likely duration.

- 6.4 As soon as practicable, after receipt of the C.A. Firm notice, the department shall assess the situation and may at its discretion extend the time for commencement and/or performance with or without Liquidated Damages.

7. LIQUIDATED DAMAGES

- 7.1 In the event of failure of the implementation of the project by the C.A. Firm as per the provision mentioned in the agreement, the Department reserves the option to recover liquidated damages, and not by way of penalty, for late implementation from the C.A. Firm in the following manner:-

S.No.	Details of delay	Liquidated Damage to be charged
(i)	For delay upto 25% of the implementation period	2.5% of the Proposal price
(ii)	For delay of more than 25% and upto 50% of the implementation period	5% of the Proposal price
(iii)	For delay of more than 50% and upto 75% of the implementation period.	7.5% of the Proposal price
(iv)	For the delay more than 75% of the implementation period	10% of the Proposal price (maximum)

- 7.2 The aforesaid chargeable liquidated damages, if not paid by the C.A. Firm, would be recoverable under the relevant provisions of Public Damage Recovery Act'1914 by the Department/ULB.

8. ACKNOWLEDGEMENTS BY APPLICANT FIRM

- 8.1 It shall be deemed that by submitting the Proposal, the Applicant Firm has made a complete and careful examination of the RFP;
- 8.2 Received all relevant information requested from the Department;
- 8.3 Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Department;
- 8.4 Satisfied itself about all matters, local conditions, things and information, etc. necessary and required for submitting an informed Application and performance of all of its obligations there under;
- 8.5 Agreed to be bound by the undertaking provided by it under and in terms hereof.
- 8.6 Department shall not be liable for any omission, mistake or error on the part of the Applicant Firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection

8.7 Process, including any error or mistake therein or in any information or data given by Department.

9. NO CLAIM ARRANGEMENTS

9.1 The C.A. Firm shall not be entitled to make any claim, whatsoever, against the department, under by virtue of or arising out of this contract, nor shall the department entertain or consider any such claim, if made by the C.A. Firm and Firm shall have to sign a "no claim" certificate in favour of the department in such forms as shall be required by the department after the expiry of the agreement.

10. QUALITY STANDARDS

10.1 **Standards:** The C.A. Firm under this agreement shall conform to the accounting standards shall be maintained.

10.2 **Standard of Performance:** The C.A. Firm shall carry out the services and carry out its obligations under the agreement with due diligence, efficiency and economy in accordance with generally accepted norms.

11. CORRUPT PRACTICES

11.1 Department is a public service department and requires to serve honestly, diligently and timely. The C.A. Firm would be the assisting agency of the Department; therefore, he is also required to maintain highest standards of honesty and ethics.

11.2 The C.A. Firm is advised to refrain from the corrupt and fraudulent practices during the execution of the contract. Corrupt and fraudulent practices are defined as follows:-

11.3 "Corrupt Practice" means behavior of C.A. Firm including his personnel by which they improperly and unlawfully enrich themselves and/or those close to them, or Induce others to do so, by misusing the position in which they are placed, and it includes the Proposing, giving, receiving, or soliciting of anything of value.

11.4 "Fraudulent Practice" means a misrepresentation of facts in order to influence, and collusive practices of the C.A. Firm.

12. DETAILS TO BE KEPT CONFIDENTIAL

12.1 The C.A. Firm shall treat the details of the agreement as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the prior consent in writing of the department.

If any dispute arises as to the necessity of any publication or disclosure for the purpose of the agreement the same shall be referred to the Principal Secretary, Urban Development and Housing Department, whose decision shall be final.

- 12.2 The C.A. Firm or his representative should neither disclose the data nor sale the data or use it for commercial exploitation or research work without the written permission of the Principal Secretary, Urban Development and Housing Department.

13. TRANSFER OF RIGHTS

The C.A. Firm shall not transfer the agreement or part of the agreement to anybody.

14. DECISIONS AND INTERPRETATION

14.1 Except where otherwise specifically stated, the office designated by Urban Development and Housing Department, Government of Jharkhand will decide the agreed matter between the department and the C.A. Firm and the matter shall be referred to the Principal Secretary/Secretary, Urban Development and Housing Department, whose decision would be final and binding on both the parties.

14.2 In case of dispute over the interpretation of any clause of agreement, decision of Principal Secretary/Secretary, Urban Development and Housing Department shall be final and binding.

15. SUSPENSION

15.1 The Department may, by a written notice to the C.A. Firm, suspend the agreement if the C.A. Firm fails to perform any of its obligations under this agreement, including the carrying out of the services. Provided that such notice of suspension:

- i. Shall specify the nature of the failure, and
- ii. Shall direct the C.A. Firm to rectify such failure within a specified period from the date of receipt of such notice of suspension.

15.2 No payment shall be made to the C.A. Firm for such suspended period and no damage shall be claimed on account of this suspension

16. DISQUALIFICATION

Department, in its sole discretion and at any time during the processing of Proposals, may disqualify any Applicant Firm from the Proposal process, if:

- 16.1 Firms not meeting eligibility criteria.
- 16.2 Firms made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

- 16.3 If found to have record of poor performance such as abandoning works, not properly completing the agreement, inordinately delaying completion, being involved in litigation or financial failures, etc.
- 16.4 Submitted Proposal which is not accompanied by required documents is non-responsive.
- 16.5 Failed to provide clarifications related thereto, when sought.
- 16.6 Submitted more than one Bid for same package. This will cause disqualification of all Bids submitted by such applicants.
- 16.7 Bidders, who are found to canvass, influence or attempt to influence in any manner the qualification of selection process, including without limitation, by Proposing bribes or other illegal gratification shall be disqualified from the process at any stage.

17. TERMINATION OF THE CONTRACT

The department shall have a right to cancel the agreement if the C.A. Firm commits breach of any condition. Breach of agreement include, but are not limited to, the following:

- 17.1 It is found that the time schedule of implementation of the scheme is not being adhered to,
- 17.2 The C.A. Firm stops work & such stoppage has not been authorized by the Urban Development and Housing Department.
- 17.3 The C.A. Firm may become bankrupt or goes into liquidation,
- 17.4 The department gives notice to correct a particular defect/irregularity and the C.A. Firm fails to correct such defects/irregularity within a reasonable period of time determined by the department,
- 17.5 In case the C.A. Firm fails to carry out the instructions/orders issued by the department from time to time during the currency of the agreement and fails to comply with the laws applicable in the State
- 17.6 The C.A. Firm fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by department.
- 17.7 The C.A. Firm fails to perform any other obligation(s) under the agreement.
- 17.8 Because of breach of agreement by the C.A. Firm for any of the above reasons, the department shall have the right to terminate the agreement and forfeit the security deposit and invoke the performance bank guarantee.

18. CESSATION OF RIGHTS AND OBLIGATIONS

Upon termination of the agreement, or upon expiry of this agreement, all rights and obligations of such parties hereunder shall cease, except:

- 18.1 Such rights and obligations as may have accrued on the date of termination or expiry.
- 18.2 The obligation of confidentiality set forth.
- 18.3 Any right which a party may have under the applicable law.

19. CESSATION OF SERVICES UPON TERMINATION

Upon termination of the agreement, the C.A. Firm shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt and orderly manner.

20. DISPUTE RESOLUTION

- 20.1 The Department and the C.A. Firm shall make every effort to resolve amicably by direct negotiations, any disagreement or dispute, arising between them under agreement.
- 20.2 If after 30 days from the commencement of such direct negotiations, the dispute is not resolved it shall be referred to Principal Secretary, Urban Development and Housing Department, Jharkhand, where decision shall be final and binding upon both parties.
- 20.3 Pending the submission of and/or decision on a dispute, difference or claim or until the matter is decided by Principal Secretary, Urban Development and Housing Department, Jharkhand the C.A. Firm shall continue to perform all its obligations under this agreement without prejudice of final adjustment in accordance with such award.
- 20.4 The Department may terminate this agreement, by giving a written notice of termination of minimum 30 days, to the C.A. Firm, if the C.A. Firm fails to comply with any decision delivered by Principal Secretary, Urban Development and Housing Department, Jharkhand.

21. Form FOR TECHNICAL BID

Form T - 1

Request letter

PACKAGE No.:.....(To be filled by the Applicant Firm)

To,
Director
State Urban Development Agency(SUDA)
Urban Development and Housing Department
Govt. of Jharkhand

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for..... [Insert title of assignment and Package No.] in accordance with your Request for Proposal dated..... [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate cover.

We are submitting our Proposal in individual capacity without entering in association with or as a Consortium. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (Please indicate date). We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

(Signature of authorized signatory of
Chartered/Cost Accountant Firm and
seal)

Form T - 2
BIDDER DETAILS

1	Name of Firm	
2	Date of incorporation of the Firm	
3 (a)	Address of bidder	
(b)	Phone no:	
(c)	Fax no.	
(d)	E mail	
(e)	Website	
4(a)	Name of authorized signatory to bid	
(b)	Designation	
(c)	Phone (Landline) Phone (Mobile)	
(d)	Fax	
(e)	Email	
5	PAN of Firm	
6	Service Tax Registration No	
7	ICAI/ICWAIEmpanelment/ Registration number	
8	Name, address, Tel No. Fax, email at which communication to be sent in respect of bid	
9	Names of the present Proprietors/ Partners/Board of Directors	

(Signature of authorized signatory of
Chartered/Cost Accountant Firm and seal)

Form T - 3

1. Similar Assignment Undertaken for the last five years

A. ULB Experience

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the ULB	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

B. Departments of State/Central Government/PSUs/Other Govt. Undertaking Experience

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the client/ Office	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

C. Other Organization Experience

Sl. No.	Name of the Assignment	Agreement No./Work order No. & Date	Name of the Client	Professional Fees	Was the Assignment successfully completed (with date)
A	B	C	D	E	F

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

Note: Please attach copies of the work order/contract issued by competent authority from the client/ work compilation certificate in support of documentary proof.

Form T - 5

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF(Team Leader, Audit Manager and Audit Assistant)(Please enclosed the supporting documents)

1. Proposed Position:

2. Name of Staff :.....

3. Date of Birth :.....

4. Nationality :.....

5. Educational Qualification:

6. Membership of professional societies:

7. Publications:

8. Employment Record:

(List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned along with certificate for the Team Leader,).

9. Summary of the CV

(Furnish a summary of the above C V. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

9.1 Education:

(i) Field of Graduation and Year

(ii) Field of post graduation/ Professional and year

(iii) Any other specific qualification

9.2 Experience

(i) Experience in Urban Development Sector:Years.

(ii) Experience in other Govt. Department/ PSU/Bank etc.:Years

(iii) Total Experience:Years

9.3 Permanent Employment with the Firm (Yes/No):

If yes, how many years:

If no, what is the employment:

Arrangement with the firm

Certification:

1. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the agreement of his assignment on the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification and my experience.

Signature of the Candidate

Place

Date

Signature of the Authorised Representative of the firm

Place

Date

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

Form T- 6

FINANCIAL STRENGTH OF THE CHARTERED/COST ACCOUNTANT FIRM

Year	Turnover (Rs. in Lakhs)
2015-16	
2014-15	
2013-14	

Note:- Pl. attach Audited financial statement for respective years.

(Signature of authorized signatory of Chartered/Cost Accountant Firm and seal)

This is to certify that the above mentioned information has been examined by us on the basis of relevant documents, books of accounts & other relevant information and the information submitted above is as per record.

(Signature, address, Seal & Membership No. of CA Firms/Cost Accountant firms)

Form T - 7

AFFIDAVIT

I, S/o Director/proprietor of
M/s having its registered office at
..... do hereby solemnly affirm and declare as follows:

1. That I have been authorized to execute this affidavit on behalf of this Chartered/Cost Accountant Firm.
2. That the Urban Development and Housing Department, Government of Jharkhand vide advertisement published in Had invited Proposals from Chartered/Cost Accountant Firm for
3. That in response to the said advertisement as stated in paragraph (2) above, our firm has submitted its proposal to the Urban Development and Housing Department, Government of Jharkhand.
4. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Performa, detailing therein :
 - a. Firm's general experience in the field of assignment / work.
 - b. The qualification and Competency of the personnel for the assignment.
5. That our firm have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial authority or a judicial pronouncement or arbitration award against our firm, nor our firm have been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach of our part.
6. That our firm during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us.

That the statements made in paragraph 1 to 6 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act / laws in force.

Solemnly affirmed by the said at on this the
..... day of 2016.

Deponent :

Identified by me

Form T - 8

Work Plan Schedule

SI No	Activities	Months			
		1	2	3	4
1					
2					
3					
4					
5					

(Signature of authorized signatory of C.A. Firm and seal)

22. Form for Financial Bid

FORM FIN-1

[Location, Date]

NAME OF THE PACKAGE:.....(To be filled by the C.A. Firm)

To,

Director,
State Urban Development Agency,
Urban Development and Housing Department,
Jharkhand, Ranchi

Dear Sir /Madam:

We, the undersigned, offer to provide the consulting services for [Insert name of Assignment] in accordance with your RFP dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs..... (In word.....) This amount is exclusive of the service tax.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand that, you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature of authorized signatory of C.A. Firm and seal)

Note: Use separate sheets for different PACKAGES.

FORM FIN-2

DETAILS COST PACKAGE WISE, ULB WISE AND YEAR WISE

Project Title: Selection of CAG empanelled Chartered Accountant Firms for Audit of Books and Accounts in 41 Urban Local Bodies (ULBs) of Jharkhand.

(Amount in INR)

Package No.	Name of ULB	Audit report for the year 2012-13 (as per the TOR mentioned in the RFP)	Audit Report for the year 2013-2014 (as per the TOR mentioned in the RFP)	Audit Report for the year 2014-2015 (as per the TOR mentioned in the RFP)	Audit Report for the year 2015-16 (as per the TOR mentioned in the RFP)	Total Amount (excluding service Tax.)
1						
2						
3						
4						
5						
6						
Total Amount						

- Note:**
1. Pl. mention Name of all ULBs of a Package and use separate sheets for different PACKAGES
 2. any of the above proposed packages may be removed by SUDA, For which bidder can't have any claim.
 3. SUDA may assign some new works on pro rate basis with mutual consent with the firm.

(Signature of authorized signatory of C.A. Firm and seal)

Form F - 1

CERTIFICATE AS TO CORPORATE/ FIRM PRINCIPAL

I Certify that I am the authorized representative of the Firm/Corporation/Company, set up under the laws of and that (Name and Designation) who signed the above tender is authorized to bind the corporation by authority of its governing body.

(Signature of authorized signatory of C.A. Firm and seal)

Form F-2

CERTIFICATE

I undertake to abide by the terms and conditions as laid down in the Proposal documents by this Department and also follow the instructions given by the Department (to be read with Terms and Conditions).

Signature :

Name of the person :
with Designation

Name of the Firm :

FORM- 3
PERFORMANCE BANK GUARANTEE

The Urban Development and Housing Department, Government of Jharkhand has invited bids for appointing a C.A. Firm for (Name of the project)..... in the State of Jharkhand.

M/s. submitted their proposal with reference to the said bid The Urban Development and Housing Department, Government of Jharkhand has since decided to award the contract to M/s..... ..vide their letter of intent no..... dated..... directing M/s..... to submit Performance Bank Guarantee of Rs.

M/s..... has requested us to furnish above bank guarantee valid uptoConsidering the request, we do hereby undertake to pay to The Urban Development and Housing Department, Government of Jharkhand an amount not exceeding Rs. lakhs on demand by The Urban Development and Housing Department, Government of Jharkhand in case of failure of M/s in fulfilling the obligations properly and timely under the said contract.

We do hereby undertake to pay the amount payable under this guarantee without demur, merely on a demand from The Urban Development and housing Department, Government of Jharkhand. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee.

Our liability under this guarantee shall be restricted to an amount not exceeding Rs.lakhs. This guarantee would remain in full force up to..... Unless the demand as claim under this guarantee is made on us in writing on or before, we shall be discharged from all liabilities under this guarantee thereafter.

We undertake to pay unconditionally to The Urban Development and Housing Department, Government of Jharkhand any money so demanded and our liability under this guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability from payment there under and M/s.shall have no claim against us making such payment.

This guarantee will not be discharged due to the change in the constitution of the Bank or C.A. Firm.

We undertake not to release this guarantee during its currency except with prior consent of The Urban Development and Housing Department, Government of Jharkhand in writing.

“Notwithstanding anything herein contained; our liability under this Guarantee shall:

(A) Be limited to a sum of Rs..... lakhs (Rupees..... lakhs) only.

(B) Stand completely discharged and all our rights under this guarantee shall stand extinguished, if no claim or demand is made upon us in writing on or before

Date.....

Signature for and on behalf of Bank

ANNEXURE 1: CHECKLIST

Preliminary Checklist for Bidders for Qualification Criteria

- A. All the forms as mentioned in the table below have to be submitted by the firm in order to qualify in qualification criteria.

S. No.	Document
1	RFP Document Fee, (If downloaded from the site)
2	Processing Fee (As asked in RFP)
3	Certificate of Incorporation /Empanelment with ICAI (As asked in RFP)
4	Declaration of not being blacklisted / debarred
5	Audited Balance Sheet for last 3 years (As asked in RFP)
6	Auditor certified Profit Loss Statement for last 3 years
7	Annual Turnover Certificate (As asked in RFP)
8	All Technical Forms (Form TECH 1 to TECH 7, including work experience in form of completion certificates)
8.1	FORM TECH – 1
8.2	FORM TECH – 2(Pl. enclose relevant supporting documents)
8.3	FORM TECH – 3(Pl. enclose relevant supporting documents)
8.4	FORM TECH – 4(Pl. enclose relevant supporting documents)
8.5	FORM TECH – 5(Pl. enclose relevant supporting documents)
8.6	FORM TECH – 6(Pl. enclose relevant supporting documents)
8.7	FORM TECH – 7
8.8	FORM TECH-8
9	Financial Form
9.1	FIN – 1
9.2	FIN – 2
10	Service Tax Registration No (Pl. enclose relevant supporting documents)
11	PAN (Pl. enclose relevant supporting documents)
12	Form F 1
13	Form F 2
14	Form F3