

**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF MAHARASHTRA LTD.**

**APPOINTMENT OF CHARTERED ACCOUNTANT FIRM / COST ACCOUNTANT FIRM FOR CONDUCTING  
INTERNAL AUDIT OF CIDCO.**

**E-RFP Notice No: CIDCO/IAW/2023-24/01.**

City and Industrial Development Corporation of Maharashtra Limited (CIDCO) invites online Request for Proposal from experienced Chartered Accountant firms and Cost Accountant firms, **i)** who have more than 10 years of experience, **ii)** and having annual turnover of more than Rs.50.00 Lakhs for the last 3 years in the prescribed format available on the official website : <https://mahatenders.gov.in> The set of Request for Proposal (RFP) etc. may be downloaded from the official website. The interested Chartered Accountant firms and Cost Accountant firms are advised to download all the detailed required documents (RFP) and only after self assessment of their eligibility as stipulated in the RFP; they should submit the required proposal online along with payment of **Rs. 1,180/-** (Rupees One Thousand One Hundred and Eighty Only) as cost of the document including **18% GST** (non-refundable) and **EMD amounting to Rs.37,000/-**. This amount is to be paid via **online Payment Gateway Mode** only. The information of E-Payment Gateway is available on E-Tendering website : <https://mahatenders.gov.in> For any details regarding e-tendering system, please contact in CIDCO, please call at 24X7 Help Desk No.0120-4001 002, 0120 – 4200 462, 0120-4001 005, 0120 – 6277 787. Email Support – For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority. Technical Support – [eproc@nic.in](mailto:eproc@nic.in) , [Support-eproc@nic.in](mailto:Support-eproc@nic.in)

The RFP and other details can be downloaded from **02.02.2023 to 24.02.2023** (both days inclusive).

The last date and time of submission of online Bid proposal to CIDCO Ltd. is **24.02.2023 before 17:00 hrs**. The submission of proposal will be at the firms risk and cost.

**Contact Details :**

**FINANCIAL ADVISER**

Internal Audit Wing

City and Industrial Development Corporation of Maharashtra Ltd.

5<sup>th</sup> floor, CIDCO Bhavan, CBD Belapur,

Navi Mumbai – 400 614. Maharashtra.

Tel. No. 022 67918545 / 67918517. Fax No. 022-67918166 / 67918530

**INVITATION FOR E-REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTANT FIRMS.**

E-RFP Notice No. : CIDCO/IAW/2023-24/01

**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF MAHARASHTRA LIMITED.**

**Appointment of Chartered Accountant firm / Cost Accountant firm for conducting Internal Audit of the various departments, Nodal offices and New Township offices under CIDCO.**

CIDCO, a Government of Maharashtra owned company, planning and developing cities for the last 50 years, began its journey as a Town Planning and Development Authority on 17<sup>th</sup> March 1970. It was initially designated as the special planning authority for a collective area of 344.39 km, which covered 95 villages within Thane, Panvel and Uran talukas of Thane and Raigad districts and gave birth to 14 self sufficient and independent nodes in Navi Mumbai. Development Authority for NAINA Project. It was also designated as planning authority for New Towns Aurangabad, Nashik, Amaravati, Nanded, Jalna, Latur, Oros, Palghar and Nagpur by the Government of Maharashtra.

CIDCO Ltd. intends to appoint Chartered Accountant firm / Cost Accountant firm to conduct the concurrent Internal Audit of the accounts of the various departments, nodal offices and New Township offices under its jurisdiction for the year **2023-24**. The work of Internal Audit of all the above mentioned offices needs to be completed in a time bound manner and the audit reports need to be submitted on or before the due dates mentioned in the R.F.P. Document. **(Annexure – 2)**

CIDCO Ltd. now invites online Request for Proposal from the experienced Chartered Accountant firms/Cost Accountant firms **i)** who have more than **10** years of experience, **ii)** and having **annual** turnover of more than Rs. 50.00 Lakhs for the last 3 years; in the prescribed format available on the official website : <https://mahatenders.gov.in> The set of Request for Proposal (RFP) etc. may be downloaded from the above website.

1) The interested Chartered Accountant firms and Cost Accountant firms are advised to download all the detailed required documents (RFP) and only after self assessment of their eligibility as stipulated in the RFP; they should submit the required proposal online along with payment of **Rs. 1,180/-** (Rupees One Thousand One Hundred and Eighty Only) as cost of the document including **18% GST** (non-refundable) and **EMD amounting to Rs.37,000/-**.

- 2) This amount is to be paid via **online Payment Gateway Mode** only. The information of **E-Payment Gateway** is available on E-Tendering website : <https://mahatenders.gov.in>
- 3) For any details regarding e-tendering system, please contact in CIDCO, please call at 24X7 Help Desk No.0120-4001 002, 0120 – 4200 462, 0120-4001 005,0120 – 6277 787. Email Support – For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority. Technical Support – eproc@nic.in
- 4) Online pre-proposal queries should be uploaded on e-mail I.D. **fa@cidcoindia.com** and the reply to these queries will be given as per the schedule mentioned in the Proposal invitation and submission schedule.
- 5) The RFP and other details can be downloaded from **02.02.2023** to **24.02.2023** (both days inclusive).
- 6) The last date and time of submission of online proposal to CIDCO Ltd. is **24.02.2023** before **17:00 hrs**. The submission of proposal will be at the firms risk and cost.
- 7) **The right to reject any or all the proposals without assigning any reason is reserved by the RFP inviting authority.**

**Contact Details :**

**FINANCIAL ADVISER**

Internal Audit Wing

City and Industrial Development Corporation of Maharashtra Ltd.

5<sup>th</sup> floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai – 400 614. Maharashtra.

Tel. No. 022 67918545 / 67918517.

Fax No. 022-67918166 / 67918530

**GENERAL INSTRUCTIONS REGARDING SUBMISSION OF PROPOSAL FOR APPOINTMENT OF  
CHARTERED ACCOUNTANT FIRM / COST ACCOUNTANT FIRM FOR CONDUCTING CONCURRENT  
INTERNAL AUDIT OF CIDCO LTD. FOR THE FINANCIAL YEAR 2023-24**

1. This Request for Proposal (RFP) document Consists of the following :

- a. General Instructions (GI)
- b. Data Sheet (DS)
- c. Terms of Reference (TOR)
- d. Duration and Deliverables
- e. Payment Schedule
- f. Technical and Financial Proposal Forms (TFPF)

Detailed description of the objectives, CIDCO's requirements, scope of the assignment, Deliverables and other requirements related with this assignment are prescribed in the Terms of Reference; and the Annexures 1 and 2.

2. The proposal must be **digitally** signed as detailed below :

- a. by the proprietor, in case of a proprietary firm.
- b. by the partner holding the power of attorney, in case of a partnership firm.
- c. by the Authorised Signatory in case of others.

3. All documents accompanying the Technical and Financial proposals shall be in English and strictly on the forms / formats as specified in the RFP document.

4. The cost of preparing the proposal and subsequent action, including visits to the CIDCO office are not reimbursable.

5. CIDCO will not respond to any enquiries or enter into communication concerning or relating to selection process.

6. The evaluation of the proposals received by CIDCO within stipulated period shall be carried out by the Proposal Evaluation Committee.

7. **EARNEST MONEY** The Bidder shall deposit and keep deposited ( for the period specified hereafter) with CIDCO a sum as shown in this Notice Inviting Bid as the Earnest Money. The Earnest Money deposited by way of online Payment Gateway Mode.

7.1 The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder for this Bid.

7.2 No interest shall be payable by CIDCO in respect of such deposited Earnest Money. The Earnest Money of unsuccessful Bidder shall be refunded after the final decision on the Bids or on expiry of the validity period whichever is earlier on presenting receipt thereof.

7.3 Invitation by CIDCO to submit the Bid „ON-LINE‘ shall be a propose and the „ON-LINE“ submission of a Bid by the Bidder shall be an acceptance of such proposal to win the contract. The Bidder shall not revoke his offer or vary its terms and conditions without the

consent of CIDCO during the period of 120 days counted from, the last day appointed by CIDCO for submission of Bids „ON-Line“.If the Bidder shall revoke the Bid or vary its terms or conditions contrary to his promise to abide by this condition, the Earnest Money Deposited by him shall stand forfeited to CIDCO without prejudice to its other rights and remedies.

7.4 The authorized signatory of the lowest Bidder shall duly sign with their company seal on each page of the hard copy of the Bid documents prepared, within 7 (seven) working days after issue of Letter of Acceptance (LOA).

7.5 The E.M.D. of the successful Bidder shall be entitled for forfeiture if he fails to accept an Appointment of Chartered Accountant Firm/Cost Accountant Firm for conducting Internal Audit CIDCO Ltd. within 30 days from the date of issue of Appointment Letter.

**8. PREPARATION OF PROPOSAL:**

The proposal shall be submitted online in two separate parts, each to be as follows:

- a) Technical Proposal.
- b) Financial Proposal.

Both these Technical and Financial Proposals shall be submitted online to CIDCO before the due date and time for submission of the proposal.

**i) Technical Proposal :**

The "Technical Proposal" shall contain :

- a) A letter of Technical Proposal (LOTP) duly filled in.
- b) Technical Proposal format duly filled in.
- c) All relevant enclosures as mentioned in the format of Technical Proposal and as mentioned in the **Eligibility Criteria**. (Please refer **Annexure – 3**)

**ii) Financial Proposal :**

The "Financial Proposal shall contain :

- a) A letter of Financial Proposal (LOFP) duly filled in.
- b) Details of Financial Proposal duly filled in.

**9. Failure to comply with the requirements spelt out as above, shall make the proposal liable to be rejected.**

**10. Submission of Proposals :**

- a) The interested firm shall submit the Technical and Financial Proposal online separately.
- b) The proposal in the Prescribed format should be submitted online on or before 17.00 hrs. on 24.02.2023.
- c) The proposals received online on or before the due date and time and as stated

above shall be opened at 15.00 hrs. on 27.02.2023, in the presence of the representatives present.

**11. Proposal Evaluation :**

The Technical Proposals will be opened online in the presence of the representatives of the Chartered Accountant firms/Cost Accountant firms (**herein after referred as "C.A. Firms"**) who choose to be present at the time of opening of the proposals. The technical evaluation shall be carried out by the Proposal Evaluation Committee based on the data and information provided by the Chartered Accountant firms/Cost Accountant firms for experience, no. of Partners, Staff, qualification experience of the firm no. of branches of the firm and the annual turnover of the firm, and finally on the basis of 'Technical Score' obtained by the firm.

The marking criteria for technical proposal shall be as under. The Chartered Accountant firms/Cost Accountant firms scoring equal to or more than 75/100 in technical proposal evaluation shall only be considered for opening of Financial Proposals. After qualifying in Technical Proposal evaluation stage, the Financial Proposals of those qualified Chartered Accountant firms/Cost Accountant firms, shall be opened in presence of the representatives of the Chartered Accountant firms/Cost Accountant firms, who choose to remain present. Minimum 75/100 Technical Score shall be relaxed by the competent authority (V.C. & M.D.) of CIDCO, if less than 3 firms score 75 or more out of 100. The Financial Proposal indicating the lowest Professional fees for conducting the internal audit of financial year **2023-24** shall be considered for award of the assignment.

**12. Bid Submission Procedure :**

The on-line submission of Bid document should be done on website by the bidders as per Bid programme. The Bidder has to enter Name of the Bidder / Bidding Firm / Company in particular cell of **BOQ** uploaded in excel format. Then Bidder has to enter amount in figure in Column No.13 for each item as mentioned in Excel File. The total quoted amount in figures is worked out automatically as well as amount in words is also worked out automatically and shall display in the Excel sheet. Annexure 7 of bid document is for information of the bidder.

### Marking system for "Technical Proposal"

The following marking criteria shall be used for technical evaluation.

Sr. No.	Criteria	Maximum Marks	
1	No. of Partners FCA / ACA / Sole Proprietor	10	
2	Years of Experience partner A + Partner B + Partner C + Partner D .....	10	
	Years of Experience of Sole Proprietor + Years of Experience of full time qualified CA's with the firm.		
3	Years of partners association with the firm partner A + Partner B .....	10	
	Years of association with the firm - Sole Proprietor + the qualified CA's.		
4	No. of staff.		
	i) Qualified.	15	
	ii) Semi Qualified.	5	
	iii) Others.	5	
5	<u>Nature of Experience of the Firm</u> Giving Turnover / years of experience of Internal / Statutory audit of entities audited.		
	i) Govt. PSU audit.	20	
	ii) Companies in Pvt. Sector audit.	10	
6	No. of Branches	5	
7	Total Turnover of the firm in last 3 years.	10	
	<b>Total</b>	<b>100</b>	

#### **Note :-**

1. The C.A. Firms will furnish details of all these criteria while applying.
2. C.A. Firms will also upload their latest certificate of firm constitution as on 31<sup>st</sup> December of the current year issued by **ICAI** (means "Institute of Chartered Accountants of India" and also "Institute of Cost Accountants of India"). **Firms not able to upload this certificate will not be considered, for Technical Evaluation.**
3. Total marks will be out of 100 marks as stated above.
4. Minimum 75/100 Technical score shall be relaxed by the competent authority (V.C. & M.D.) of CIDCO if less than 3 firms score 75 or more out of 100.

## DATA SHEET

**The contents of this Data sheet (DS) of RFP shall form part of the instructions to the intending C.A. Firms and shall be deemed to be part of the assignment/contract.**

- 1.0** The documents for preparation of proposal.
  - a.** List of Documents to be uploaded online – **Annexure 3**
  - b.** Letter of Technical proposal for conducting audit – **Annexure 4**
  - c.** Forms of Technical proposal – **Annexure 5**
  - d.** Letter of Financial Proposal – **Annexure 6**
  - e.** Forms of financial proposal – **Annexure 7**
- 2.0** The name of the client :  
The V.C. and M.D. , City and Industrial Development corporation of Maharashtra Ltd., 2<sup>nd</sup> Floor, Nariman Point, Mumbai -400021.
- 3.0** The Address for communication with regard to conducting of internal audit is :  
Internal Audit wing, City and Industrial Development corporation of Maharashtra Ltd., 5<sup>th</sup> Floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai, Maharashtra – 400614. Tel. No. 022 67918545 / 67918517
- 4.0** Tax liability :  
Goods & Service Tax (GST) shall be paid separately as per actual at the time payment.
- 5.0** Submission of online proposal by the C.A. firms, shall be in the form of Technical Proposal and Financial Proposal, on <http://mahatenders.gov.in>
- 6.0** Schedule of Selection Process :
  - i.** Availability of RFP document on the website : <https://mahatenders.gov.in> from **02.02.2023 to 24.02.2023**.
  - ii.** Consortium, joint venture, AOP (Association of Persons) will not be allowed.
  - iii. Proposal invitation and submission schedule :-** As detailed below.

### Key Events and Dates :

Sr. No.	Critical Dates	(dd.mm.yy/hh:mm)
1)	Publishing Date	02.02.2023 / 17.00 Hrs.
2)	Document Download / Sale Start Date	02.02.2023 / 17.00 Hrs.
3)	Document Sale End Date	24.02.2023 / 17.00 Hrs.
4)	Bid Submission Start Date	02.02.2023 / 17.00 Hrs.
5)	Bid Submission End Date	24.02.2023 / 17.00 Hrs.
6)	Technical Bid Opening Date	27.02.2023 / 15.00 Hrs.

**For more details please visit website : <https://mahatenders.gov.in>**