



# GOVERNMENT OF MADHYA PRADESH

Madhya Pradesh State Tech e-Panchayat Society

(AN AGENCY OF PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT)

Regd. Off: O/o Commissioner, Panchayati Raj Directorate,

Near By E.P.F. Office, Arera Hills, Bhopal-462011.MP

e-mail ID: mpsteps@mp.gov.in



No. 299/P&RD/MPSTEPS/Audit-2017/18

Bhopal, Date 23/03/2018

## Request for proposal (RFP) for Annual financial Audit of all PRIs from Reputed Chartered Accountant Firms

Scaled Offers are invited from reputed Chartered Accountant firms not having any affiliations with foreign firms in any manner, in prescribed formats to conduct the annual financial audit of the accounts for the year 2017-18 of all Panchayat Raj Institutions (PRIs) which includes all Gram/Janpad/Zila Panchayats and various schemes under rural development and state head quarter.

The Request for Proposal (RFP) document can be purchased up to **13.04.2018** on payment of Rs. 5,000/- (Rs. Five thousand only) for each application in the form of D.D. drawn in favour of **CEO, M.P State Tech e-Panchayat Society, Bhopal (MPSTEPS)** and payable at Bhopal. Document may also be downloaded from the website: [www.mppanchayatdarpan.mp.gov.in](http://www.mppanchayatdarpan.mp.gov.in) or [www.mpprd.gov.in](http://www.mpprd.gov.in) and [www.nregs-mp.org](http://www.nregs-mp.org) submitted along with the demand draft (Non-Refundable) of Rs. 5,000/- (Rs. Five thousand only) for each application towards the cost of RFP document at the address given above.

Offers should be submitted along with an EMD of Rs. 50,000/- (Rs. Fifty thousand only) for each application in the form of DD/FDR valid for six month drawn in favour of **M.P State Tech e-Panchayat Society, Bhopal and payable at Bhopal.**

**In evaluation of the proposals the Quality cum Cost Based (QCBS) process shall be followed.**

The pre- bid meeting will be held on **16.04.2018** at **3.00 PM** to Regd. Off: O/o Commissioner, Panchayati Raj Directorate, Near By E.P.F. Office, Arera Hills, Bhopal-462011.MP.

Last date for submission of offer is **23.04.2018** up to **2:30 PM** and the technical bid will be opened on the **same day at 03:30 PM.**

Financial bid will be opened on **25.04.2018 at 03:00 PM**

The Commissioner, Panchayati Raj Directorate and ex-officio CEO, MPSTEPS reserves the right to accept or reject fully or partially the bids which is final and binding.

**Chief Executive Officer,  
MPSTEPS**



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## Request for proposal (RFP) for Annual financial Audit of all PRIs from Reputed Chartered Accountant Firms

### Instructions to Bidders

#### 1. Introduction:

The Panchayat and Rural Development Department, Madhya Pradesh as per the 13th Finance Guidelines issued by GoI for Local Bodies (Chapter 10) and as per the MoF guidelines letter dt. 23rd September 2010 {(Clause 6.4.2 (a) to (e) } intends to appoint a CA Firms to conduct the financial audit of the accounts for the financial year 2017-18 and of all the Panchayat Raj Institutions in Madhya Pradesh. The scope of audit is extendable to 2<sup>nd</sup> year. This audit includes Gram Panchayats, Janpad Panchayats, Zila Panchayats and State Head Quarters at Bhopal. Other implementing agencies at all levels in conductive financial audit annually.

#### 2. Purchase of RFP Document:

The Request for Proposal (RFP) document can be purchased up to 13.04.2018 during office hours on payment of Rs. 5,000/- (Rs. Five thousand only) in the form of D.D drawn in favour of CEO, M.P State Tech e-Panchayat Society, Bhopal (MPSTEPS) and payable at Bhopal. Document may also be downloaded from the website: [www.mppanchayatdarpan.mp.gov.in](http://www.mppanchayatdarpan.mp.gov.in) [www.nregs-mp.org](http://www.nregs-mp.org) or [www.mpprd.gov.in](http://www.mpprd.gov.in) and submitted along with the demand draft (Non-Refundable) of Rs. 5,000/- (Rs. Five thousand only) towards the cost of RFP document at the address given above. This D.D relating to cost of bid document may be submitted in the envelope-A containing EMD.

#### 3. Eligibility Criteria:

CA firms participating in the bid are required to fulfill qualifying criteria given in annexure-II (Technical Bid). The technical bid should be submitted with all the information as required therein with supporting documents and declaration will be kept in an Envelope-B.

#### 4. Submission of Offer:

##### i. Proposal Should be Submitted in Three Envelop System as given below :-

- Envelope A.** EMD Rs 50,000/- (Rs. Fifty thousand Only) in the form of FDR/DD drawn in favour of M.P. State Tech e-Panchayat Society, Bhopal payable at Bhopal.
- Envelope B.** Technical bid containing information/documents as indicated in annexure-II.
- Envelope C.** Containing financial bid in the format given in annexure-III

These three envelopes "A, B & C" should be sealed and kept in a bigger envelope marked as "Proposal for Annual financial audit 2017-18" and addressed to CEO, MPSTEPS, Regd. Off: O/o Commissioner, Panchayati Raj Directorate, Near By E.P.F. Office, Arera Hills, Bhopal-462011.MP

Bid should be valid for 90 days from the date of submission of offer.

- ii. Please note that the cost of preparing proposal including visits to the any of the office is not reimbursable.
- iii. CA Firm may submit bid for maximum 5 Group but they will be allotted work of maximum 2 Group. CA Firm have to indicate Group in priority. Financial proposal must be submitted in separate envelop. **Single financial bid for more than one Group in one envelope is not acceptable and will be treated has disqualified.**
- iv. The Bhopal District (Group) CA Firm will also do the State Level Audit of all HODs and Scheme/Programs.
- v. Chief Executive Officer MP STEPS reserves the right to reject any bid without giving any explanation and in this regard no correspondence shall be made by firms.

**5. Earnest Money Deposit (EMD):**

Earnest money deposit of Rs. 50,000/- (Rupees Fifty thousand only) in the form of FDR/DD is to be submitted for each district separately. Any offer not accompanied by required EMD and in prescribed form will not be considered. EMD of unsuccessful bidder shall be returned as soon as tenders are decided.

EMD may be forfeited if, C.A firm whose offer is accepted fails to deposit required performance security and sign the agreement with in the scheduled period.

**6. Opening of Offer:**

- i. Envelope-A containing EMD and cost of bid document shall be opened first. If the same are found in order.
- ii. Envelope-B containing technical bid shall be opened in the presence of the bidders or their representative who may like to be present.  
Technical proposals shall be evaluated by the committee constituted for this purpose. Names of bidder who will be assessed technically qualified will be displayed on the website.
- iii. Envelope-C containing Financial Bid, of technically qualified bidders shall be opened on pre notified date.
- iv. Bid proposal Cover which comprises envelop "A" "B" and "C" envelops should be submitted either through Speed Post or in Person till on **23.04.2018 upto 02:30 PM**
- v. Bids send through courier will not be acceptable and no bid will be accepted after the expiry of fixed time and date for whatsoever the reason be for delay

**7. In evaluation of the proposals the Quality cum Cost Based (QCBS) process shall be followed.**

**8. Award of Contract:**

Successful bidder will be notified award of contract by post or any other suitable mode of communication for signing the agreement.

**9. Performance Security:**

Successful bidder will have to deposit performance security equal to Five percent of the contract amount in the form of FDR/DD/BG of scheduled commercial Bank drawn in favour of **M.P. State Tech e-Panchayat Society, Bhopal payable at Bhopal** within 15 days from the date of issue of award letter. EMD shall be refunded on deposit of performance security.

**10. Signing of Agreement:**

After submission of performance security, firm will sign the agreement with the designated officers of the concerning districts/MPSTEPS for which the contract is awarded.

**11. Commencement of Services:**

The selected CA Firm shall commence the services within 10 days from the date of issue of letter of award.



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## Terms of Reference

### 1. Background:

The Panchayat and Rural Development Department, Madhya Pradesh as per the 13th Finance Guidelines issued by GoI for Local Bodies (Chapter 10) and as per the MoF guidelines letter dt. 23rd September 2010 {(Clause 6.4.2 (a) to (c) } intends to appoint a CA Firm/Firms to conduct annual financial audit for the financial year 2017-18 Panchayat Raj Institutions in Madhya Pradesh, and schemes under Rural Development Department. This includes, Gram Panchayats, Janpad Panchayats, Zila Panchayats and State Head Quarters at Bhopal.

### 2. Objectives:

- i. The selected agency is required to Conduct Annual financial audit of the book of accounts of the year 2017-18 of all the tiers of PRIs, including Watershed committee PLA (project implementing agency), and various schemes under rural development department and State Head Quarters and submit the reports as per stipulated time limit to the designated Authority
- ii. Besides the overall objectives is to provide the management with independent assurance that (i) the internal controls established by management are designed appropriately and (ii) verify whether the overall financial management and arrangements including the system of internal controls as documented in the accounting or other relevant manuals (FMM), are in practice and working effectively. In addition, it is expected that internal audit should play a role in assisting management in bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and government processes.
- iii. Panchayat & Rural Development Department the other Government program Funds are routed through Panchayat Raj Institutions are also to be audited. The list of Schemes of Panchayat & Rural Development Department and other Government Programmes, are attached in the Annexure IV. This can be also obtained at the office of Chief Executive Officer MPSTEPS, Bhopal. Name of the scheme may be added by CEO, M.P. STEPS for which no additional fee will be given (this will be treated as part of the financial bid).

### 3. Scope of Work:

#### A. Annual financial Audit of the Accounts for the Financial Year 2017-18:

##### 1) The Appointed Firm has to do/Examine that :-

- i. The funds have been utilized in accordance with the guidelines, directives, acts and rules framed by Government of India, State Government and the Funding Agency in this regard, with due economy, efficiency, effectiveness, financial propriety, transparency and only for the purpose for which the funds were allocated. The funds utilized as per the Guidelines, directives, acts and rules of the Schemes/GoI regulations with due economy, efficiency, effectiveness, financial propriety, transparency and only for the purpose for which the funds were allocated.

- ii. Counterpart funds if any, have been provided and used in accordance with the relevant provisions of the Act & Rules, with economy, efficiency, transparency and utilized only for the purpose for which they were provided.
- iii. There is no diversion of funds for others purposes and there is no case of fraud, embezzlement, theft and loss.
- iv. Goods and services have been procured in accordance with the provisions in the rules and orders.
- v. All necessary supporting documents, records and accounts have been kept in respect of scheme expenditure. Clear linkages exist between the books of account and reports presented to the District & Head Office.
- vi. The accounts have been checked & verified in accordance with Accounting standard of the scheme and give a true and fair view of the financial situation of the scheme at the end of the year. The accounts have been checked on reconciliation of fund transferred to apex body/council and reconciliation of fund transferred by Council/apex body to Zila Panchayat, and from Zila Panchayat to Janpad Panchayat/Gram Panchayat/ line departments and other implementing agencies and fund transferred from Janpad Panchayat to Gram Panchayat/Implementing agencies.
- vii. All the receipts and payments have been taken into account and taxes etc. have been deposited.
- viii. The provisions of exit protocol are followed and MIS is in place.
- ix. The irregularities/comments reflected in social/statutory audit reports are duly complied with, if not it may be reflected in audit report.
- x. All the transactions should be handled through electronic transfer system only.
- xi. The auditors must ensure that all the expenditure/transaction is properly verified online where IT system is already in place. The documents may be verified through auditor's signature, if provision is available in the system.
- xii. All the documents available in scheme portal(s) must be verified by the auditors after expenditure incurred and uploaded on portal(s).
- xiii. The auditors should submit system generated report yearly.

*Note 1. The firm is required to prepare a consolidated audit report for the whole district and submit it within the end of the financial year to the MPSTEPS office.*

2. *The firm will be responsible for uploading and compliance on audit paras and concerning information on the software specifically developed for this purpose.*
3. *The firm is also expected to report on certain issues as and when required by different programme heads/authorities.*

## 2) **Work Assignment for Gram Panchayats:-**

- i. To audit the expenditure under all schemes.
- ii. To scrutinize Bank Reconciliation Statement of Gram Panchayat.
- iii. To examine Receipt and Payment Accounts, Income Expenditure Accounts and the Balance Sheet of Gram Panchayats and verification of submission of Monthly Accounts to Janpad/Zila Panchayat.
- iv. To submit Comments and observation of auditor on accounts and audit opinion.
- v. To submit all reports as specified by CAG 8 Formats under MAS and relevant reports viz. Trial Balance, Income and Expenditure, Balance Sheet and Utilization Certificates etc.
- vi. To submit any other comments/reports which organization may require time to time.

**3) Work Assignment for Janpad Panchayats :-**

- i. To audit the expenditure under all schemes incurred at Janpad Panchayat Level.
- ii. To scrutinize Bank Reconciliation Statement of Janpad Panchayat.
- iii. To examine Receipt and Payment Accounts, Income Expenditure Accounts and the Balance Sheet of Janpad Panchayats and verification of submission of Monthly Accounts to Zila Panchayat.
- iv. To verify the consolidated account with reference to concerning Gram Panchayats Accounts.
- v. To submit Comments and observation of auditor on accounts and audit opinion.
- vi. To submit all reports as specified by CAG 8 Formats under MAS and relevant reports viz, Trial Balance, Income and Expenditure, Balance Sheet and Utilization Certificates etc.
- vii. To submit any other comments/reports which organization may required time to time.

**4) Work Assignment for District:-**

- i. To audit the expenditure under all schemes incurred at Zila Panchayat Level.
- ii. To verify Bank Reconciliation Statement of Zila Panchayat.
- iii. To examine Receipt and Payment Accounts, Income Expenditure Accounts and the Balance Sheet of Zila Panchayats and verification of submission of Monthly Accounts to State Head Quarter.
- iv. To prepare the Consolidated Audit report account with reference to concerning Gram/Janpad Panchayats Accounts and the list of advances, assets and liabilities for individual schemes /own resources.
- v. To submit Comments and observation of auditor on accounts and audit opinion.
- vi. To submit all reports as specified by CAG 8 Formats under MAS and relevant reports viz, Trial Balance, Income and Expenditure, Balance Sheet and Utilization Certificates etc.
- vii. To submit any other comments/reports which organization may required time to time.

**6) Work Assignment for State Head Office:-**

- i. To audit the expenditure under all schemes incurred at State Head Quarters Level.
- ii. To verify Bank Reconciliation Statement of State Head Quarters.
- iii. To examine Receipt and Payment Accounts, Income Expenditure Accounts and the Balance Sheet of State Head Quarters.
- iv. To prepare the consolidated Audit report with reference to Gram/Janpad/Zila Panchayats Accounts and the list of advances, assets and liabilities.
- v. To submit Comments and observation of auditor on accounts and audit opinion.
- vi. The Social Audit of PRIs have to be examined and if there are any irregularities those have to be reported.
- vii. To submit all reports as specified by CAG 8 Formats under MAS and relevant reports viz, Trial Balance, Income and Expenditure, Balance Sheet and Utilization Certificates etc.
- viii. To submit any other comments/reports which organization may required time to time.

**[B] The Appointed Agency has to Examine that:- (Audit the annual admin poor)**

- i. All the fund have been utilized in accordance with the guidelines, directives acts and rules issued by Govt. of India, State Government and Funding Agency, with due economy and efficiency and transparency only for the purpose for which the fund were provided.
- ii. Counterpart fund, if any, have been provided and used in accordance with the relevant provisions of Act & Rules, with economy and efficiency and transparency only for the purpose for which they were provided.

- iii. There is no diversion of funds for others purposes and there is no case of fraud, embezzlement, theft and loss.
- iv. Goods and services have been procured in accordance with the provisions in the rules and orders issued by the competent authority.
- v. Adequately handed over and used solely for their intended purposes and and exit protocols for work completion are followed.
- vi. All necessary supporting documents, records and accounts have been kept in respect of scheme expenditure. Clear linkages exist between the books of account and reports presented to the District & Head Office.
- vii. Provide management with evidence based feedback on adherence to procurement manual by authorities and procurement guidelines at operating levels.
- viii. Reconciliation of fund transferred by Government/Council to Zila Panchayat, fund transferred from Zila Panchayat to Janpad Panchayat/Gram Panchayat/ line department. Watershed committee PIA (project implementing agency) and other implementing agencies and fund transferred from Janpad Panchayat to Gram Panchayat/working agencies.
- ix. Scrutiny of Bank Reconciliation Statement.
- x. Scrutiny of monthly squaring of accounts and advances.
- xi. Check & verified receipt payment, income expenditure trial balance and balance sheet etc of accounts along with comments.
- xii. Any other financial norms which organization may required time to time.
- xiii. Special attention should be given in following areas -
  - a. Expenditure incurred is strictly in accordance with the prescribed financial norms. The expenditure statements / financial statements are drawn from the books of accounts and reporting proper utilization of funds as per the prescribed norms and in the best interest of the programme.
  - b. Verification of approval of competent authority in case, actual expenditures exceed the budget allocation/sanctions.
  - c. Funds are used economically efficiently and economically to the purpose which they are provided.
  - d. Ensure verification of the monthly bank reconciliation of all the bank accounts
  - e. The auditor has to ensure that each item of expenditure has been covered by a sanction, either general or specific, accorded by competent authority, authorizing such expenditure. The audit of sanction is directed both in respect of ensuring that the expenditure is properly covered by a sanction and also to satisfy that the authority sanctioning it is competent for the purpose by virtue of powers vested in it.
  - f. It is required to be seen that the expenditure is incurred with due regard to the broad and general principle of financial propriety. The auditor needs to bring out the cases of improper, avoidable or in-fructuous expenditure even though the expenditure has been incurred in conformity with the existing rules and regulations. The Auditor is required to secure a reasonably high standard of public morality by looking into the wisdom, faithfulness and economy of transactions.
  - g. Further, the auditor is expected to analyze the various programmes, schemes and projects run by the concerned district/block where large financial expenditure has been incurred are being run properly and are yielding results as expected of them.
  - h. The books and accounts kept are as per guidelines.
  - i. The discrepancies regarding accounts, procurements and bank reconciliation should be reported.

- j. It should be seen that separate accounts are prepared for for each Scheme and proper authentic vouchers are kept by every office whose accounts have been audited.
- k. As per directions of cheques must be issued by authorized officials & money is drawn only by competent authority.
- l. Regulation regarding adjustment of advances has been strictly followed.
- m. Verify whether payment of any liability that is time barred has the approval of competent authority.
- n. Examine whether Receipt and Payments vouchers are serially numbered.
- o. Examine whether the Bank Adjustment vouchers are supported by genuine documentary evidence. Verify the accuracy of amounts directly debited by bank and the accounting treatment thereof.
- p. Verify whether any capital expenditure has been charged to revenue and vice versa.
- q. Examine whether Bank balances maintained by the District/Block/GP/ Watershed committee PIA (project implementing agency) are in excess of the prescribed requirements (if, any) of the District/Block/GP as the case may be.
- r. Comment on old outstanding items in bank reconciliation along with reasons and whether the same have been reversed if stale.
- s. Check of salary as per attendance records.
- t. Whether payment made to employees are correct.
- u. Whether any advances are outstanding.
- v. Auditors to report on cases of irregular/unreasonable payments made.
- w. Verify whether proper deductions have been made from the salary of the employees either on account of PF/ESI/Professional Tax/TDS and the same have been properly deposited within the prescribed time.
- x. Verify whether TDS done from the salary of the employees as well as payments to contractors, professionals or others is as per the rules and regulation prescribed by The Income Tax 1961 and amended from time to time.
- y. Whether TDS returns have been filed within the prescribed time limit and whether PAN of employees correct and parties have been mentioned.
- z. Whether advances have been released by specific approval of competent authority. Whether the same have been recovered or adjusted within the prescribed time limit.
- aa. Whether any discrepancy observed on the physical verification of fixed assets or stores. If yes, whether the same has been accounted for in the books of accounts and properly intimated to higher authorities
- bb. Auditors should verify and comment upon the system being followed for claims of employees.
- cc. It should be seen that only the competent authority has utilized the powers delegated to them.
- dd. The manuals codes and rules etc. have been followed.
- ee. The Proper bank account is operational.
- ff. Payment through bearer cheque is not allowed.
- gg. The cases of delayed payments should be intimated.
- hh. The categorization of receipts and payment should be done.
- ii. The use of Priya software/ Panchayat Darpan (PFMS Software)/SSSM/PES/ all other applicable software of the department.
- jj. The use of audit software for tracking of audit paras.
- kk. The Cash Balances should be deposited in the Bank at the end of each month.
- ll. No cash is allowed to be drawn neither any cheque book will be used by the agency. All payment are to be made by the NEFT/FTO/RTGS.



mm. No Bank Account will be opened or closed without the permission of higher authorities.

nn. Further the Audit will examine -

| S.No. | Particulars  |
|-------|--|
| 1.    | Brought forward of Opening Balance on 1 <sup>st</sup> April of each year correctly.  |
| 2.    | Checking of Cash / Bank Book Totals including carried forwards.  |
| 3.    | Vouching of receipts and payment with supporting documents.  |
| 4.    | Whether sanctioned amount of all vouchers are tallying with Cash / Bank –Book?   |
| 5.    | Checking of Cash-Bank Contra entries   |
| 6.    | Verify all vouchers entered in the Cash / Bank Book duly sanctioned/ attested by Officer in charge?  |
| 7.    | Physical Cash Verification   |
| 8.    | Check and verification of Bank Reconciliation Statements.  |
| 9.    | Checking Monthly expenditures incurred & submitted with supporting documents.  |
| 10.   | To Check receipts have been deposited timely.  |
| 11.   | Check whether the Demand Draft if issued has been cleared within reasonable time limit i.e 15 days from the date of issue. Report on the delay in clearance of the Demand Draft  |
| 12.   | General Ledger scrutiny. accounting transactions are correctly accounted for in the respective Account Heads.  |
| 13.   | Check calculation of payments and entry in the proper books.   |
| 14.   | Check that payment to government, other are made timely.   |
| 15.   | Verification of different deductions.  |
| 16.   | Deduction of different taxes, statutory liabilities and their deposition.  |
| 17.   | Physical Verification of any Investment / Deposit and check its timely renewal / realization the maturity along with Interest.   |
| 18.   | TDS has been deducted as per the provisions of the IT Act and deposition in made within prescribed time period.  |
| 19.   | To check credits for interest on bank deposits and saving account with bank statements/bank reconciliation statement.  |
| 20.   | TDS has been deducted as per the provisions of the IT Act, VAT/GST and deposition in made within prescribed time period.   |
| 21.   | To check credits for interest on bank deposits and saving account with bank statements / bank reconciliation statement   |
| 22.   | To Check advance have been adjusted timely and no long pendency of advances is there   |
| 23.   | To Check Govt. money has not been kept in F.D.R  |
| 24.   | To check govt. money has not been kept in current account.   |
| 25.   | Check irregularities in payment on the following counts :  |
|       | a) Splitting of Bills.   |
|       | b) Purchase expenses without following procurement norms.  |
|       | c) Overwriting on bills  |
|       | d) Inadequate/improper supporting/authorization for payments.  |
|       | e) Inadequate delays in payments.  |
|       | f) Purchase made directly for which rate contract is available.  |
| 26.   | Guidelines for verification of Procurement:  |
|       | a) The proposal of purchase has been approved by the competent authority or purchase committee   |
|       | b) Splitting of sanctions.   |
|       | c) Indent for purchase should give details of the quantity required, last purchase rate, lead time and the name address of the consignee, etc.   |
|       | d) Approval of mode of procurement.  |
|       | e) Tender documents.   |
|       | f) Contract award and its execution.   |
|       | g) To check that the stores / goods received are properly recorded in the stock registers.   |
|       | h) The quality of the Goods / stores purchased are certified by the competent person and are as per the purchase order in terms of quality, quantity specification and price and store register number is recorded on the bill /invoice. And Store verification is there |

|     |  |
|-----|--|
| 27. | Guidelines for verification of Procurement :   |
| a)  | Original bill duly signed by the supplier is submitted   |
| b)  | Supplier has put his initials in all cuttings/ corrections in the bill   |
| c)  | All supporting documents are attached with the bills.  |
| d)  | Bills have been taken from authorized suppliers after following store purchase rules                           |
| e)  | Bills are passed for payment as per the norms of mission.  |
| f)  | Before passing the bills it is to be checked that all the terms and conditions have been complied with.        |
| g)  | Every final bill is checked in details with the measurement books if required                                  |
| 28. | Checking those legal recourses that have been taken in due course against defaulting contractors or suppliers. |
| 29. | Physical Verification of Fixed Assets with the Fixed Assets Register.  |
| 30. | To Check observance of store purchase rules.   |

#### 4. Standards:

The audit will be carried out in accordance with the Indian Standards + Government of India + Government of Madhya Pradesh for the Professional Practice of Internal Auditing issued by the Institute of Chartered Accountants of India. The financial auditor should accordingly evaluate risk exposures relating to the unit's governance, operations and information systems, and plan the examination to detect indicators of fraud and corruption.

#### 5. Reporting:

##### [A] Financial Audit of Accounts for the financial year 2017-18 :-

- i. The Annual financial audit report of Gram Panchayats / Watershed committee PIA (project implementing agency) with a copy of audited accounts duly certified will be sent to concerning GP with a copy to Janpad, Zila Panchayat/ Concerned Program officer at State Headquarters and a copy to CEO, MPSTEPS end of the year or as required. The auditor has to mention about each point in Para '3 (B) (xiv)'
- ii. The audit report of Janpad Panchayat with a copy of audited accounts duly certified will be sent to concerning JP with a copy to Zila Panchayat and State Headquarters latest by the end of the year or as required. The auditor has to mention about each point in Para '3 (B) (xiv)'
- iii. The audit report of Zila Panchayat with a copy of audited accounts duly certified will be sent to concerning ZP with a copy to State Headquarters in the end of the year or as required. The auditor has to mention about each point in Para '3 (B) (xiv)' above.
- iv. The consolidated audit report of the district on the accounts of 2017-18 will be submitted in the end of the year or as required.
- v. District wise audit report of the concerning scheme will be send to the concerning state head quarter indicating each point in Para '3 (B) (xiv)' above within the end of the year or as required.
- vi. Final Consolidated audit report of the year for state along with the district consolidated reports will be submitted latest by 30<sup>th</sup> Jun. 2018 to Concerned State level Program Officer and to CEO MPSTEPS.
- vii. Any other reports which may be required by the programme heads.

##### [B] Audit report for the Financial Year 2017-18 :-

The Annual financial audit report including Receipt & Payment account, Bank Reconciliation Statement and Trial Balance should be supplied to the designated authority on a yearly basis latest by the end of the year or as required. This report will mainly address the following issues:

- i. Defalcation, theft, loss diversion of funds, misappropriation of funds.

- ii. Major financial irregularities.
- iii. Procedural laps.
- iv. Accounting issues.
- v. Non compliance of various reports.
- vi. Observation on compliance – Action taking report on pending audit paras.
- vii. Status of creation of assets and liabilities.
- viii. Any other information which programme heads may require or CA deems fit and may be reflected in statement of accounts.
- ix. The monthly/quarterly verified and audited bills/vouchers/statements should be entered on the concern respected software of the department viz. Panchayat Darpan/NRGS/SSSM/All other concern software.
- x. District wise audit report of the concerning scheme will be send annually to the concerning state head quarter.

A yearly report will be supplied with following statements.

- a) Balance Sheet
- b) Audited Trial Balance
- c) Audited Receipts & Payment A/c
- d) Income & Expenditure A/c
- e) Bank Reconciliation Statements
- f) Certified Monthly expenditure reports.
- g) List of long standing advances
- h) Note on accounts and comments and observations of Auditor along with audit report as the auditor understands suitable
- i) The management letter will also be given as the auditor understands suitable and also as under.

1. The auditor's opinion as to the overall adequacy of the systems of internal control, indicating unambiguously whether that opinion is unqualified, or adverse.
2. Key management issues. The auditor should provide and Executive Summary highlighting the critical issues which require the attention of the management and the status of actions on the previous recommendations.
3. Detailed internal audit findings of each unit audited, with adequate descriptions of weaknesses identified and the associated business impact and risk.
4. Appropriate and reasonable recommendation to address the identified weaknesses.
5. Overall strengths and weaknesses in the procurement system and need for any further guidance, instructions and capacity building
6. Responses to findings and recommendations by authorized persons stating the timeline for remediation and the person responsible.
7. The report should be discussed and agreed with the auditable units and should be structured to list the observations, the implications of the observations, the suggested recommendation and the management comments/agreed actions. The audit observations should be supported by instances and quantified, as far as practicable. Copies of all concurrent audit reports shall be made available to the external auditors

## 6. Responsibilities of Auditor

- The auditors shall extend all necessary cooperation to the Central(Consolidation)/Statutory auditor and if required they may have to submit the information in the formats as suggested by the department. The auditor shall submit necessary details as required.
- All auditor has to compulsory sent their copies of the report to the Central (Consolidation) auditor and would be bound to give all other information/explanation required for the purpose of consolidation and for the purpose of true of fair presentation of account positions.
- The Audit Team visiting the PRIs will submit a Schedule of Audit Plan in coordination with ZP/JP level and ensure proper coverage and timely submission of Reports.
- The issues relating to PIR audit at ZP level should be resolved through CEO Zila Panchayat/ CEO/ZP only in case if it is unresolved it should be bought the knowledge of collector of the district.
- All audit agencies has to nominate nodal person in name for the conducting of this audit. Nodal person should be the partner of the audit firm, who will execute the agreement on behalf of agency.

## 7. Responsibilities of Central (Consolidation) Auditor :-

- i. Consolidation of all district financial accounts will be separately done by a central (Consolidation) auditor whose remuneration shall be quoted by the Chartered firm who is applying for the district Bhopal i.e. Group No.18. The central auditor is required to coordinate with all other auditor for their district audit report for State Level Consolidation
- ii. The auditor will provide the consolidated audit report along with Utilization Certificate and any other required document by the central/state government.
- iii. The auditors shall extend all necessary cooperation to the statutory auditor and if required they may have to submit the information in the formats as suggested by the department. The auditor shall submit necessary details as required.

## 8. List of responsible officers for proper conduct of audit :-

- GP level- Panchayat Samanvayak/sachiv
- JP – CEO Janpad
- ZP - CEO
- State – Nodal Officer of scheme and CEO MPSTEPS

## 9. Evaluation of Technical Proposal:

i. The evaluation of technical proposals shall be based on the following parameters:

| S. No. | Particulars  | Minimum Criteria   | Max Marks | Evaluation criterion   | Document Verified from   |
|--------|--|--|-----------|--|--|
| 1.     | Number of full time Partner:<br>Out of which two FCA partners should be exclusively associated with firm for not less than 2 Years ( As per certificate of ICAI as on 1.01.2018) | Minimum 3 partners out of which at least 2 should be FCA. The 2 FCA should be Associated with the firm for not <2 years (as per ICAI certificate as on 1-1-17) | 10        | 5 Mark for 3 partners with at least 2 years association.<br>1mark per additional partner.                    | Constitution Certificate of ICAI as on 01.01.2018.<br><b>Annexure - T1</b>   |
| 2.     | Turnover of the firm (Average Annual in last three financial years) 2014-15 to 2016-17   | Minimum turnover 25 Lakh or above  | 10        | 10 Marks for 25 Lakh turnover.<br><25 lakh turnover = 0 mark   | Audited Final Accounts for three year and CA certificate of yearly Audit Fee received.<br><b>Annexure - T2</b>                                     |
| 3.     | No of Assignments taken up in Govt./ Semi Govt./ PSU in the least 5 years.   | 5 Assignments  | 20        | 5 Assignments (minimum) = 10 marks<br>Add. per Assignment = 2marks up to 10 marks<br><5 Assignments = 0 mark | Copy of Offer Letters<br><b>Annexure - T3</b>  |
| 4.     | Experience in PRI last 10 year   | 1 Assignment   | 05        | 1 or more Assignment = 5<br>If No Assignment = 0 mark  | Copy of Offer Letters<br><b>Annexure - T4</b>  |
| 5.     | No. of Audit staff Including articles engaged in Audit work Excluding Partners   | 15   | 10        | 15 persons = 5 marks<br>16-25 Person = 8 marks<br>26 & above = 10 marks                                      | Constitution Certificate and Member Certificate of ICAI as on 01.01.2017.<br>Self Certificate of Paid Semi Qualified Staff<br><b>Annexure - T5</b> |
| 6.     | Firm Existence in Year   | 10 Years   | 15        | 10 years Existence = 10 marks<br>Per year Exp. = 1 mark up to 5 marks  | Constitution Certificate of ICAI as on 01.01.2017<br><b>Annexure - T6</b>  |
| 7.     | Peer review within 10 year - -----   | peer review should have been done in last 10 years   | 10        | 5 Marks each Peer Review Certificate up to 10 marks  | Copy of Peer Review Certificate<br><b>Annexure - T7</b>  |
| 8.     | Team Members having DISA   | Minimum 2 Team Members   | 10        | 2 DISA Team Members = 10 Marks   | DISA Certificate from ICAI of Partners<br><b>Annexure - T8</b>   |
| 9.     | Empanelment with CAG audit Firm as on 01.01.2016   | CAG Empanelment  | 10        | 10 Marks for CAG Empanelment   | CAG Empanelment Certificate<br><b>Annexure - T9</b>  |

#### 10. SELECTION METHODOLOGY:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid.

##### First Stage:

- i. Technical proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation" section.
- iii. The technical proposal scoring at least 40% of the marks shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 40%)

##### Second Stage:

- i. Financial proposals shall be opened only for the CA firms who have qualified on Technical Parameters (i.e. secured at least 40% or more marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall not be opened.
- ii. In evaluation of the proposals the Quality Cum Cost Based (QCBS) process shall be followed as per the formula as under :-  
**Combine Technical and Financial Score (CTFS)= 70 x Marks scored in Technical evaluation/100 + 30x Financial value of lowest bidder (L1)/Financial value of the bidder (L2, L3, L4....). The firm having highest score will be selected for the concerned Group.**
- iii. In case CTFS of any two or more firms are same for a Group then the firm having higher Technical Marks will be Selected. Further in case where two or more firm having same Technical Marks then the firm having more year of existence will be selected. Further in case where two or more firm having same year of existence than the firm with higher turnover than management decision will be final.

#### 11. Deliverables:

##### A- Annual Audit :

- (a) The audit report of Gram Panchayats / Watershed committee pia (project implementing agency) with a copy of audited accounts duly certified will be sent to concerning GP with a copy to Janpad, Zila Panchayat/ Concerned Program officer at State Headquarters and a copy to CEO, MPSTEPS latest by the end of the year (up to 20<sup>th</sup> May, 2018) & as & when required.
- (b) The audit report of Janpad Panchayat with a copy of audited accounts duly certified will be sent to concerning JP with a copy to Zila Panchayat and State Headquarters latest by the end of the year (up to 20<sup>th</sup> May, 2018) & as & when required.
- (c) The audit report of Zila Panchayat with a copy of audited accounts duly certified will be sent to concerning ZP with a copy to State Headquarters latest by the end of the year (up to 20<sup>th</sup> May, 2018) & as & when required.
- (d) The consolidated audit report of the district on the accounts of 2017-18 will be submitted latest by the end of the year. (up to 30<sup>th</sup> May, 2018) & as & when required.
- (e) Consolidated audit report of the state along with the district consolidated reports will be submitted latest by 30<sup>th</sup> June, 2018 will be submitted to Concerned State level Program Officer and a copy to CEO MPSTEPS.
- (f) District wise audit report of the concerning scheme will be sent yearly to the concerning state head quarter.

(g) Any other reports which may be required by the programme heads.

(h) Gram Panchayat/ Janpad Panchayat & Zila Panchayat Audit report must be prepared in Hindi & English (bilingual).

B- All entries in NRLM/SHG/Panchayat Darpan Software are to be insured.

## 12. **Penalty clause:**

If the successful bidder fails to complete the work and submit required reports within the given time frame the penalty clause will be as under:-

1. Yearly Financial consolidated Audit Report of state submission upto **30<sup>th</sup> June 2018** "5%" **penalty** on bid value will be imposed; for each month delay on the part of agency.
2. If the successful bidder fails to start the work within the stipulated period from the date of signing of the agreement, the performance security/deposit of the bidder shall stand forfeited.
3. In the event of gross negligence, irregularity, laxity or misconduct on part of the CA firm's personnel and where any misrepresentation or any fraud (which on the reasonable basis can be detected by the CA Firm during the course of the Audit) is detected by any Other Authority, the contract shall be terminated and the ICAI will be informed for disciplinary action and CA the firm will be black listed.
4. State Government reserves all the rights for making any decision related to this clause./**Decision of the CEO, MPSTEPS in this regard will be final and binding on both the parties**

## 13. **Termination of Contract:**

If the CA firm fails to perform as per contract conditions and complete the assignment as per time schedule or found guilty of gross negligence, irregularity, laxity or misconduct on part of the CA firm's personnel and where any misrepresentation or any fraud (which on the reasonable basis can be detected by the CA Firm during the course of the Audit) is detected by any other authority the contract shall be terminated and the ICAI will be informed for disciplinary action and the CA firm will be blacklisted. In addition, performance security deposited by the firm shall stand forfeited to the government. However, before taking any such action firm will be given an opportunity to present his case, by giving 15 days show cause notice.

The Selected CA Firms should conduct and carryout the job/activities as described in the RFP will be followed strictly. No subletting will be allowed by the selected/appointed CA Firms. If any CA Firms are found sub-letting their job/activities to some other CA Firm or agency the CA firm's agreement will be terminated and their Performance Security will be forfeited and Government may recommend ICAI to take disciplinary action against the defaulting CA Firm and black list them as per rules.

## 14. **Terms of payment:**

### [A] **Annual financial Audit for Accounts**

Payment to the firm shall be released by the MPSTEPS/Panchayat Directorate. Payment for the Annual financial audit of accounts shall be released when audit of all schemes is completed and verified by concern district CEO and a consolidated report with consolidated certified accounts is submitted and accepted by CEO, MPSTEPS. Before submission of bill firm will obtain certificates from concerning Programme Officers and submit these certificates with the bill. The Firm would also responsible for coordinating with all remaining firms for timely and fair & true picture of the accounts.

## 15. **Evaluation:**

A evaluation committee shall be formed which will be evaluating the bids received. The services of the expert consultant can also be adjoined with the evaluation committee. This Committee will also recommend required proceedings if any during the course of bidding and award.

**16. Audit Records:**

Relevant records will be made available by the Programme Coordinator concerned and concerning State authority. The final consolidation of reports will be done at the District level /State level as the case may be only.

**17. Dispute Resolution:**

i. In case of dispute related to district's audit, the matter shall be decided by the Collector / CEO Zila Panchayat. CEO MPSTEPS will be the appellate authority and his decision will be final.

ii. In all other cases of dispute the matter will be referred to CEO, MPSTEPS for decision.

Any party not satisfied with the decision of CEO, MPSTEPS may appeal to the Secretary/Additional Chief Secretary, Panchayat and Rural Development his decision will be final

All such disputes shall be referred to the competent authority stated above with in 30 days of their occurrence.

**iii. Legal Jurisdiction:**

All legal disputes between the parties shall be subject to the jurisdiction of the competent Courts situated in Bhopal, Madhya Pradesh only.

**18. Appointment and Signing agreement and operations:**

(i) After selection and getting appointment letter the CA firm will have to enter into agreement with the District Programme Coordinator/ CEO Panchayat for audit of the district and the audit work will have to be started within 15 days after signing of the agreement. The TOR will be integral part of the agreement.

(ii) The auditor shall be given access to all legal documents, correspondence and any other information associated with the scheme as per the demand of the auditor.

(iii) The concerning C.A. firm officials will have to visit the audited institutions at least once in a year. This is mandatory.

**18.1** As mentioned above guideline for the audit work as expected in TOR and successful bidder firms will have to adhere to that.

**18.2** The work of audit may be extended further on the basis of performance of the firm for further one year up to maximum two years and the decision of state government will be final in this regard.

**19. Taxes and Duties:**

The CA Firm shall fully familiarize themselves about the applicable taxes (such as G.S.T., Income Tax, duties, fees, levies etc.) on amount payable by organization under the contract. The CA Firm, shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

**20. Review and meeting with CAs:**

A meeting of concerning firms at CEO, MPSTEPS Office Bhopal will be convened in case of financial audit as soon as the audit is completed, or as required by CEO, MPSTEPS office Bhopal for which no remuneration will be claimed.

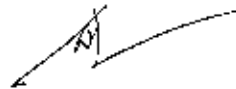
**21. Notice:**

Any notice, request or consent required or permission to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract/Agreement.



**Enclosures:**

- Annexure I : List of Groups
- Annexure II. : Eligibility Criteria
- Annexure III. : Financial Bid and Cost Breakup Formats.
- Annexure IV : List of CCC/SSC Schemes
- Annexure V : Indicative Technical Bid Forms (T-1 to T-4)

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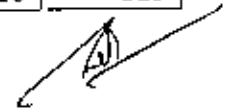
## List of Group with Districts of PRIs in Madhya Pradesh

| Group No. | Name of District     | No. of GP  | No. of JP |
|-----------|----------------------|------------|-----------|
| 1         | <u>BURHANPUR *</u>   | 167        | 2         |
|           | <u>KHANDWA*</u>      | 422        | 7         |
|           | <b>Total</b>         | <b>589</b> | <b>9</b>  |
| 2         | <u>BARWANI *</u>     | 416        | 7         |
| 3         | <u>INDORE *</u>      | 312        | 4         |
| 4         | <u>KHARGONE *</u>    | 594        | 9         |
| 5         | <u>DHAR*</u>         | 761        | 13        |
| 6         | <u>ALIRAJPUR *</u>   | 288        | 6         |
|           | <u>JHABUA *</u>      | 375        | 6         |
|           | <b>Total</b>         | <b>663</b> | <b>12</b> |
| 7         | <u>DEWAS *</u>       | 495        | 6         |
| 8         | <u>AGER MALWA*</u>   | 227        | 4         |
|           | <u>SHAJAPUR *</u>    | 326        | 4         |
|           | <b>Total</b>         | <b>553</b> | <b>8</b>  |
| 9         | <u>UJJAIN *</u>      | 609        | 6         |
| 10        | <u>MANDSAUR *</u>    | 440        | 5         |
|           | <u>NEEMUCH *</u>     | 236        | 3         |
|           | <b>Total</b>         | <b>676</b> | <b>8</b>  |
| 11        | <u>RATLAM *</u>      | 418        | 6         |
| 12        | <u>HARDA *</u>       | 213        | 3         |
|           | <u>HOSHANGABAD *</u> | 425        | 7         |
|           | <b>Total</b>         | <b>638</b> | <b>10</b> |
| 13        | <u>BETUL *</u>       | 556        | 10        |
| 14        | <u>SEHORE *</u>      | 497        | 5         |
| 15        | <u>RAJGARH *</u>     | 622        | 6         |

|    |                      |            |           |
|----|----------------------|------------|-----------|
| 16 | <u>RAISEN *</u>      | 491        | 7         |
| 17 | <u>VIDISHA *</u>     | 577        | 7         |
| 18 | <u>BHOPAL *</u>      | 187        | 2         |
| 19 | <u>DAMOH *</u>       | 460        | 7         |
| 20 | <u>PANNA *</u>       | 395        | 5         |
| 21 | <u>SAGAR *</u>       | 755        | 11        |
| 22 | <u>TIKAMGARH *</u>   | 459        | 6         |
| 23 | <u>CHHATARPUR *</u>  | 558        | 8         |
| 24 | <u>ANUPPUR *</u>     | 282        | 4         |
|    | <u>SHAHDOL *</u>     | 391        | 5         |
|    | <b>Total</b>         | <b>673</b> | <b>9</b>  |
| 25 | <u>DINDORI *</u>     | 364        | 7         |
|    | <u>UMARIA *</u>      | 234        | 3         |
|    | <b>Total</b>         | <b>598</b> | <b>10</b> |
| 26 | <u>SIDHI *</u>       | 400        | 5         |
|    | <u>SINGRAULI *</u>   | 316        | 3         |
|    | <b>Total</b>         | <b>716</b> | <b>8</b>  |
| 27 | <u>REWA *</u>        | 827        | 9         |
| 28 | <u>SATNA *</u>       | 692        | 8         |
| 29 | <u>BHIND *</u>       | 447        | 6         |
| 30 | <u>MORENA *</u>      | 478        | 7         |
|    | <u>SHEOPUR *</u>     | 225        | 3         |
|    | <b>Total</b>         | <b>703</b> | <b>10</b> |
| 31 | <u>MANDLA *</u>      | 486        | 9         |
| 32 | <u>NARSINGHPUR *</u> | 446        | 6         |

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|    |               |              |            |
|----|---------------|--------------|------------|
| 33 | JABALPUR *    | 516          | 7          |
|    |               |              |            |
| 34 | SEONI *       | 645          | 8          |
|    |               |              |            |
| 35 | KATNI *       | 407          | 6          |
|    |               |              |            |
| 36 | BALAGHAT *    | 690          | 10         |
|    |               |              |            |
| 37 | CHHINDWARA *  | 784          | 11         |
|    |               |              |            |
| 38 | DATIA*        | 290          | 3          |
| 38 | GWALIOR *     | 256          | 4          |
|    | <b>Total</b>  | <b>546</b>   | <b>7</b>   |
|    |               |              |            |
| 39 | ASHOK NAGAR * | 334          | 4          |
| 39 | GUNA *        | 425          | 5          |
|    | <b>Total</b>  | <b>759</b>   | <b>9</b>   |
|    |               |              |            |
| 40 | SHIVPURI *    | 600          | 8          |
|    |               |              |            |
|    | <b>51 ZP</b>  | <b>22816</b> | <b>313</b> |



**ELIGIBILITY CRITERIA**

**(Every point of information is to be provided in the same order in which they have been written. It is mandatory requirement otherwise the bid will be rejected. Every information is to be supported by self attested supporting documents failing which the bid will be rejected.)**

1. The firm should have minimum 3 full time partners out of which two partners should be FCA and should be associated with the firm at least from last two years as on 01.01.2018.
2. The firm should be in existence for at least ten years as on 01.01.2018.
3. The firm should be empanelled with C & AG as on 01.01.2018.
4. The firm should have constitution certificate issued by ICAI as on 01.01.2018 (?)
5. The firm must have minimum 15 team members Paid CAs and articles assistants.
6. Out of the team two CAs must have diploma in system audit (DISA) from ICAI.
7. The firm must have GST Registration.
8. The firm must have PAN number.
9. The firm should have an average annual turnover of minimum of Rs.25 lakh Per annum (from audit work) of last three financial years including financial year 2017-18.
10. The firm is required to fulfill the above mentioned conditions independently and not in consortium.
11. Firm must be peer reviewed by ICAI in last 10 years.
12. Firm must have Head Office in Madhya Pradesh as per ICAI constitution certificate as on 01.01.2018.
13. The firm should not be black listed by any State/central government, PSU, government organization.
14. The firm should not have any disciplinary action initiated by ICAI at any time.
15. The firm should not have any affiliation of any type with foreign firms.
16. The firm should have 5 Project experience in the field of concurrent/internal/statutory audit of govt. department/PSU.(Experience of minimum 3 Different Organisation/PSU/Dept.)
17. The firm must provide a declaration for adherence of the minimum wages act, labour laws, EPF and ESI rules.

**Declaration**

1. Certified that above information is true and correct to the best of our knowledge and if any information found to be incorrect the firm's bid is liable to be rejected and the legal actions can be taken against the bidder.
2. It is also certified that we have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of any SD/EMD etc. by any government or semi-government body and we have never been barred from appointment by any government or semi-government body.

Date: .....

Place : .....

Authorized Signature of Firm (With Seal)

Name of Signatory -----

FINANCIAL BID

1- Name of the Firm .....

2. Group Number .....

3. Name of District 1. ....

2. ....

4- Format of Financial Bid :

| Unit  | No. of Unit | Minimum yearly Fees<br>(for yearly Audit) | Rate per Unit<br>(Bid Price) | Total<br>Amount |
|---|-------------|---|------------------------------|-----------------|
| Gram Panchayat  | .....       | 750/-                                     | .....                        | .....           |
| Janapd Panchayat  | .....       | 2,000/-                                   | .....                        | .....           |
| Zila Panchayat  | .....       | 4,000/-                                   | .....                        | .....           |
| State Head<br>Quarter audit<br>with<br>Consolidation of<br>all scheme # | .....       | 250,000/-                                 | .....                        | .....           |
| <b>Total Fee for the Group Per Annum</b>                                |             |   |                              |                 |

# The Audit Firm Bidding for Group No. 18 (District Bhopal) needs mandatory to Quot rate for Consolidation otherwise bid will be rejected.

\*Cost quoted in the bid will be inclusive of all taxes expenses, fees, but exclusive of GST, if any as per prevailing rates.

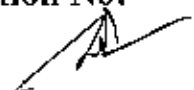
This is to Certify that I have read and understood the terms and conditions of the RFP document and the above rates have been quoted keeping in mind all the conditions, requirements and expenses related thereto.

Date:-----

Authorized Signatory of Firm (With Seal)

Name of Signatory -----

ICAI Registration No:-----



**Centrally / State Sponsored Schemes:**

**Rural Development Schemes:**

MGNREGA  
SBA- TSC  
NBA  
IWMP- WaterShed  
NRLM-SGSY  
IAY and CM Awas  
IAP  
MDM  
PM AAWAS YOJNA  
SHAYAMA PRASAD MUKHERJI RURBAN MISSION

**Panchayati Raj Schemes:**

DRDA  
RGPSA  
BRGF  
Adarsh Gram Yojna  
Panch Parameswar Yojna  
14<sup>th</sup> FC  
State Finance Commission  
Stamp Duty  
Gond Khanij



**Letter of Transmittal**

To,  
**Chief Executive Officer.**  
MPSTEPS,  
Bhopal.

**Dear Sir.**

We, the undersigned, offer to provide the audit services for [MPSTEPS BHOPAL] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes a Technical Proposal, and a Financial Proposal sealed in a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief.

The rates quoted by us in the Financial Proposal (Annexure III) are valid till 90 days from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that [MPSTEPS BHOPAL] is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.


I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal.

**Yours faithfully,**

**For**

**Chartered Accountant**

**Authorized Signatory**





**Particulars/Details of the Firm**

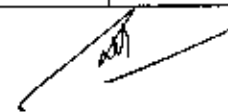
| Sl. No. | PARTICULARS  | Supporting Documents required to be submitted along with this Form  |
|---------|--|---|
| 1       | Name of the Firm   |   |
| 2       | Addresses of the Firm:   |   |
|         | Head Office Must be in Madhya Pradesh  | Phone No:<br>Fax No:<br>Mobile of Head Office In-charge:  |
|         | Date of establishment of the firm  |   |
|         | Date since when is H.O. at the existing Station  |   |
|         | Branch Office 1, 2, 3.....<br>(Particulars of each branch to be given)   | Phone No:<br>Fax No:<br>Mobile of each Branch Office In-charge:   |
| 3       | Firm Income Tax PAN No.  | Attach copy of PAN card   |
| 4       | Firm GST Registration No.  | Attach copy of Registration   |
| 5       | Firm's Registration No. with ICAI  |   |
| 6       | Empanelment No. with C & A G   | Attach proof of latest empanelment with C&AG for the year under Audit.  |
| 7       | No. of Years of Firm Existence & Date of establishment of Firm   | Attach copy of Partnership Deed   |
| 8       | Turnover of the Firm in last three years (2014-15 to 2016-17)  | Attach balance sheet and P&I. Account of the last three years giving Break-up of Audit Fee and Other Fees Received. |
| 9       | Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)  | Provide CA C00000000000.  |
| 10      | Audit Experience of the Firm   | Please give information in form T-4   |
| 11      | <b>Details of Partners:</b><br>Provide following details: <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Partners associated with the firm.</li> <li>• Name of each partner,</li> <li>• Date of becoming ACA and FCA</li> <li>• Date of joining the firm.</li> <li>• Membership No ,</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm.</li> <li>• Their Contact Mobile No.. email and full Address</li> </ul> | Attested copy of Certificate of ICAI as on 1.1.2017.  |
| 12      | Peer Review Certificate conducted by ICAI  | Copy of Peer Review Certificate conducted of your firm in Last Ten Years  |

**A. Details of Qualified Staff (Chartered Accountants)***(Please provide a self attested copy of Certificate of ICAI as on 1.1.2017 for each qualified staff)*

| S. No. | Name of Staff | Length of Association with the Firm (in years) | Educational Qualifications | Area of Key Expertise | Membership No. | Relevant Experience |
|--------|---------------|--|----------------------------|-----------------------|----------------|---------------------|
| 1      |               |  |                            |                       |                |                     |
| 2      |               |  |                            |                       |                |                     |
|        |               |  |                            |                       |                |                     |

**B. Details of Article /Semi Qualified Staff**

| S. No                       | Name of Staff | Length of Association with the Firm (in years) | Educational Qualifications | Area of Key Expertise | Relevant Experience | Remarks |
|-----------------------------|---------------|--|----------------------------|-----------------------|---------------------|---------|
| <b>Article Clerks:</b>      |               |  |                            |                       |                     |         |
| 1                           |               |  |                            |                       |                     |         |
| 2                           |               |  |                            |                       |                     |         |
| ..                          |               |  |                            |                       |                     |         |
| <b>Semi Qualified Staff</b> |               |  |                            |                       |                     |         |
|                             |               |  |                            |                       |                     |         |



**Brief of Relevant Experience:**

| <b>A. Experience of audit in relation to Government State's Social Sector Projects/PSU (Internal/ Statutory) Excluding PRI/Govt./Semi Govt..PSU</b> |                                  |   |   |                           |                                    |                                      |  |
|---|----------------------------------|---|---|---------------------------|------------------------------------|--------------------------------------|--|
| S. No.  | Name of the Auditee Organization | Accounting Year for which the Audit was Conducted | Grant-in-aids handled by the auditee organization | Type/Nature of Assignment | Scope & Coverage of the assignment | Duration of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) |
|   |                                  |   |   |                           |                                    |                                      |  |

| <b>B. Experience of Audit of Panchayat Raj Institution and Scheme under rural development Dept. of Madhya Pradesh. (Internal/ Statutory)</b> |                                  |   |                                      |                           |                                    |                                      |   |
|--|----------------------------------|---|--------------------------------------|---------------------------|------------------------------------|--------------------------------------|---|
| S. No.   | Name of the Auditee Organization | Accounting Year for which the Audit was Conducted | Turnover of the Auditee organization | Type/Nature of Assignment | Scope & Coverage of the assignment | Duration of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) And Mention the Fee Received |
|  |                                  |   |                                      |                           |                                    |                                      |   |