

**SOUTH DELHI MUNICIPAL CORPORATION
FINANCE, ACCOUNTS AND PLANNING DEPARTMENT**

REQUEST FOR PROPOSALS (RFP)

FOR

ENGAGEMENT OF

CHARTERED ACCOUNTANT FIRM

FOR AUDIT OF

MEMBER OF PARLIAMENT

LOCAL AREA DEVELOPMENT SCHEME FUNDS


Velayudhan E. R.
Dy. CA/Plan SDMC

1. Invitation for RFP

1.1 RFP Notice

1.1.1 This RFP document is for the engagement of Chartered Accountants Firm for the audit of funds utilized under Members of Parliament Local Area Development Scheme (MPLADS)

1.1.2 Interested agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.1.3 Any subsequent clarification can be sought from the office of Dy. Controller of Accountants (Plan), SDMC, 23th Floor, Dr.SPM Civic Centre, JL Nehru Marg, New Delhi-2, Ph. : 23227305, 23227306 OR at aoplansdmc@gmail.com.

1.2 Critical Information

S.No	Information	Details
1.	Date of RFP issue	23.12.2016
2.	Last date for submission of written queries for clarification /site visit.	9.01.2017 2.00PM
3.	Pre-bid meeting	11.01.2017 2.30PM
4.	Release of response to clarifications/pre-bid meeting	16.01.2017
5.	Last date for receipt of bids in response to this RFP	17.01.2017 2.00PM
6.	Time and date of opening of Technical bids received in response to this RFP document	17.01.2017 2.30PM
7.	Time and date of opening of Financial bids of technically qualified bidders received in response to this RFP document	17.01.2017 3.30PM
8.	Place where the technical financial and pre-bid meeting will be held	Dy. Controller of Accounts (Plan) South DMC, 23 th floor civic centre, JLN Marg New Delhi-02 Ph.No. 23227305, 23227306.

1.3 Project Background

In terms of MPLADS, Implementing Agencies are required to maintain MPLADS accounts as required under this scheme. They are required to furnish Utilization certificate every year in the form prescribed in the Guidelines to the State Government and the Ministry of Statistics and Programme Implementation. These accounts and Utilization Certificates are required to be audited by Chartered Accountants.

1.4 Terms of Reference

1.4.1 Scope of Work

The Chartered Accountant will be required to do audit of MPLADS accounts and Utilization certificate for the financial year 2014-15, 2015-16 and prior to 2014-15, if any pending and submit audit report MP wise in the prescribed format

1.4.2 Time of Completion.

The assignment should be completed within three months from the allotment date subject to availability of records.

1.4.3 Facilities:

No facilities other than the office space will be provided. The firm should bear all the incidental expenses, establishment expenses, overheads, stationary, photocopy, transport etc. The documents will be made available as and where it is, and should be verified/ reconciled in the office/ site itself where it is kept.


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1.5 Terms of Payment:

Payment will be released to the firm within 30 days from date of submission of audit report and bills.

1.6 Technical Qualification Criteria

- 1.6.1 The Firm must be registered with Institute of Chartered Accountants of India (Self attested copy to be enclosed mentioning the registration number)
- 1.6.2 The firm should be empanelled with C&AG. The firm should provide C&AG registration number and should be self attested.
- 1.6.3 The Firm should have its office in Delhi.
- 1.6.4 The Firm should be in existence for the last 10 years.
- 1.6.5 The annual turn-over of the firm should be at least Rs. 10 lacs per annum for the last three years. The bidders will be required to submit a copy of the balance sheet of their concern for the last three financial years (ending 31-3-2014 & 31-3-2015 and 31-03-2016).

1.6.6 The firm must have following manpower in existence:-

- | | | |
|------|--------------------------------------|--------|
| i) | Fellow Chartered Accountants | 3 Nos. |
| ii) | Chartered Accountants | 1 Nos. |
| iii) | Audit Assistance/ Semi qualified CAs | 4 Nos. |

2.0 Penalty:

In case of rescind of the work/default on the part of Audit Firm then it will be referred to the Disciplinary Committee of ICAI.

3.0. General Conditions

3.1 Submission of bids

The instructions for submitting proposals in response to the RFP are as under:

- 3.1.1. The proposals submitted in response to this RFP, and all associated correspondence shall be written either in English or in Hindi. Any

interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal.

3.1.2. The bids should be quoted both in figures and words and in case of any discrepancy: the bid quoted in words shall be treated as final.

3.1.3. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals received prior to the closing time and date for receipt of proposals shall be taken as valid.

3.1.4. The proposals should be submitted under two bid system i.e. technical proposal and financial proposal separately in sealed envelopes at the same time.

3.1.5. The envelopes containing the proposals should be super scribed with " **Technical Proposal - MPLADS AUDIT 2016**" and "**Financial Proposal - RFP for engagement of Chartered Accountant Firm for Audit of MPLADS**" as the case may be. The sealed envelopes containing the Technical Proposal and Financial Proposal should be placed in a larger single envelope, sealed and super scribed with "**RFP for engagement of Chartered Accountant Firm for audit of MPLADS 2016**". All envelopes should be addressed to the Addressee specified at 1.1.3 of this RFP Document and bear the name and address of the firm submitting the proposal.

3.1.6. The Proposals submitted should be concise and contain only relevant information as required under this RFP document.

3.1.7. All the pages of the proposals should be signed by the authorized representative of the firm.


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3.1.8. The technical proposals should not contain any financial information.

3.1.9. The bids shall be sent by Registered Post or through Courier Service or handed over personally to the addressee specified at 1.1.3 of this RFP document.

3.1.10. The firm/ agencies submitting their proposals would be responsible for all of its expense, costs and risks incurred towards preparation and submission of their proposals, attending any pre-bid meeting and visiting the site, regardless of the outcome of the process.

3.1.11. The Bid is to be supported with a Earnest Money of Rs. 3,000/- & Rs.500/- as tender fee by way of DD/Pay order in the name of Commissioner, South DMC.

3.2. Validity of proposals submitted

The rates quoted shall remain valid for a period of six (6) months from the last date for submission of bids prescribed in this document. A proposal valid for shorter period may be rejected as non-responsive.

3.3. Clarification on proposals submitted

South Delhi Municipal Corporation (SDMC) may, at its discretion, ask the respondents for clarifications/ additional documents on their proposals which the firms are required to respond within the time frame prescribed.

3.4. Amendments to RFP Document

At any time prior to deadline for submission of proposals, South DMC may for any reason, modify the RFP document. All the Firms who received the RFP document shall be intimated of the amendments and such amendments shall be binding on them.

3.5. Disqualification

South DMC may at its sole discretion and at any time during the evaluation of proposal disqualify any respondent, if the firm

- i) Submitted proposals with conditions.
- ii) Submitted proposals after the response deadline.
- iii) Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iv) Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- v) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- vi) Failed to provide clarifications related thereto, when sought.
- vii) Submitted more than one proposal.
- viii) Was declared ineligible by the Government of India/ State/ UT Government/ ULBs/ PSUs for corrupt and fraudulent practices.
- ix) The bid documents are sent electronically.

3.6. Confidentiality

Information relating to the examination, clarification, comparison and evaluation of the proposals submitted shall not be disclosed to any of the responding firms or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its proposals.

3.7. Disclaimer

Proposals received late will not be considered and will be returned unopened to the respondents.

South DMC reserves right to :

- a) Reject any /all proposals without assigning any reasons thereof ;
- b) Relax or waive off any of the conditions stipulated in this RFP document as deemed necessary in the best interest of SDMC and the objective of the scheme without assigning any reasons thereof and
- c) Include any other item in the Scope of work at any time after consultation in the pre-bid meeting or otherwise.

3.8. Confidentiality

3.8.3. Neither party will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving Services which if disclosed in tangible form is market confidential or if disclosed otherwise is confirmed in writing as being confidential or if disclosed in tangible form or otherwise, is manifestly confidential. Each party will take measures to protect the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under this Contract or any other contract between the parties

These restrictions will not apply to any information which:

- ii) is acquired from a third party who owes no obligation of confidentiality in respect of the information ; or
- iii) is or has been independently developed by this recipient or was known to it prior to receipt

3.8.4. Notwithstanding Clause mentioned above, either party will be entitled to disclose confidential information in case of legal requirement.

3.9. Applicable law

The contract shall be governed by the laws and procedures established by Government of India, within the framework of applicable legislation and enactment made from time to time.

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3.10 Documents to be submitted with technical bids

1. Registration of Firm with (CA)
2. C&AG empanelment certificate.
3. Audited balance sheet for the year ending 31.03.14, 31.03.15 and 31.03.16.
4. List of Manpower as mentioned in 1.6.6.
5. A DD/Pay order of Rs. 4000/- and Rs.500/- in favour of Commissioner South DMC.
6. A declaration by the Firm that they are not debarred/blacklisted by the any Govt./autonomous/semi govt. agencies/Company or department for corrupt and fraudulent practices.

3.10.1 The financial bid to be submitted in prescribed proforma annexed as a Annexure "A" with RFP documents.



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Annexure 'A'

Financial bid for audit of MPLADS Fund of the accounts maintained by the South DMC for the financial year 204-15 and 2015-16.

1. Name of the Firm
2. Address of the Firm
3. Audit fee per MP per year
(Quoted rate should be included all applicable taxes)

(in word _____)

(in figure _____)

(Signature of the Authorized person)

Note:- Transparent tape must be affixed on Audit fee (both on word & figures)


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