

REQUEST FOR PROPOSAL

For

SELECTION OF CHARTERED ACCOUNTANT FIRM FOR
CONSOLIDATION OF CIRCLE LEVEL ACCOUNTS,
PREPARATION OF HEAD QUARTER ACCOUNTS AND
PROVISION OF RELATED SERVICES

**MADHYA PRADESH HOUSING AND INFRASTRUCTURE
DEVELOPMENT BOARD**

Issued by:

Chief Accounts Officer

**Madhya Pradesh Housing & Infrastructure Development
Board
Bhopal**

November 2021



CONTENTS

S. No.	Particulars	Page No
1.	Section 1. Letter of Invitation	03
2.	Section 2. Instructions to Chartered Accountants Part-II. Data Sheet	04-21
3.	Section 3. Technical Proposal - Forms	22-33
4.	Section 4. Financial Proposal – Forms	34-36
5.	Terms of Reference	37-42
6.	Annexure A: Guide line for Electronic Tendering System	43-46



Madhya Pradesh Housing & Infrastructure
Development Board, Bhopal

Ref. No:

Bhopal, dated

**Project Name: Selection of Chartered Accountant Firm for Consolidation of
Circle Level Accounts, Preparation of Head Quarter Accounts
and Provision of Related Services.**

Section 1- Letter of Invitation

To

Dear Sir / Madam

1. The Madhya Pradesh Housing & Infrastructure Development Board (hereinafter called "Employer") is inclined to appoint a Chartered Accountant firm for consolidation of account of MPHIDB (head office) based on data collected from Divisional Accountant, and Account Officer and to prepare Accounts as per Indian Accounting Standards and other applicable rules and regulations.
2. The employer now invites reputed Chartered Accountants to submit proposal online for consolidation and preparation of accounts for MPHIDB headquarters as per the scope of work provided in the RFP document. More details on the services are provided in the Terms of Reference in this RFP document.
3. A firm will be selected under Quality cum Cost Based Selection (QCBS) Method and procedures described in this RFP.
4. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Chartered Accountants (including Data Sheet)
 - Section 3 - Technical Proposal - Forms
 - Section 4 - Financial Proposal - Forms
 - Section 5 - Terms of Reference
5. Please acknowledge in writing the receipt of Letter of Invitation and RFP document and that you would submit the proposal by due date online.


Chief Accounts Officer
MPHIDB Bhopal

Section 2

Instructions to Chartered Accountants

Part I

1. Definitions

- 1) "Employer" means the Madhya Pradesh Housing & Infrastructure Development Board, Bhopal who have invited the bids for selection of chartered accountant and with which the selected Chartered Accountant firm signs the Contract for the Services and shall provide services as per the terms and conditions and TOR of the contract.
- 2) "Proposer" means the interested and qualified parties submits the technical and financial proposals in response to the RFP.
- 3) "Chartered Accountant" means any entity or company who has been invited to submit their proposals that may provide or provides the Services to the Employer under the Contract.
- 4) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- 5) "Project specific information" means such part of the Instructions to Chartered Accountants used to reflect specific project and assignment conditions.
- 6) "Day" means calendar day.
- 7) "Government" means the Government of Madhya Pradesh
- 8) "Instructions to Proposer" (Section 2 of the RFP) means the document which provides Chartered Accountants with all information needed to prepare their proposals.
- 9) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the Selected Chartered Accountant.
- 10) "Personnel" means professionals and support staff provided by the Chartered Accountant or by any Sub-Chartered Accountant and assigned to perform the Services or any part thereof;
- 11) "Proposal" means the Technical Proposal and the Financial Proposal.
- 12) "RFP" means the Request for Proposal prepared by the Employer for the selection of Chartered Accountant.



- 13) "Assignment / job" means the work to be performed by the Chartered Accountant pursuant to the Contract.
- 14) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Chartered Accountant, and expected results and deliverables of the Assignment/job with payment clauses.

2. Introduction

- 2.1. The Employer named in the Part II Data Sheet will select a consulting firm/organization (the Chartered Accountant), in accordance with the method of selection specified in the Part II Data Sheet.
- 2.2. The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.
- 2.3. The procedure for participation in e-tendering is given in the Part II Data Sheet.
- 2.4. Reputed Chartered Accountants are invited to submit their Proposal online (refer Annexure A), for Assignment/job named in the sub-clause 2.2 of Part II Data Sheet. The Proposal will be the basis for a signed Contract with the selected Chartered Accountant.
- 2.5. To obtain first-hand information on the Assignment/job, Chartered Accountants are encouraged to meet the Employer's representative named in part II Data Sheet before submitting a proposal and to attend a pre-proposal meeting. The date, time and venue of the pre-proposal meeting is mentioned in Part II Data Sheet. Attending the pre-proposal meeting is optional.
- 2.6. The Employer will provide at no cost to the Proposers the inputs and facilities specified in the Part II Data Sheet, and make available relevant project data and reports.
- 2.7. Proposers shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proposers.
- 2.8. Employer will not provide office as well as office equipment's required during the execution of contract.
- 2.9. The Assignment/Job will be awarded for initial one financial year. Employer, at its sole discretion and based on performance of the Chartered Accountant, can extend the contract period for additional one year.



3. Clarification and Amendment of RFP Documents

- 3.1. Proposer may request a clarification in writing on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer may respond in writing, or by standard electronic means and shall upload the response on Employer's official website. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 3.2 below.
- 3.2. At any time before the submission of proposals (not later than 7 days before the submission date), the Employer may amend the RFP by issuing an addendum in writing or/and by standard electronic means. The addendum shall be uploaded on online portal. Proposers shall consider all amendments as part of RFP and all such amendments will be binding on Proposers. To give Proposers reasonable time in which to take an amendment into account in their proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

4. Conflict of Interest

- 4.1. Employer requires that Proposal provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 4.2. Without limitation on the generality of the foregoing, Proposers, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities:

- (i) A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.



Conflicting relationships

- (i) A Chartered Accountant (including its Personnel and Sub-Contractor) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of:
 - a) the preparation of the Terms of Reference of the Assignment/job,
 - b) the selection process for such Assignment/job, or
 - c) Supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.
- 4.3. Proposer have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Proposer fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Proposer during bidding process or the termination of its Contract during execution of assignment.
- 4.4. No agency or current employees of the Employer shall work as Chartered Accountants under their own ministries, departments or agencies.

5. Unfair Advantage

- 5.1. If a Chartered Accountant could derive a competitive advantage from having provided the similar Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 4 above, the Employer shall make available to all Proposers together with this RFP all information that would in that respect give such Proposer any competitive advantage over competing Proposers.

6. Proposal

- 6.1. A Proposer shall submit only one proposal. If a Proposer submits or participates in more than one proposal, such proposals shall be disqualified.

7. Validity of Proposal

- 7.1. The Part II Data Sheet to Proposers indicates how long the Proposals must remain valid after the submission date. During this period, Proposers shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Chartered Accountants to extend the validity period of their proposals. Proposers who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Chartered Accountants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Proposers who do not agree have the right to refuse to extend the validity of their



Proposals; under such Circumstance the Employer shall not consider such proposal for further evaluation.

8. Preparation of Proposals

- 8.1. The Proposers have to prepare their Proposals, encrypt their Proposal Data in the Proposal Forms and submit proposals online only as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

The Proposal as well as all related correspondence exchanged by the Proposers and the Employer shall be written in English language, unless specified otherwise.

- 8.2. In preparing their Proposal, Proposers are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 8.4 Depending on the nature of the Assignment/job, Proposers are required to submit a **Technical Proposal (TP) in forms provided in Section-III. The Part II of Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed nonresponsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- a) A brief description of the Proposer's organization will be provided in Form Tech-2. In the same Form, the Proposer will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference. For each Assignment/ job showcased for qualification, the outline should indicate the names of Sub-Chartered Accountants/Professional staff who participated, duration of the Assignment/job, contract amount, and Proposer's involvement. Information should be provided only for those Assignment/jobs for which the Proposer was legally contracted by the Employer as a corporation or as one of the major firms within a consortium. Assignment/jobs completed by individual Professional staff working privately or through other CA firms cannot be claimed as the experience of the Chartered Accountant, or that of the Proposer's associates, but can be claimed by the Professional staff themselves in their CVs. Chartered Accountants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract for all the assignments mentioned in the proposal. In case of non-submission of letter of award/copy of contract along with the scope of work/terms of reference, such assignment / job will not be considered for evaluation.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support,



office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).

- c) A description of the approach, methodology and take-over and work execution plan for the Assignment/job covering the following subjects: technical approach and methodology, take over and work execution plans, and staffing schedule, tentative reporting formats. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The take-over plan and work execution plan should be consistent with the Work Schedule (Form TECH-8& TECH-9 of Section 3).
- d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks is to be provided in Form TECH-6 of Section 3.
- e) Estimates of the staff input needed to carry out the Assignment/job needs to be given by the Proposer. The staff-months input should be indicated separately for each location i.e. home office or project office, where the Chartered Accountants have to work and / or provide their key staff.
- f) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-7 of Section 3).

8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

8.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Forms (Section 4). Upset Price for providing service will be INR 10.50 Lakhs (Ten Lakhs Fifty Thousand). The quoted financial shall include the assignment/job, and

- (a) Remuneration for staff
- (b) Office expenses.
- (c) Out of pocket expenses.
- (d) GST will be paid separately as per rules at the time of payment.
- (e) All IT/GST TDS deduction will be done on each payment.

The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

9. Taxes

9.1. The Proposers shall fully familiarize themselves about the applicable Domestic taxes (Goods and Service Taxes) on amounts payable by the Employer under the Contract. All taxes must be included by the Chartered Accountant in the financial proposal excluding Goods & Service Tax (GST). Income Tax/GST TDS shall be deducted at source from every payment.

10. Currency



10.1. Chartered Accountants shall express the price of their Assignment/job in Indian National Rupees (INR) only. For any other currencies, Chartered Accountant shall provide equivalent values in INR as per RBI exchange rate as on date of release of RFP.

11. Earnest Money Deposit (EMD), RFP Fee and Performance Guarantee

11.1. Earnest Money Deposit

- i. An EMD of **Rs. 20,000/-** in the form of Digital Transaction /Demand Draft drawn or banker's cheque drawn on any Scheduled Bank in India in favor of Employer (Chief Accounts Officer, Madhya Pradesh Housing and Infrastructure Development Board Bhopal) payable at Bhopal.
- ii. EMD has to be submitted to the clients address before the bid submission date mentioned in the data sheet. Proposals not accompanied by EMD shall be rejected as non-responsive.
- iii. The EMD of the unsuccessful Proposers would be returned back within 60 days of signing of the contract. In case, RFP is cancelled by the Employer, the EMD of the Proposers would be returned back within 60 days of such cancellation.

11.2. Forfeiture of EMD

The EMD shall be forfeited by the Employer in the following events:

- i. If Proposal is withdrawn during the validity period or any extension agreed by the Chartered Accountant thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the Chartered Accountant tries to influence the evaluation process.
- iv. If the First ranked Chartered Accountant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Chartered Accountant).

11.3. RFP Fee

All Chartered Accountants are required to pay **Rs. 2,000/-** towards RFP Fee in the form of demand Draft drawn in favor of Employer (Chief Accounts Officer, Madhya Pradesh Housing And Infrastructure Development Board) and payable at Bhopal. The RFP Fee is Non-Refundable. RFP fee has to be submitted to the clients address before the bid submission date mentioned in the data sheet.

Please note that the Proposal, without the RFP fee, would be rejected as non-responsive.



11.4. Performance Guarantee

The selected Chartered Accountant shall be required to furnish a Performance Guarantee equivalent to 3% of the contract value rounded off to the nearest thousand Indian Rupees in the form of Demand Draft (DD) / Fixed Deposit Receipt (FDR) drawn in favor of Employer. The Performance Guarantee must be submitted after award of contract but before signing of consultancy contract. Performance Guarantee would be returned only after successful completion of tasks assigned to them. No part of interest generated against the DD submitted as Performance Guarantee will be payable to the consultant and only after adjusting/ recovering of any dues recoverable/payable from/by the Chartered Accountant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

12. Submission, Receipt, and Opening of Proposal

- 12.1. The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Chartered Accountants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 12.2. An authorized representative of the Chartered Accountants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 12.3. The Technical Proposal and Financial Proposal shall be submitted online. Copy of Technical Proposal shall be submitted physically as well at the address specified in the data sheet.
- 12.4. The DD for EMD and RFP fees must be sent to the Date, Time & Address indicated in Sub-clause 11 of Data sheet and received by the Employer no later than the time and the date indicated in Sub-clause 11 of Data sheet, or any extension to this date in accordance with para 3.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- 12.5. The Technical proposal shall be opened online at the time, date and venue mentioned in Part II of Data Sheet. Single tenders will be acceptable under the Department circular no. 26 dated 23-01-2015 and evaluated as per the stated procedure.
- 12.6. Non-Responsive Bids: A proposal will be considered non-responsive if any item under the following check list is not adhered to by Proposer:

S.No.	Item	Check List
1	RFP Fee Enclosed	Yes
2	Earnest Money Deposit enclosed	Yes

3	All pages of the bid signed by the authorized representative	Yes
4	Power of Attorney enclosed in the name of the Authorized Representative	Yes
5	All the required forms of Technical Proposal	Yes
6	Provided CVs of all the required professionals with the required expertise	Yes
7	Technical Proposal does not contain any financial information	Yes
8	Financial Proposal submitted in a separate sealed cover	Yes

13. Proposal Evaluation

13.1. From the time the Proposals are opened to the time the Contract is awarded, the Proposer shall not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Proposers to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposers' Proposal.

13.2. The employer has constituted a Committee for Selection of Chartered Accountants which will carry out the entire evaluation process.

13.3. **Evaluation of Technical Proposals: Technical proposals not submitted as per formats specified in this RFP will be considered non-responsive.** Committee while evaluating the responsive Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

13.4. The Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the Chartered Accountant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

13.5. **Public opening & evaluation of the Financial Proposals:** Financial proposals of only those firms who are technically qualified shall be opened online on the date & time specified the Data sheet.

13.6. **Financial proposals not submitted as per formats specified in this RFP will be considered non-responsive.** The Committee will correct any computational errors only in responsive financial proposals. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial

Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

- 13.7. After opening of financial proposals, QCBS method shall be applied to determine the Chartered Accountant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet This selected Chartered Accountant will then be invited for negotiations, if considered necessary.
- 13.8. Technical Proposal of all bidders which meet the basic requirements (i.e. timely submission, bid security, sealing of application etc.) would be taken up for evaluation as per the technical bid evaluation criteria. All applications scoring 70% (Seventy Percent) or above marks would be technically qualified and would only move into the next stage of financial evaluation.

14. Technical Negotiations

- 14.1. Negotiations will be held at the date, time and address intimated to the qualified and selected Proposer. The invited Proposer will, as a pre-requisite for attendance at the negotiations, confirm. Representatives conducting negotiations on behalf of the Proposer must have written authority to negotiate and conclude a Contract.
- 14.2. Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Proposer to improve the Terms of Reference. The Employer and the Proposer will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Assignment/job". Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Proposer.

15. Financial Negotiations

- 15.1. Financial negotiations: After the technical negotiations are over, financial negotiations shall be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the Proposer.
- 15.2. Availability of Professional staff/experts: Having selected the Proposer on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects



to negotiate a Contract on the basis of the senior staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the senior staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the senior staff has left the organization. If this is not the case and if it is established that senior staff were offered in the proposal without confirming their availability, the Proposer may be disqualified. The Employer expects all the Key Personnel to be available during implementation of the Contract. The Employer will not consider substitution of Key Personnel except for reasons of any incapacity or due to health or employee leaving the organization. Such substitution shall be subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Employer. As a condition to such substitution, a sum equal to 5% (five per cent) of the total fees shall be deducted from the payments due to the Chartered Accountant.

- 15.3. Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Chartered Accountant will initial the agreed Contract. If negotiations fail, the employer will have right to reject all the proposals received and invite fresh proposals.

16. Award of Contract

- 16.1. After completing negotiations the Employer shall issue a Letter of Intent to the selected Proposer.
- 16.2. The Proposer will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the form of contract in Section-6, within 7 days of issuance of the Letter of Intent.
- 16.3. The Selected Proposer is expected to commence the Assignment/job immediately after signing of the contract.

17. Liability and Insurances

The following limitation of the Chartered Accountant's Liability towards the Employer can be subject to the Contract's negotiations:

"Limitation of the Chartered Accountant's Liability towards the Employer:

- a) Except in the case of gross negligence or willful misconduct on the part of the Chartered Accountant or on the part of any person or a firm acting on behalf of the Chartered Accountant in carrying out the Services, the Chartered Accountant, with respect to damage caused by the Chartered Accountant to the Employer's property, shall not be liable to the Client:
- (i) for any indirect or consequential loss or damage; and
 - (ii) for any direct loss or damage that exceeds three times the total value of the Contract;



- b) This limitation of liability shall not
 - (i) affect the Chartered Accountant's liability, if any, for damage to Third Parties caused by the Chartered Accountant or any person or firm acting on behalf of the Chartered Accountant in carrying out the Services;
 - (ii) be construed as providing the Chartered Accountant with any limitation or exclusion from liability which is prohibited by the Applicable Law

The risks and the insurance coverage shall be as follows:

- a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government's country by the Chartered Accountant or its Personnel or associate or their Personnel, with a minimum coverage as per Indian Motor Vehicle Act 1988;
- b) Third Party liability insurance, with an adequate coverage
- c) Professional liability insurance to cover the employer against any loss suffered by the employer due to the professional service provided by the Chartered Accountant, with a minimum coverage of equal to the value of Contract Price
- d) Workers' compensation insurance in respect of the Personnel of the Chartered Accountant and of any Associates, in accordance with the relevant provisions of the Applicable Laws of India, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- e) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Chartered Accountant's property used in the performance of the Services, and (iii) any documents prepared by the Chartered Accountant in the performance of the Services, by theft, fire or any natural calamity.

18. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Chartered Accountants who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any Chartered Accountant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.



INSTRUCTIONS TO PROPOSER

Part-II

DATA SHEET

Clause No.	Particulars of Data Sheet
1.	Name of the Employer: Madhya Pradesh Housing & Infrastructure Development Board, Bhopal
2.	Name of the Assignment/job is: Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services
3.	The Employer's representative is: Chief Accounts Officer For all inquiries & clarifications, Please contact Chief Accounts Officer Venue/Address: Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block – 3 Paryawas Bhawan, Mother Teresa Road, Bhopal Telephone : +91-755-2576210 Mobile: +91-9424475942/9827239332 Facsimile: +91-755-2556065 E-mail: caohb_mp@nic.in; Website: www.mphousing.in
4.	Joint Venture / Sub-consultancy is allowed: NO
5.	Clarifications may be requested in writing not later than 10 days from Proposed Due Date (PDD). The address for requesting clarifications is: Facsimile: +91-755-2556065 E-mail: caohb_mp@nic.in; Website: www.mphousing.in
6.	Proposals will remain invalid for 90 days after the Proposed Due Date (PDD).
7.	The envisaged key personnel positions for undertaking the assignment are given below. Key Personnel A. Fellow Chartered Accountant – 1 person - Minimum Experience of 8 years in preparation of Accounting and Audit. B. Associate Chartered Accountants – 3 persons - Minimum Experience of 3 years in preparation of Accounting and Audit.
8.	The formats of the Technical Proposal to be submitted are: Form Tech 1: Letter of Proposal submission Form Tech 2 : Proposer's organization & experience Form Tech 3: Comments & suggestions on TOR

Clause No.	Particulars of Data Sheet
	Form Tech 4: Approach & methodology
	Form Tech 5: Financial Capacity of the Proposer
	Form Tech 6: Team composition
	Form Tech 7: Curriculum vitae
	Form Tech 8: Staffing Schedule
	Form Tech 9: Work Schedule
	Form Tech 10: Information regarding any conflicting activities and declaration thereof.
9.	Proposer to state the cost in Indian Rupees:
10.	Proposer must submit the Technical Proposal and the Financial Proposal ONLINE only.
11	Date & time and address for submission of original DD of EMD and RFP fees:
	Date: 25 th November 2021
	Time: 17.00 Hours
	Address: Chief Accounts Officer Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block-3, Paryawas Bhawan, Mother Teresa Road, Bhopal
12	Date, Time and Venue of Opening of Technical Bid ONLINE :
	Date: 26th November 2021
	Time: 15.00 Hours
	Venue: Chief Accounts Officer Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block-3, Paryawas Bhawan, Mother Teresa Road, Bhopal
13.	Evaluation Criteria:
13.1	<p>Minimum Eligibility:</p> <ul style="list-style-type: none"> • The Chartered Accountant Firm should be registered with the Institute of Chartered Accountant of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Goods & Service Tax Registration GSTIN; (<i>Showcase documentary evidences in terms copies of registration documents etc.</i>) • The Firm should have been in operation for at least 10 years after its registration. • The Firm should have at least Six (6) FCA and 6 Qualified CA (paid Employees) in total. • The Firm should be empanelled with Comptroller and Auditors General of India (C&AG) of India. • Average Annual Income (i.e. Average Gross Professional Fees earned during the last 3 financial years) of the firm in the last 3 financial years ending on March 31st, 2021 must be equal to or more than Rs.1.5Crore. • The Proposer shall have minimum experience for completion of Five assignment of preparation of Account or Auditing of accounts with any State / Central Government in India / Private Entity during the last three years financial year. <ul style="list-style-type: none"> ○ <i>In case of State / Government Entity, Documentary evidences such as Completion Certificate and Work Order etc. to be submitted.</i>

Clause No.	Particulars of Data Sheet												
	<ul style="list-style-type: none"> ○ <i>In case of Private Entity, documentary evidence such as work order and completion certificate along with Form 26AS as proof of fees receipt from the private entity to be submitted.</i> • The Proposer shall not be Blacklisted or barred from bidding by any state/Central Government department, Agency or PSUs (<i>Submit self-attested notarised anti-black listing certificate.</i>) • The Firm should have their Headoffice in Madhya Pradesh. <p>Detailed evaluation of the proposal shall be undertaken for those applicants, which qualify the above minimum requirements.</p> <p>Proposals of the proposers meeting the minimum eligibility criteria shall be considered eligible for next stage of evaluation which is provision of technical marks based on technical submission.</p>												
13.2	<p>Technical Marks to be provided to eligible bidders shall be as follows;</p> <table border="1" data-bbox="407 846 1430 1883"> <thead> <tr> <th data-bbox="407 846 980 987">Parameter</th> <th data-bbox="980 846 1105 987">Max. Marks</th> <th data-bbox="1105 846 1430 987">Documents required in Technical Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 987 980 1240"> <ul style="list-style-type: none"> • Firm's Existence in years after its registration : (Copy of Registration Certificate) 10 Years but less than 15 years : 60% 15 Years but less than 20 years : 75% 20 Years & Above :100% </td> <td data-bbox="980 987 1105 1240">15</td> <td data-bbox="1105 987 1430 1240">Documents showcasing establishment of the firm. (Copy of Registration Certificate)</td> </tr> <tr> <td data-bbox="407 1240 980 1547"> <ul style="list-style-type: none"> • Total number of FCA Partners in the Firms: 1-6: 30% 7-12: 60% >More than 12: 100% </td> <td data-bbox="980 1240 1105 1547">15</td> <td data-bbox="1105 1240 1430 1547">CV of personnel as per RFP. ICAI registration details as per Firm Card/Member Card. Notarized undertaking signed by each resource whose CV showcased as part of bid, ensuring that these persons are either partner/Associate or employee of the firm.</td> </tr> <tr> <td data-bbox="407 1547 980 1883"> <ul style="list-style-type: none"> • Total No. of CAs in the Firm, including Partner: 10-15: 60% 16-20: 75% More Than 20: 100% </td> <td data-bbox="980 1547 1105 1883">20</td> <td data-bbox="1105 1547 1430 1883">CV of personnel as per RFP. ICAI registration details as per Firm Card/Member Card. Notarized undertaking signed by each resource whose CV showcased as part of bid, ensuring that these persons are either partner/Associate or employee of the firm.</td> </tr> </tbody> </table>	Parameter	Max. Marks	Documents required in Technical Proposal	<ul style="list-style-type: none"> • Firm's Existence in years after its registration : (Copy of Registration Certificate) 10 Years but less than 15 years : 60% 15 Years but less than 20 years : 75% 20 Years & Above :100% 	15	Documents showcasing establishment of the firm. (Copy of Registration Certificate)	<ul style="list-style-type: none"> • Total number of FCA Partners in the Firms: 1-6: 30% 7-12: 60% >More than 12: 100% 	15	CV of personnel as per RFP. ICAI registration details as per Firm Card/Member Card. Notarized undertaking signed by each resource whose CV showcased as part of bid, ensuring that these persons are either partner/Associate or employee of the firm.	<ul style="list-style-type: none"> • Total No. of CAs in the Firm, including Partner: 10-15: 60% 16-20: 75% More Than 20: 100% 	20	CV of personnel as per RFP. ICAI registration details as per Firm Card/Member Card. Notarized undertaking signed by each resource whose CV showcased as part of bid, ensuring that these persons are either partner/Associate or employee of the firm.
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Clause No.	Particulars of Data Sheet		
	<ul style="list-style-type: none"> Agency's Average Turnover in last 3 Financial Years: 1.5 Crore – 2.0 Crore: 60% 2.0 Crore – 2.5 Crore: 80% More than 2.5 Crore: 100% 	20	Proof of last three years IT Returns & Balance Sheet. Annual Turnover should be dully certified by CA.
	<ul style="list-style-type: none"> No. of assignments of Preparation of Accounts or audit of accounts of State/Central Government/PSUs entities except Bank Branch audit has been done in last 5 years: 3 to 5 : 60% 5 to 10: 75% More than 10 : 100% 	20	Work Order/Completion certificate / Agreement/ LOA etc.
	<ul style="list-style-type: none"> Peer Review Certificate : 1. One Peer Review Certificate (5 Marks) 2. Two Peer Review Certificate (10 Marks) 	10	Copy of Peer review certificate
	Total Score	100	
Evaluation would be done on the basis of supporting documents submitted along with the technical proposal.			
14	Date, Time and Venue of Opening of Financial Proposal ONLINE:		
	Date: 28 th November 2021		
	Time: 16.00 Hours		
	Venue: Chief Accounts Officer Madhya Pradesh Housing & Infrastructure Development Board, 3 rd Floor, Block-3, Paryawas Bhawan, Mother Teresa Road, Bhopal		



Clause No.	Particulars of Data Sheet
	<p>Method of Selection: In deciding the final selection of the Consultant, the technical quality of the proposal will be given a weightage of 75%. The method of evaluation of technical qualification will follow the procedure given in clause no. 13 above. The price bids of only those qualified Proposers who score more than 70 marks in technical evaluation will be opened. Proposer shall quote lump sum Service charge for Assignment/Job for the first year Inclusive all tax. The proposal with the lowest Service Charge may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weight of 25%. For working out the combined score, the employer will use the following formula:</p>
	Total points = [0.75x T(s)] + [0.25x100xLEC/EC], where
	T (s) stands for technical score
	EC stands for Evaluated Cost of the financial proposal.
	LEC stands for Lowest Evaluated Cost of the financial proposal.
	The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered as successful Proposer and will be called for negotiations, before the award of work.
16	Expected date for commencement of consulting Assignment/job: Immediately after signing of Contract
	Location for performance assignment / job: Bhopal


17	Key Dates are as follows;				
S. No	Proposer's Stage	Start		Expiry	
		Date	Time	Date	Time
1	Purchase of Tender	10.11.2021	12.00 Hrs.	25.11.2021	16.00 Hrs.
2	Bid Submission - Online	25.11.2021	17.00 Hrs.		
3	Technical Proposal open (Online)	26.11.2021	15.00 Hrs.		
4	Financial Bid Open (Online)	28.11.2021	16.00 Hrs.		

Above dates may be changed by the client with prior notice.

Original DD of earnest money deposit, demand draft for the cost of RFP fee shall be submitted by the Proposer so as to reach the office as prescribed in Bid Data Sheet.

Section 3

Technical Proposal - Forms

A handwritten mark or signature, possibly initials, consisting of several overlapping lines.

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Chief Accounts Officer
Madhya Pradesh Housing & Infrastructure Development Board Bhopal

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Selection of Chartered Accountant Firm for Consolidation of Circle Level Accounts, Preparation of Head Quarter Accounts and Provision of Related Services for MPHIDB in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and RFP fee. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



FORM TECH-2

PROPOSER'S ORGANIZATION AND EXPERIENCE

A - Proposer's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B - Proposer's Experience

[Using the format below, provide information on each Assignment/job along with a copy of the letter of award /copy of contract for which your firm, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). Provide not more than 10 project examples. Each project example must not be more than 2 pages each.]

1. Firm's name:

Assignment Name:		Country : India
Project Location within Country:		Professional Staff Provided by our Company : No. of Staff : No. of Staff Months :
Name of Client:		
Address of the Client:		Duration of Assignment:
Start Date : (Month/Year)	Completion Date : (Month/Year)	Approx. Value of Services :
Name of Associated Firms(s) if any:		No. of Months of Professional Staff Provided by Associated Firm(s) :
Name of Senior Staff (Team Leader, Finance Expert) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services provided by our Company:		

Note: Please provide documentary evidence form the client i.e. copy of work order, contract for each of above mentioned assignment, completion certificates, etc. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

