

Request for Proposal

Selection of CA Firms

**For Internal Audit cum Corporate
Law Compliance of**

**Chhattisgarh Rural Housing
Corporation Ltd.**

For the financial year 2018-19



CHHATTISGARH RURAL HOUSING CORPORATION LTD

1st Floor, Block - 2, PMAY office, Indrawati Bhawan, Naya Raipur, Chhattisgarh
492002

Request for Proposal

Chhattisgarh Rural Housing Corporation Ltd. seeks to invite Proposal from CA firms meeting the minimum eligibility criteria for providing their services for the internal audit cum corporate law compliance for the financial year 2018-19.

Prospective CA Firm can obtain Application Form for by paying Rs. 2000/- to the office of Managing Director, C.G. Rural Housing Corporation Ltd., Naya Raipur and Interested CA Firms may send their proposal (Technical cum financial) latest by **25 April 2018 at 5:00** PM.

The details about the background of the auditee, scope of work and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

1. Background:

Chhattisgarh Rural Housing Corporation Limited (hereinafter referred as CGRHCL) is a Government Company registered on 15th March 2018 under the Company Act 2013. The authorized share capital of the Corporation is Rs. 10 Lacs and the shares are fully paid-up. The Corporate Office of the Company is situated at 1st Floor, Block - 2, PMAY office, Indrawati Bhawan, Naya Raipur, Chhattisgarh 492002.

The Corporation is incorporated with the consent and approval of the Department of Panchayat and Rural Development, Govt. of Chhattisgarh



with an objective to act as a nodal agency for implementing various Rural Housing Schemes in the state of Chhattisgarh.

2. Scope of Work:

The focus areas of the Internal Audit will be:

- a) Accuracy is ensured in maintenance of books of account and these are maintained on a timely basis;
- b) Verification of Payment with supporting document and comment on compliance of tender terms.
- c) Implementing quality control policies and procedures designed to ensure that all audit are conducted in accordance with Statements on Standard Auditing Practices.
- d) Advances are tracked, followed up and settle on a priority basis;
- e) Bring accuracy to the monthly/quarterly Financial Monitoring Reports based on books of accounts;
- f) Ensure voucher/evidence based payments to improve transparency;
- g) Enable timely and accurate submission of financial MIS to the management
- h) Improve the accuracy and timeliness of financial reporting
- i) Improve the internal control systems in the Corporation
- j) To provide consultancy on the direct & indirect taxation as and when required
- k) Calculation of advance tax as per due dates
- l) Filing of TDS, GST and other statutory returns within the timeframe.
- m) Revision of Above returns as and when required

The focus areas of the Corporate Law Compliance will be:

1. Convening and holding of Board/Committee Meetings



2. Preparation of Documents related to Board/Committee Meetings such as Agenda, Notice, Board notes etc.
3. Convening and holding of Annual General Meeting/ Extra-ordinary General Meeting
4. Preparation of Documents related to Annual General Meeting/ Extra-ordinary General Meeting (Agenda, Notice, Director's report, Notes etc.)
5. Drafting of Minutes of Annual General Meeting, Extra-ordinary General Meeting, Board Meeting and committee meeting
6. Maintenance of Statutory Books and Registers:
 - Minute Books and Attendance Register
 - Register of Members/Debenture holders
 - Register of Director's Shareholding
 - Register of Directors, Manager etc.
 - Register of transfer & Transmission,
 - Register of Duplicate share certificate
 - Register of Investments etc
 - Register of Charges
 - Such other registers as may be required under companies act,2013
7. Filing of Annual Return under Section 92
8. Filing of Audited Financial Statements under Section 134
9. Documentation and filing of forms related to Appointment/Resignation/Retirement of Director/Managing Director.
10. Documentation and MCA Filing related to Alteration in Memorandum and Article of Association.
11. Filing of Various other e-forms with MCA related to various matters such as creation/modification /satisfaction of charges, Appointment of Auditor, Return of deposits etc and drafting of related documents thereto:
12. Share Transfer and Transmission Procedure



13. Preparation of Search Reports
 14. Secretarial Audit (if applicable) under Section 205
 15. Handling of correspondence with relevant authorities on compliance matter under Companies Act,2013
 16. Assisting the board with various provisions of Company Law,2013
- Apart from the aforementioned work, the Corporation is empowered to assign any other work which it deem fit.

3. Terms & Condition for Audit cum Corporate Law Compliances:

1. Subletting of award of audit work to other CA Firms will not be entertained. Such cases if brought into notice/found at any point of time before/after selection the concerned firms will be debarred from bidding process for next 3 years and contract will be cancelled with penalty.
2. Only single firm is eligible to apply. Association with other firms or Joint ventures of two or more firms is not allowed.
3. The successful applicant will have to execute a contract with the corporation for maintaining confidentiality of record of the corporation before starting of the audit work.
4. The applicant firm shall sign all the pages of application form which will indicate that the firm has read and understood the terms & conditions and the scope of work.
5. The technical bids will be opened on **01/05/2018** at 12:30 PM onwards. Interest firms / their authorized representatives can be present at the time of opening of Technical Proposal.
6. The date and time of the opening of financial proposal shall be informed separately to firms, which qualify the technical proposal.
7. The Auditor has to submit the report in English to the corporation.
8. This application form is non-transferrable.



9. Cost of this application form is Rs. 2000/-. Prospective CA Firm can obtain this for by paying this amount to the office of Managing Director, C.G. Rural Housing Corporation Ltd, Naya Raipur. Original copy of receipt of the amount paid must be enclosed with the Request for Proposal. Prospective applicants can also download a copy of this application from the website of our Department www.cg.prd.gov.in and pay the cost of this application along with the Request for Proposal by attaching at Demand Draft in favour of "Managing Director, C.G. Rural Housing Corporation Ltd" payable at Naya Raipur. Non-enclosure of demand draft will render the Request for proposal defective and will be rejected.
10. Corporation reserves the right to accept or reject any application without giving any explanation.

4. Minimum Eligibility Criteria:

1. The Firm must be empanelled with C&AG for the financial year 2018-19.
2. The Firm must have its Office in Chhattisgarh state.
3. The Firm must have minimum 5 Years of experience as per the latest constitution certificate issued by the ICAI as on 01/01/2018.
4. The firm must have minimum 25 Lacs Average Annual Turnover in the financial years 2014-15, 2015-16 and 2016-17.
5. The Firm must have experience in Internal Audit Assignment (Minimum 3 Assignment) of any Public Sector Undertaking, Autonomous Body, and Center/State Government during the last 5 financial years (2012-13 to 2016-17).
6. The Firm must have minimum 6 Full time Chartered Accountants/Company Secretary in the firm out of which at least 3 should be partners.
7. The Firm must obtain 60% marks in the Technical parameters.



Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal:

- For S. No. 1, 2, 3 and 6 above, the firm must submit a self-attested copy of Certificate of Constitution issued by ICAI as on 01/01/2018 and Acknowledgement copy from C&AG.
- For S. No. 4, the firm must submit, a copy of the audited financial statement for the last three years.
- For S. No. 5, copies of the work order / appointment letter will have to be furnished by the firm in support of the execution of the mentioned work.
- The firm or any partners of the firm should not be black listed by any PSUs or Govt. Undertaking Corporation or any other organization in respect of any assignment or behavior. (Self attested affidavit on Rs 100/- stamp paper to be given in this regard by the authorized person of the firm)

5. EVALUATION OF PROPOSALS:

- i. The evaluation of proposal will be based on the following parameters.

Sr. No.	Evaluation Criteria	Maximum Marks
1.	Number of partners (Partners should necessarily be a member of the Institute of Chartered Accountants of India) Minimum 3 Partner (9 Marks) 4-5 Partners (11 Marks) 6-10 Partners (13 Marks) 11 and above (15 Marks)	15
	The firm has adequate staff to undertake audit work. The staff includes Articles, audit clerks and semi-qualified personnel. The marking shall be: Minimum 15 staff (6 marks)	10



	16-20 staff (8 marks) 21 and above (10 marks)	
3.	Number of professionally qualified staff (with associate/fellow membership of ICAI/ICSI) Minimum 6 (6 marks) 7-10 (8 marks) 11 and above (10 marks)	10
4.	Turnover of the last three years of the firms/Limited liability Partnership Minimum 25 lacs (9 marks) 26-50 lacs (11 marks) 51 lacs to 1 Crore (13 marks) Above 1 Crore (15 marks)	15
5.	internal/statutory audit undertaken during the last 5 years in Corporation/PSUs/Limited Companies/ Autonomous Bodies whose turnover is up to 50 crore (20 marks) 51-100 crore (25 marks) 101 crore and above (30 marks)	30
6.	Experience of the CA firm/LLP in Internal/Statutory Audit undertaken in Past 5 years in PSU/ Corporations/ Limited Companies/ Autonomous Bodies whose turnover is more than 50 crore. (The experience of the CA firm/LLP in Internal Audit/Statutory Audit in one PSU/ Corporations/ Limited Companies/ Autonomous Bodies for for more than one year will be considered as one assignment only) Minimum 3 (10 Marks) 4 to 8 (15 Marks) 9 and Above (20 Marks)	20
	Total marks= ST (Score Technical)	100

6. GUIDELINES FOR SUBMITTING THE PROPOSALS

1. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE STANDING COMMITTEE FOR AUDIT**". The Corporation shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. Further Tender Processing Fees is Rs 2000 non-refundable and EMD of Rs 10000.00 would be submitted with Technical Proposal. Tender Processing Fees and EMD will be submitted in the form of DD in favour of Managing Director Chhattisgarh Rural Housing Corporation Limited. After award of contract EMD will be kept as security deposit.
2. Financial proposals submitted by the firm should be valid for 1 year from the date of acceptance of the proposal by CGRHC. However it may extend for further period if authority may think fit so with mutual understanding.

A handwritten signature in black ink, appearing to be 'V. K. Singh', with a long arrow pointing upwards and to the right.

3. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
4. Chhattisgarh Rural Housing Corporation Ltd. reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.

7. Selection Procedure

1. Selection will be made on the basis of least cost method.
2. Price bid of only those firms will be opened who scored more than 60 marks.
3. In case price bids of two or three firms are similar, then selection will be made on technical marks.

8. Time schedule for audit

1. The internal audit report of corporation should be submitted on quarterly year basis.
2. Corporate Law Compliance should be done as requirement of law.
3. The auditor shall complete the abovementioned work in office hours and work should be completed within time bound.

9. Minimum Fees:

The minimum Fee for the said assignment under guideline no. I-CA(7)/03/2016 of ICAI is Rs. 100000/- (Rs. One lacs only) as per yearly basis. The said fee is inclusive of GST and other applicable charges.



10. Termination of Contract:

Chhattisgarh Rural Housing Corporation Limited reserves its right to terminate the contract without assigning any reasons by giving 30 days notice.

11. Arbitration:

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Managing Director. The Arbitration shall be as per the Indian Arbitration and Conciliation Act, 1996 as amended up to date. The Place of Arbitration shall be Raipur and the language will be English.


(P.C. Mishra)
Managing Director