



**Home Management and Care Givers Sector Skill Council
(formerly known as Domestic Workers Sector Skill Council)
email-info@dwsscindia.com**

Request for Proposal (RFP)

**For Engagement of Statutory Auditor/ CA Firm for Home Management and Care
Givers Sector Skill Council**

Disclaimer

All information contained in this Request for Proposal (RFP) provided/clarified is in the good interest and faith. Though adequate care has been taken in the preparation of the RFP document, the interested firms shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Home Management and Care Givers Sector Skill Council reserves the right to reject any or all of the proposals submitted in response to the RFP document at any stage without assigning any reasons whatsoever, Home Management and Care Givers Sector Skill Council also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposals in response to the RFP. Home Management and Care Givers Sector Skill Council reserves the right to change /modify/amend any or all of the provisions of the RFP document without assigning any reason. Any such change would be communicated to the bidders.

Neither Home Management and Care Givers Sector Skill Council nor their employees and associates will have any liability to any prospective respondent of the RFP or any other person under the law of contract to the principles of resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in the RFP document, any matter deemed to form part of the RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Home Management and Care Givers Sector Skill Council or their employees and RFP respondent or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to Home Management and Care Givers Sector Skill Council and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

REQUEST FOR PROPOSAL (RFP) :

Background

1. **About HMCSSC:** HMCSSC is a non-profit company (Sec. 8) registered under the aegis of National Skill Development Corporation (NSDC) and the Ministry of Skill Development and Entrepreneurship, Govt. of India, (MSD&E) with the purpose to define and operate this key Sector wherein the domestic workers can find decent employment through proper skilling, work, and safe and smooth migration, minimum wages and other aspects of social security. The sub-sectors covered are Housekeeping/ household Services and Caregiving (Non-Clinical). HMCSSC partners with Training Providers and Assessment bodies for imparting training, and certification and constantly upgrading the skilling eco-system. HMCSSC has been working in 27 states of India and majority of our Training Centers based both in rural and urban areas. Approximately 70% of our skill development programs happen in rural/ semi urban areas and 90% of the supply of the workers come from the rural areas. We have trained more than 2 lakh beneficiaries under Recognition of Prior Learning (RPL) and Short-Term Training (STT) programs across the nation.

Objectives:

The key objective of the Audit includes:

- o To ensure payment based on voucher/evidence to improve transparency.
- o To ensure accuracy and timeliness in maintenance of book of accounts.
- o To improve accuracy and timeliness of periodical financial reporting.
- o .To regularly track, follow up and settlement/ adjustment of various advances on a priority basis.
- o To asses & improve overall internal control systems.
- o To assist in finalization of books of account and support in statutory auditor work on behalf of HMCSSC

HMCSSC seeks to invite proposals, from **Chartered Accountant/ Accountant firms/** for conducting Statutory Audit (including **consultancy & Accounting services**) of the office of the Home Management and Care Givers Sector Skill Council Located at Okhla, Delhi.

The details about the background of the auditee, scope of work, terms of reference, and the eligibility criteria for selection of the CA/CWA firms are given in the following paragraphs.

Time schedule of various Tender related events

Item	Description
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Last Date and Time for Bid Submission	27/05/2024 till 12:00 Noon
Opening Date and time	20/05/2024 at 2.00 PM
Validity Period	5 days from the date of opening of financial bid.

Address of Communication

Any queries or communication related to the bid must be addressed to the following office at the address given below:

FIEE Complex, A-15, Block A, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Terms of Reference (ToR)

1. **The submission of the proposals:** The proposals shall be submitted in two parts viz., Technical and Financial and should follow the form given in the “Supplementary Information for the Consultants.”
2. **Objective of audit services:** The objective of the audit is to ensure that SSC receives adequate, independent, professional audit assurance that the fund proceeds provided to Sangathan are used for purposes intended in line with approved objective of fund utilization and the objective of the audit of the financial statements is to enable the auditor to express a professional opinion as to whether,
 1. The financial statements give a true and fair view of the Financial Position of the corporation for the accounting period ended.
 2. The funds were utilized for the purposes for which they were provided.

HMCSSC may renew the Statutory audit assignment for further period with the same professional fees with or without any increment by mutual consent.

- (i) **Standards:** The audit will be carried out in accordance with **Audit & Assurance Standards** issued by the Institute of Chartered Accountants of India. In this regard the auditor should accordingly consider materiality when planning and performing the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.
- (ii) **Eligibility criteria:** Chartered Accountants/ Cost Accountant firms will be eligible for the audit of the Corporation. In this regard firm has to submit the details about the firm as per Form T-2.
 - a. The Firm should be Partnership/Proprietorship firm having at least 1 partners/proprietor out of which 1 partner should be FCA/FCMA.

- b. The firms should be in continuous practice for a period of at least 5 years or more.
- c. The Firm should have achieved an average turnover of more than Rs.5.00 lacs in the last three financial years i.e. 2020-21, 2021-22, 2022-23 (hard Copy of Balance sheet, P&L and Income Tax return has to be attached after shortlisting of company).
- d. Firms should have experience of audit of Government / Government undertaking bodies.
- e. It is necessary to have sufficient, qualified and experienced staff members.
- f. The firm should not be blacklisted at any time by any government agency or organisation.
- g. The firm should not have under disciplinary action initiated by ICAI/ICMA at anytime.

(iii) Audit Fees: The firms those are interested will have to quote professional audit fees inclusive of all the out-of-pocket cost excluding GST in **Format F-1**.

(iv) Project Financial Statements:

(A) Statutory Audit Report of “**HMCGSSC**” should contain the following financial statement and documents-

- Duly filled in Checklist provided in the guidelines.
- ❖ Bank Reconciliation Statements of all bank accounts.
- Observation and recommendation of Auditor – particularly covering the following aspects:
 - ❖ Serious audit observations
 - ❖ Deficiencies noticed in internal control.
 - ❖ Suggestions to improve the internal control.
 - ❖ Other liabilities- reason for non-adjustments/ recommendation for adjustments
 - ❖ Report on compliance/ non-compliance with GST, Income Tax Act, Companies act, PF and other applicable laws.
 - ❖ Reporting of Financial irregularities and violation of procurement policies must be specifically covered.
- Preparation of Executive summary for management on the observations which need immediate attention.
- Audit of the Utilization Certificates to be sent to. Concerned Authority
- Other task as & when required from the side of management in the interest of HMCGSSC.

(v) In case of any dispute Jurisdiction of Court should be at Delhi only.

(vi) Scope & Coverage of audit: Statutory audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedure and guidelines. The emphasis under Statutory audit is **not on test checking but on substantial checking of transaction**. It is an ongoing appraisal of the financial health of an entity to determine whether the financial management arrangements (including internal control mechanism) are effectively working and identify areas of improvement to enhance efficiency.

Detailed scope of work of Statutory auditor shall be as under:

The Statutory auditor is required to exercise tests of accounting records, internal checks, and control and other necessary audit practices for the Statutory audit of the accounts as per general principles. In conducting the Audit, specific attention should be given to the following:

1. Statutory Audit to cover the areas ensuring that,
 - a. Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
 - b. Utilization of external funds is in accordance with financing agreements.
 - c. Counterpart funds are utilized for purposes for which they are provided.
 - d. Goods and services have been procured in compliance with the financing agreement.
 - e. Transactions are duly supported by proper supporting documents and there is clear linkage between books of accounts and reports presented to Bank/FA.
 - f. Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant financing agreements.
 - g. Propriety of the transactions.
 - h. Checking the maintenance of books of accounts and records.
 - i. Checking the bank reconciliation statements.
 - j. Checking of component wise, category-wise and account head wise expenditures.
 - k. Checking of investments, short term deposit etc. made from time to time.
 - l. Checking of compliance of various taxes/statutory compliance.
 - m. Verification of fixed deposit register and checking of interest received.
 - n. Review of accounts on basis.
 - o. System of Physical Verification of Inventory and Fixed Assets is in place.
 - p. To check all statutory records registers including Minute Books and to see that accounting affects all the decisions taken at Board/Committee Meeting/General meeting/Audit Committee meeting is given in the Books of account.
 - q. To give an executive summary incorporating all points' matters; which are of very important nature.

2. FINANCIAL BOOKS:

- a. Verification of Bank Book Journal, vouching of Imprest Cash.
- b. Scrutiny of General Ledger, staff advance registers commenting on loan outstanding entries.
- c. Verification of cheque inward register with receipt issued as well as pay-in-slips as also advices of Bank regarding the realization of cheques.
- d. Verification of cash, cheques on hand etc. on quarterly basis and as on 31st of March every year.
- e. Verification of all computer vouchers and sheets ensure correct coding and accounting head.
- f. Scrutiny of general ledger and verification of Income and Expenditure statement, profit & loss account and balance sheet and other schedules.
- g. Verification of salary/consultancy payments, P.F, I.T., Professional Tax, TDS, etc. and verification of submission of various return to the competent authority in time.
- h. Verification all financial information completely, promptly and after the necessary authorization was recorded.

3. COMPREHENSIVE AUDIT:

The areas covered by comprehensive audit are those of investment decisions, project formulation and management, organization, delegation of powers and management of information systems, organizational effectiveness, capacity utilization, management of equipment, plant and machinery etc. Comprehensive Audit to cover the areas ensuring that:

- a. The overall capital cost of project compares with approved capital cost.
- b. Compare utilization of capacity with budgeted capacity.
- c. Compare the result shown in the current period financial statements with prior periods and if available, with budgets and forecasts.

4. ACCOUNTING POLICY & STANDARD:

- a. To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- b. Review of accounts on quarterly basis.
- c. Check all recorded entries comply with accounting standard

5. SYSTEM IMPROVEMENT:

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will highlighted and reported.

- a. The Chartered Accountant firm so appointed will be required to give: -
 - b. Audit Certificates, utilization certificates and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.
 - c. Statements in annual report that describes the work of Home Management and Care Givers Sector Skill Council. The responsibilities of the audit also include reporting on the adequacy of statements.
- 6.

Sr . N o .	Parti cular s	Scope	Remarks
1.	Carry forward of Opening Balance on 1 st April of financial year correctly in the books of accounts.	100%	
2.	Checking of Cash / Bank Book including carried forwards.	100%	
3.	Vouching of receipts and payment with supporting documents.	100%	
4.	Whether sanctioned amount of all vouchers are tallying with Cash / Bank –Book?	100%	
5.	Checking of Cash-Bank Contra entries.	100%	
6.	Verify all vouchers entered in the Petty Cash / Bank Book duly sanctioned/ attested by Officer in charge?	100%	
7.	Physical Cash Verification –Random.	Qaurterly	
8.	Preparation of Bank Reconciliation Statements.	100%	
9.	Checking Quarterly expenditures incurred & entered in tally on daily basis submitted along with supporting documents.	100%	
10.	General Ledger scrutiny, accounting transactions are correctly accounted for in the respective Account Heads.	100%	

11.	Check calculation of salary payments and entry for the salary payments.	100%	
12.	Check that payment to government, other departments towards TDS, etc are made timely.	100%	

13.	Verification of different deductions against payments for procurements like LD, Penalty, -TDS IT TDS etc..	100%	
14.	Ensure Compliance of Statutory Acts timely- Ex. EPF liability, TDS, GST.	100%	
15.	TDS has been deducted as per the provisions of the IT Act and deposition in made within prescribed time period.	100%	
16.	To check credits for interest on bank deposits and saving account with bank statements/bank reconciliation statement & its proper treatment as per operational guidelines	100%	
17.	Check irregularities in payments on the following counts	100%	
	a) Purchase expenses without following procurement norms.		
	b) Overwriting on bills.		
	c) Inadequate/improper supporting/authorization for payments.		
	d) Inadequate delays in payments.		
	e) Purchase made directly for which rate contract is available.		
18.	Guidelines for verification of Procurement	100%	
	a) The proposal of purchase has been approved by the competent authority or purchase committee.		
	b) Indent for purchase should give details of the quantity required, last purchase rate, lead time and the name / address of the consignee, etc.		
	c) Approval of mode of procurement.	100%	
	d) Tender documents.		
	f) Contract award and its execution & comments about		
	progress of contract		
	g) The Statutory audit should 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.		
	i) A summary of number of contracts awarded with their values, with the full particulars should be included in the report.		

j)	Ascertain whether all tendering procedures like invitation if bids, the requirement of Earnest Money, Security Deposit, specifying Bid opening date, Awarding of tender has been done as per the requirement.		
k)	Analyze and comment on the reasonableness of the justification given in cases where contracts have been awarded on single tender basis.		
l)	Ascertain whether financial capabilities of tenderers have been properly assessed and award of contract made to financially sound and capable parties.		
m)	Analyze and comment on the reasonableness of the justification given in cases where contracts have been awarded on single tender basis.		
n)	Verify whether the comparative statement which shows the evaluation of the tenderers has been drawn up correctly.		
o)	Examine the cases where the most evaluated commercially and technically viable tenders have been overlooked and the reasons thereof.		
p)	Verify whether the delegation of powers have been followed strictly at all stages-i.e. at the time of technical approval, administrative approval, calling for tenders, calling for negotiation and approval of the award.		
q)	Examine whether any approved qualifying requirements were set before invitation of bids and whether successful bidders meet such requirements.		
r)	Review and comment on the progress of supply in respect of purchases under execution with reference to scheduled completion period provided in respective contracts. Also refer to the penal action taken against defaulting suppliers.		
s)	Comment on the reasonableness of the rates against proprietary and standardized purchases.		
t)	Examine whether the payment for Services is in line with the terms of the payment and are not prejudicial to the interest of the Sangathan Also highlight the deviations thereof.		
u)	Examine whether the items purchased made on urgent basis has been utilized for the purpose for which it was procured or is still laying in stores.		

	v)	Examine and comment on the control maintained by the competent authority over high value contract.	100%	
	w)	Ensure tender form fees collected deposited in bank account and entered in the books of accounts.		
	X	Auditor also have to furnish a certificate for having checked 100% of the awards of contracts.		
	y)	Original bills duly signed by the supplier is submitted.		
	z)	Supplier has put his initials in all cuttings/ corrections in the bill.		
	i)	All supporting documents are attached with the bills.		
	ii)	Performance certificate should be processed by the dealing Officer		
	iii)	Bills are passed for payment as per the norms of corporation.		
	iv)	Before passing the bills it is to be checked that all the terms and conditions have been complied with.		
	vi)	Examine whether the discrepancies observed on physical verification have been investigated and adjusted with due approval of competent authority.		
	vii)	Whether all the EMD/ security deposits/PBG money held by whatsoever name called have been released only after approval of competent authority.		
	viii)	Whether advances, if paid any, have been properly adjusted while making the final settlement with the Warehouse owner/Incharge.		
19.		Checking those legal recourses that have been taken in due course against defaulting contractors/suppliers.	100%	
20.		Physical Verification of Fixed Assets with the Fixed Assets Register.	100%	
21		List of bank accounts maintained by the HMCSSC and Bank account reconciliation there of	100%	
22		Audit of HR related files.	100%	

a. PENAL CLAUSE :

It is required for the auditor to make 100% coverage of the points mentioned in scope & coverage of audit. In case of failure to do so and if it is disclosed in future that some major points have not been recorded in the audit report of corporation then same will be treated as default on the part of audit firm, and penalty @10% of the audit fees will be charged and issue will be referred to ICAI for disciplinary action if serious negligence found on the part of auditors.

Guidelines for Submitting the Proposals:

Firms are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. **Technical Proposal:** The Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”. There will be only one Technical Proposal for a firm.
- ii. **Financial Proposal** : The 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 OFFICIAL APPOINTED.**”

The HMCSSC shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal’s/ bid’s rejection.

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/invalid.

- iii. **Important instructions for submission of bids :**

(1) Technical proposals (as **prescribed in format T2**) which fulfill the eligibility criteria will only be considered for financial evaluation.

The HMCSSC shall notify those consultants whose proposal did not meet the minimum norms fixed by the evaluation committee or were considered nonresponsive to the Letter of invitation and Terms of Reference, indicating that the financial proposals will be kept unopened. The HMCSSC shall simultaneously notify the consultants that have secured the qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by registered letter, telephone or email.

- (2) The Financial proposals of selected consultants shall be opened publicly in the presence of the consultants' representatives. The name of consultant, the quality scores, and the proposed price shall be read aloud and recorded when the financial proposals are opened. The client shall prepare minutes of the public opening.
- (3) During negotiations the consultants must be prepared to furnish the detailed cost breakup and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the consultant obtaining the second highest score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.
- iv. If a single financial bid is received and if it is technically qualified & its rates found reasonable by Tender Committee, same will be acceptable.
- v. It is mandatory for bidders to comply with the Technical Specification, General Conditions, Format/Requirements for Technical and Financial proposal and other instructions given in the RFP.
- vi. Financial proposals submitted by the firm should be valid for 5 days from the date of opening of financial bid.
- vii. Each page, Form, Annexure and Appendices of the Proposal must be signed by the Authorized signatory of the firm/proprietor.
- viii. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- ix. HMCSSC reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the corporation.

Technical & Financial Proposal will consist of:

- i. Letter of Transmittal (Form **T-1**)
- ii. Details of the Firm along with Details of Partners (**Form T-2, T-3**)
- iii. Financial Bid (**Form F-1**)

Letter of Transmittal

To,

CEO,
Home Management and Care Givers Sector Skill Council

Dear Sir/Madam

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

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.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till 30 days from the date of opening of the financial bid. 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 accept the Statutory audit assignment in case if it is allotted for the financial year 2024-25 and renewed for further period the same professional fees without any increment.

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 hereby confirm that our firm has not been blacklisted by any government department / firms in Delhi NCR.

We understand that HMCSSC 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./ CWA Firm/proprietor*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

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SECTION-B
Undertaking

We the following partners of M/s. _____, Chartered Accountant/ Cost Accountant do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 / Cost and Works (Management) accountants act 1959 and the regulations framed there under;
- (ii) That the firm or partners has not been debarred or cautioned by ICAI/ICMAI during the last three years, (if debarred, give details).
- (iii) That the constitution of the firm as on 1st January of the relevant year shown in the Request for Proposal is same as that in the constitution certificate issued by the ICAI/ICMAI.

(Seal of the Firm)

Place:

Date:

Enclosures: _____ pages

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

(1) Proposals should include the following information:

(a) Technical Proposal

- I. A brief description of the firm, /organization, name, address, phone/ fax numbers, email, establishment date, registration number PAN, TAN, GST and Partners/proprietor details and outline of recent experience on assignment / projects of similar nature executed during the last 5 years.
- II. Any comments or suggestions of the consultant on the Terms of Reference (TOR).
- III. Approach or methodology proposed for carrying out the required work.
- IV. Description about the similar type of assignments carried out for other public health, social sector, Rural Development, Education programs of Government.
- V. The composition of the team of personnel which the consultant would propose to provide and the task which would be assigned to each team member.
- VI. The consultant's comments, if any, on the data, services and facilities to be provided as indicated in the Terms of Reference (TOR).
- VII. Infrastructure facilities available with the firm.

(b) Financial Proposals:

The financial proposals should include the following:

- I. Schedule of Price Bid.

(2) The proposal should be submitted to HMCSSC,

(3) Contract Negotiations:

The aim of the negotiation is to reach an agreement on all points with the consultants and initial a draft contract by the conclusion of negotiation. Negotiations commence with a discussion of the consultant's proposal, the proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, Audit Fee & Terms of Payment:

Review of reports:

A review committee consisting of following officers of the HMCSSC will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

- o CEO
- o Finance and Accounts Officer
- o Research and Planning Officer
- o Board of Directors

Whenever the auditor comes across major issues such as defalcation/irregularities a special report should be submitted directly to the CEO

Selection of Chartered Accountant/Cost Accountant firms for the Statutory audit of HMCSSC

Request for Proposal (RFP) is invited from Chartered Accountants/ Cost Accountant firms in the prescribed format for short listing for the engagement of audit of the accounts of HMCSSC as per the enclosed Terms of Reference.

1. The last date for receipt of proposals in the specified format is 19/03/2024 at 12 N OON. Incomplete formats / format received after the prescribed last date will not be entertained.
2. The term full time partner CA/CMA employee does not include those persons [Partner] who are: -
 - (i) Partners in other firms
 - (ii) Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949/ Cost and Management Accountant Act 1959.
 - (iii) Partners who have earned more professional income from other sources than their income from the firm.
3. The Request for Proposal must be submitted in the prescribed format given in the attachment. Only the proposals in the prescribed format accompanied with all requisite documents would be considered.
4. All firms are required to enclose the following documents along with the Request for Proposal.
 - (i) A copy of constitution certificates of firm issued by the ICAI/ICMAI containing inter-alia. Date of formation of the firms with a full time FCA/FCMA
 - (a) Details of partners / Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA/FCMA, their other interest, if any.
 - (ii) A copy of the latest partnership deed in the case of partnership firms.
 - (iii) A copy of the acknowledgement of the IT return of the firm and of all full time partners / for the last three Assessment Years and a copy of computation of income of full time partners
 - (iv) A copy of financial statements year 2021-22 to 2022-23 of the firm along with schedules for the preceding financial year.
 - (v) Details of court cases / arbitration cases / or any other case pending against the firm.

5. The Request for Proposal must be delivered by post in a sealed envelope/or by hand in the office of the HMCSSC The Request for Proposal must be addressed to:

CEO,

HMCSSC

6. Please indicate: -
The particulars of specialisation gained by the firm in audit of

(i) Electronic Data Processing systems

(ii) IT assisted audit

(iii) Any other important special assignments etc. in the following format

S.No.	Description of specialization	Specify nature of assignment, if other than audit	Name of the organisation	Name of the partner who handled this assignment	Whether partner mentioned in is still with the firm (Y/N)

7. All full time partners should invariably sign the undertaking appended as Section B to the Request for Proposal. Similarly, all the full time Chartered Accountant/Cost Accountant employees of the firm should sign in the column provided at Annex A-2 to the format.

Request for Proposal (RFP) Format

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of Head office of the Firm:	
	<u>Head Office</u>	Phone No: Fax No: Name & Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Branch Office (if any) (Particulars of each branch to be given)	Location: Address: Name of Partner In Charge: Date of opening of Branch: Phone No & Fax No: Name & Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when. existed at the existing place	
3	Firm Income Tax PAN No/GST No.	Attach copy of PAN card
6	Firm constitution certificates of the firm on 01.01.2023 issued by the ICAI/ICMAI (downloaded from website) Details of Partners/proprietor: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA/ ACMA and FCA/FCMA • Date of joining the firm, • Membership No., • Qualification • Whether the partners is engaged full time or part time with the firm. Their Contact Mobile No., email and full Address	Attach copy of ICAI/ICMAI 01.01.2023 (Downloaded from website)
8	Number of Full Time Chartered Accountant Employees (Please fill up Annex A-2)	
9	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed/constitution letter of firm
10	Turnover of the Firm in last three years (FY 2021-22 to 2022-23)	Attach Balance sheet and P&L Account of the last three years

11	Audit Experience of the Firm (FY 2021-22 to 2022-23)	
12	Whether the firm implementing quality control and procedures designed to ensure that all audits are conducted in accordance with statements on Auditing and Assurance Standards	Yes/No
13	Whether there are any court/ arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its present status)	Yes/No

Details of Qualified Staff (Chartered Accountants/Cost Accountant)

Annex A-1

Details of Full Time Partners/proprietorship of the firm (Please refer to SI No.7 of the Request for Proposal format)

S.No.	Name of the partner	Membership No.	Whether FCA/FCMA/ACA/A CMA	Date of Joining the firm (full time)	Date of becoming FCA/FCMA	Station & region where residing at present	Whether acknowledged -gement of Income Tax Return for the relevant year Attached Yes/No.	Whether ISA (information system Audit/CISA or any other equivalent Qualification (Specify the qualification))

*If yes, please attach a copy of the certificate

(Annex A-2)

Details of full time Chartered/Cost Accountant Employees (Please refer to Point No. 8 of the Request for Proposal format)

S.No.	Name	Member ship No.	Whether FCA/FC MA / ACA/AC MA	Date of joining the firm as full time employe e	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification* (specify the qualification)	Signature of the employee

Form T-3

Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						

FORMAT FOR FINANCIAL BID

Form F-1

<u>S. No.</u>	HMCGSSC	<u>Total Audit Fees</u> <u>per annum and</u> <u>out of pocket</u> <u>expenses</u> (Excluding GST)	Rs. In words

(Signature of Authorised Person and Seal)

IMPORTANT TO NOTE-

- 1. The Total Professional Fees constitutes Statutory Audit Fees for HMCGSSC**
- 2. The rates should be workable and justified on the basis of man power to be deployed according to scope of work.**
- 3. Total Audit Fee constitutes of Professional Charges and out of pocket expenses, excluding GST which will be considered for comparison.**

(Signature of Authorised Person)

Selection Process:

- 1) HMCSSC **reserves right** to obtain any additional information or clarification of documents relevant to technical bid before opening of financial bid.
- 2) *Financial proposals for HMCSSC must be submitted in FORMAT F-1. Technical & Financial proposal should be submitted in separate envelopes marked as technical/ financial proposal on envelope, otherwise will be treated as disqualified.*
- 3) *Price Bids of the technically qualified bidders shall be opened for evaluation and the L1 firm shall be selected for award of contract.*
- 4) Please note that the CEO, HMCSSC is not bound to select any of the firms submitting proposals. Further, as quality is the principal selection criterion, the **HMCSSC does not bind in any way to select the firm offering the lowest price.**
- 5) *In case of any two or more firms quoting same rate or tie in the financial evaluation, then selection will be done on the following basis.*

6.i) *The firm having more technical score.*

6.ii) *In case there is tie in technical score, then the following evaluation criteria shall be applied:-*

a) The firm having more number of Article/CA/CMA Inter Staff.

b) The firm having more number of full time CA/CMA Employee.

c) The firm having more audit experience (Statutory audit or Internal audit) of Government undertakings shall get preference in selection and also preference shall be given to firms empanelled with CAG for major PSU audits.

- 6) **The final selection of auditors is subject to review by Review Committee (Clause no: 6 to supplementary information for consultants given in the RFP) & can take necessary decision in the interest of Corporation for selection of auditor.**

- 7) **If case any query relating to RFP, please email your query at info@dwsscindia.com**

Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of Statutory audit of HMCSSC by issuing Letter of Award (Appointment letter). The Firm will have to execute a contract with the HMCSSC within One week of the issuance of the letter of Award.

HMCSSC may renew the Statutory audit assignment for further period with the same professional fees with or without any increment by mutual consent.

HMCSSC