



**Request for Proposal (RFP) for Appointment of Chartered Accountants Firm on retainer basis to operate A.P. Nirman portal and to undertake the Accounting, Tax compliances and other incidental services of A.P. Nirman Portal for a period of Three years (i.e. FY 2024 - 25 to 2026 - 27).**

**Ref No: RFP/APTPC/FIN/APN/CONSULTANT/2024-25**

**Issued on-Date : 19-06-2024**

**( Techno-Commercial Bid )**

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**Admin office: D.No.48-9-11/2, Prasanth House, 2<sup>nd</sup> Floor, Near Power House, Gunadala, Eluru Road, VIJAYAWADA - 520 004. E-mail- aptpc1970@gmail.com**

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I. Inviting Proposals

Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada (APTPC LTD) invites proposals through this RFP from interested and eligible chartered accountant firms to operate A.P. Nirman portal of APTPC Ltd on retainer basis .Key Information is as under:

Table1:Key Information

Item	Reference
RFP Issuing Date	19/06/2024
Reference Number	<b>RFP/APTPC/FIN/APN/ CA COSULTANT/2023-24</b>
Title	Request for Proposal (RFP) for Selection of Chartered Accountant Firm to operate A.P. Nirman portal, Accounting , Tax compliances and other incidental services in relation to Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada((APTPC LTD)
Website	<a href="http://www.tender.apecurement.gov.in">http://www.tender.apecurement.gov.in</a>
Proposal Fee	Rs.5,900/-Non-Refundable
Online Download of e tender document starts	20/06/2024 by 11.00 AM
Online Download End Date and Time	02/07/2024 by 2.00 PM
Online Submission Last Date and Time	02/07/2024 by 3.00 PM
Opening of Technical Bids	03/07/2024 by 11.00 AM
Opening of Commercial Bids	03/07/2024 by 1.00 PM
Reverse auction date and time	04/07/2024 by 2.00 PM to 5.00 PM
Contact Person Details	Manager,Finance, Email ID: <a href="mailto:aptpc1970@gmail.com">aptpc1970@gmail.com</a>
Address for Submission of RFP	Online bids only

II. Background

Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada (APTPC LTD) is a unique organization to promote student related notebooks in the state of Andhra Pradesh and also in the states of Telangana and Karnataka. The Corporation serves as the 'Nodal Agency' of 'A.P. NIRMAN PORTAL' for supply of Cement for ongoing projects and other works handled by state government departments in the state of Andhra Pradesh.

APTPC Ltd invites proposals through this RFP from Chartered Accountant Firms for appointment of Chartered Accountant Firm to operate A.P. Nirman portal, Accounting, Tax compliances and other incidental services in relation to Andhra Pradesh Trade Promotion Corporation Limited.

## Objective & Scope of Work

### A. Objectives:

- a) The prime objective of the Consultant is to Operate and maintain A.P. Nirman portal with high diligence and co-ordinate with all the stakeholders of the portal.
- b) In addition, the objectives of the consultant firm are to maintain books of accounts along with tax compliances in relation to A.P. Nirman Portal Activity.
- c) Understanding and assessing the risks and evaluate the adequacies of the prevalent internal controls in A.P. Nirman Portal.
- d) Identifying areas for systems improvement and strengthening controls.
- e) Ensuring compliance with internal and external guidelines and policies of the entity as well as the applicable statutory and regulatory requirements.
- f) Reviewing and ensuring adequacy of information systems security and control.
- g) Reviewing and ensuring adequacy, relevance, reliability and timeliness of management information system.

### B. Scope of the consultancy activity

In order to fulfill its vision and objectives, the scope of Assignment shall include:

- **Support to be given in maintenance of A.P. Nirman Portal and day to day activities on continuous basis.**
  - a) The engaged Staff should be trained to become familiar with the A.P. Nirman Portal and to ensure that they attend to the work of portal on Real time basis every day.
  - b) To prepare the reports for arranging payment to the AP CMA (Cement Manufacturing Association) and duly verifying with the receipt of the amounts from contractors. If any differences in payment and receipt of amount to be informed from time to time and to certify the correctness.
  - c) To maintain and keep physical and digital reports of monthly demands, indents, supplies, rejections if any and, if any disputes during that particular month.

- d) To check the portal data on continuous basis and to obtain the report from banks, the UTR numbers, upload the data in the portal against the contractor that has paid the amount, to check for the Indents raised by the departments district wise, state wise, Department wise and to keep physical reports and digital reports.
  - e) To maintain the reports on availability of funds in the bank accounts on daily and monthly and ensure that the accounts are maintained on real time basis.
  - f) Receiving of phone calls from various L1 officers, L2 officers and other stakeholders. Talking to the AP CMA Association and answering to all the queries.
  - g) To be in touch with technical support representatives and to suggest the reports and formats required to be maintained from time to time.
  - h) The staff provided should be available on phone during the business hours (all the time) to the APTPC staff and also to the L1 officers, L2 officers and other stake holders all over the state and to the AP CMA Association and answering to all the queries.
  - i) The staff provided by the consultant should be available in the office of the APTPC Ltd from 10am to 5pm on all the six days of the week on full time basis and where ever the situation demands they should be available out of office timings also.
- **Support to be given in maintenance of A.P. Nirman Portal and Accounting support to be given on day to day basis and Compliance of Statutory Provisions from time to time.**

The accounting system shall be developed, established and implemented to be capable of delivering the following data:

1. Department wise data of procurement and dispatch
2. Contractor wise data for Supplies or indents (Procurement) and dispatch
3. Vendor wise data for procurement and dispatch.
4. Amount of ITC flown, reconciled and unreconciled vendor wise.
5. Amounts withhold, vendor-wise, for shortage of quantity.
6. Amounts withhold, vendor wise, for deficiency of quality.
7. Amounts recoverable from vendor due to Mis-match of ITC, shortages and deficiency of quality, quantity from each vendor.
8. Amount received from each department, pending purchase orders.
9. Calculation, Verification and proper payment of amounts payable to the respective contractor for short supplies made by the vendor.

To ensure compliance with all the periodical returns to be filed and other compliance under direct taxes and Indirect taxes. The important compliances applicable are as following.

1. Filing of Monthly GSTR 1 Returns
2. Filling of monthly GSTR 3B Returns
3. Filling of monthly GSTR 7 Returns
4. Ensuring reconciliation of GSTR 2A filed by vendors
5. Ensuring reconciliation of Way bill filed by the vendors vs the confirmation filed by contractors or officer of the departments.
6. Ensuring compliance with Income Tax TDS, Advance tax on quarterly basis.
7. Ensuring the Filling of Annual returns of GST and Income Tax.

### C. Resources to be Deployed

#### ***Two Chartered Accountants and 6 Accountant executives and assistants (CA Inter) on full time basis at APTPC location.***

One full time Chartered Accountant to be engaged in the office with relevant experience in the implementation of ERP and Accounting and Other Chartered Accountant with minimum experience of 20 years to provide support services in the matters related to policy formulation of the organization, support services in preparation of DPR's and liasoning with the Bank authorities for the projects handled by the Organization. 3 Senior Accountants , 3 Accounts Executives to verify (handle) 56 Departments/ Corporations indents for their correctness, for timely Accounting of the respective receipts, purchases, sales and payments, also to maintain the books of Accounts and regularly monitor the portal requests, resolving the issues of the stake holders, periodically conducting the review meetings, quarterly reconciling the aspects of GST and Income Tax, providing the MIS reports to the management, preparing the power point presentations for regional review meetings and meetings at CMO and Secretariat.

Further,

- a) The CA Firm and his company team is responsible to meet all the statutory compliances, filling of returns viz. Filling of GSTR 1 on monthly basis, filing of GSTR 3B on monthly basis, Filing of GSTR 7 u/s 51 for TDS to be made on payment to Cement Companies, Filing of Annual returns under GSTR (GSTR 9 and 9C), Ensuring the volume, value and direction of Way bills drawn by the cement Companies, Ensuring TDS under income tax act for all contractual and employee related payments, Ensuring compliance with Advance taxes, Ensuring filing of Annual returns under Income Tax and tax audit under Income Tax act, Returns under the companies Act, attending the assessment proceedings by the concerned departments etc.
- b) The firm should also assist the finance team in completion of the audit of the corporation along with other sales, salaries, input taxation etc. and see that the annual financials are closed from AGM to AGM, of the APTPC from all other businesses, properties etc.
- c) Prepare the reports of GST and Income Tax in relation to A.P. Nirman Portal and to be fully responsible for any errors that are made and any penalties that may attract due to the accounting mistakes.
- d) To meet the time lines, the existing accounting package may be upgraded and ancillary accounting support from Excel and Power BI reports may be considered. Considering the volumes if the Corporation requires an ERP kind of system, then the support required for the implementation shall be provided.

- e) To ensure that GST TDS is properly affected and monies are remitted to the GST department.
- f) To ensure ITC reconciliation vendors and raise the demands for short remittance of TDS and initiate the recovery of the ITC short remitted.
- g) To provide correspondence to all the department (Income Tax, RoC and GST) inquiries, notices, questionnaires and represent before the original jurisdictional authorities for getting the assessment done

### III. Eligibility Criteria

Only those Firms who fulfil all the below eligibility criteria are eligible to respond to the RFP. Document/s in support of all eligibility criteria are required to be submitted along with Technical Bid. Firms meeting the below mentioned eligibility criteria will be eligible for next round of evaluation. Bids received from the firms who do not fulfil any of the following eligibility criteria are liable to be rejected.

S. No.	Criteria	Supporting Document/s
1.	The applicant should be a Chartered Accountant Firm registered in Andhra Pradesh and at least one partner must have an experience of 20 years or more in practice.	<ul style="list-style-type: none"> <li>▪ Registration certificate of the Firm or partner.</li> <li>▪ Certificate of practice confirming the same must be attached</li> </ul>
2.	The firm should be in the business of providing consultancy services to PSU or government for at least 03 consecutive years during the last 5 financial years for the year ended as on 31/03/2024	<ul style="list-style-type: none"> <li>▪ Proof must be attached</li> </ul>
3.	The bidder shall have the experience of handling assignments of Central/State Government/PSU. The revenue from assignments of PSUs shall be a minimum of INR 100 lacs per annum during the any of the last two financial years FY 2022-23 & FY 2023-24	<ul style="list-style-type: none"> <li>▪ Work orders and certificate from a Chartered accountant firm must be submitted.</li> </ul>
4.	The consultancy firm should have at least 10 full time partners who are CA's.	<ul style="list-style-type: none"> <li>▪ Firm constitution from ICAI must be submitted.</li> </ul>
5.	The Applicant partnership firm must have at least 3 partners having DISA or CISA qualifications from recognized body Institute of Chartered Accountants of India (ICAI) or ISACA. Partners Possessing any other qualification	<ul style="list-style-type: none"> <li>▪ Relevant documents must be submitted.</li> </ul>

	relating to technology from reputed colleges will be preferred.	
6.	Applicant should have a permanent office in Andhra Pradesh and such office should be within a range of 60kms From APTPC.	▪ Self-declaration along with relevant supporting documents.
7.	Applicant should have been partnership firm with qualified CA's as partners as on 31.03.2024	▪ Self-declaration along with relevant supporting documents.
8.	Applicant firm must have done transactional verification audit of an listed entity	▪ Relevant documents must be submitted
9.	Relevant experience in handling similar type of assignments in State PSUs or Government organizations.	▪ Relevant documents must be submitted
10	The Applicant should not have been black-listed/recommended to be blacklisted by central/state governments/PSUs or any other investigation firms/statutory authorities in India and is in compliance of all Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.	▪ A Self Certified letter by authorized signatory as per <b>From C under Annexure-I</b>
11	The applicant firm must have a minimum turnover of Rs 200.00 lakhs in any of the preceding two financial years 2022-23 or 2023-2024.	

Note: It is mandatory for the Applicants to submit all the supporting documents against eligibility criteria mentioned above along with **'Compliance of Eligibility Criteria** under **Annexure-I**.

#### IV. Submission of Bids

- a) Interested firms fulfilling eligibility conditions as mentioned above can submit their detailed proposal as per annexures for appointment of **Consultant firm** for operating A.P. Nirman Portal of APTPC. **The detailed Tender Document can be obtained / downloaded from 11.00 am on 20/06/2024 onwards in the ap e procurement portal all working days.**
- b) **The filled in tender shall be accompanied by an EMD/ bid Security of Rs. 50,000/- (Rupees: Fifty Thousand Only) by way of a DD drawn on any**

**Scheduled/Nationalised Bank in favour of APTPC Ltd, payable at Gunadala, Vijayawada.**

- c) **The EMD will be returned to all the unsuccessful bidders. The EMD of L1 (Successful Tenderer / bidder) may be adjusted against Security Deposit and the balance amount has to be furnished as stipulated herein.**
- d) **Tenders received without the EMD shall be summarily rejected.**
- e) **Forfeiture of EMD: The EMD/ bid security of the successful tenderer will be forfeited if the tenderer withdraws/amends/impairs/derogates from the tender in any respect within the period of validity of his tender / fails to submit security deposit/enter into a lease agreement.**
- f) **Performance Bank Guarantee: An amount of Rs.10,00,000/- to be submitted by the successful L1 bidder at the time of entering the agreement on Rs.100 NJS.**

The Bid prepared by the firms should comprise the following components:

- g) *Technical Bid: The bidder has to submit their Technical bid through online in the AP e procurment portal only.*
- h) *Commercial Bid: The bidder has to submit their Financial bid through online in the ap e procurment portal only.*
- i) **Tender Document Cost / Fee:Rs. 5900/- (Rupees- Five Thousand Nine Hundred Only) in the form of Demand Draft / Bankers Cheque / online in favor of APTPC Ltd, VIJAYAWADA. It is a non refundable.**
- j) The uploaded Hard Copies have to be submitted in a sealed cover with superscriptions as “Request for Proposal (RFP) for Selection of Chartered Accountant Firm to Operate A.P. NIRMAN PORTAL of Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada (APTPC LTD)”
  - Ref No: **RFP/APTPC/FIN/APN/ CA COSULTANT/2024-25**
  - *Confidential–Please do not open*
- k) Any bid document not conforming to anyone of the above terms will be rejected.
- l) **Bid currency:** All bid prices shall be quoted in Indian rupees.

## V. Evaluation of the bids

### A. Evaluation of Pre – Qualification cum Technical Bids

- I. A Committee constituted by the APTPC will carry out evaluation of the bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, committee will examine the information supplied by the firms, and shall evaluate the same as per the evaluation criteria as specified in this proposal.
- II. The evaluation process shall involve:

- The Committee shall first evaluate the documents and information supplied by the firms in the proposal in order to examine the compliance status declared by the firms as per **'Formats under Annexures-I'**.
- The Committee members will assess the documents of the firms based on required parameters related to their capacity to deliver the services, and accordingly Technical Score will be given to each applicant.
- The applicants who achieves cut-off technical score of 70% will be shortlisted for next round of evaluation i.e. **Commercial Bid Evaluation**.
- Technical Score criteria is given at **Annexure –III Technical Evaluation Marking Criteria**

## B. Evaluation of Commercial Bids

- I. It is mandatory for the firms to submit financial bid duly filled as per formats under **Annexures-II'**.
- II. The commercial bids of only shortlisted firms by the committee post Technical Evaluation round will be opened and will be evaluated as L1(Lowest cost) method.
- III. The Total Bid Price as provided in financial bid format under **Annexure-II** shall be used by the Committee for the purpose of financial evaluation of bids.
- IV. In case L1 backs out-L1 shall be blacklisted from participating in any future bidding of (APTPC LTD) projects and are liable for legal action by (APTPC LTD). In such case, (APTPC LTD) may invite next L2 firm for services as mentioned in **'Scope of work'** at the price quoted by L1.
- V. The decision of the committee pertaining to the evaluation of proposals shall be final. No correspondence will be entertained in this regard.
- VI. The Committee reserves the right to reject any or all proposals on the basis of any deviations. Selection of agency will be done solely at the discretion of the Committee/(APTPC LTD).
- VII. (APTPC LTD) reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior or post award of contract, without there by incurring any liability to the affected proposal or agencies or any.
- VIII. When deemed necessary, during the bid evaluation process, Committee may seek any clarifications from the agencies.
- IX. Conditional Bids will be rejected.

## VII. General Instructions

### A. RFP Document

The applicant is requested to download the RFP document from <https://tender.apecurement.gov.in/login.html> all the terms and conditions mentioned in the RFP and seek clarification if any from the RFP Inviting Authority.

#### B. Procedure for Bid Submission

The Applicants shall prepare and submit their Pre-Qualification Bid, Technical bid and Commercial bid as mentioned in 'Submission of Bids' section and as per the formats prescribed in this RFP. The Applicant should sign on all the statements, supporting documents, certificates submitted, owning responsibility for their correctness/authenticity.

Incomplete proposals, and the proposals received after the specified time and date, and the proposals not fulfilling the specified criteria/requirement shall not be considered.

#### C. Period of Validity of Bids

Bids should remain valid for the period of at least 180 days from the last date for submission of bid prescribed by the (APTPC LTD). A bid valid for a shorter period shall be rejected by the (APTPC LTD) as non-responsive. In case the last date of submission of bids is extended, the applicant shall ensure that validity of bid is reckoned from modified date for submission. Further extension of the validity of the bid will be decided by the (APTPC LTD) in case of need.

#### D. Amendment of Bidding Documents

Prior to the last date for bid-submission, the (APTPC LTD) may, for any reason, whether at its own initiative or in response to clarification(s) sought from the prospective firms, modify the RFP contents/covenants by amendment. Clarification/amendment, if any, will be notified through (APTPC LTD)'s website <https://www.tender.apecurementportal.gov.in>. No individual communication would be made in this respect. (APTPC LTD) shall not be responsible for any claims/issues arising out of this.

#### E. Authorization to Bid

The proposal/bid being submitted would be binding on the applicant. As such, it is necessary that authorized personnel of the firm sign the bid documents. The designated personnel should be authorized by a senior official of the organization having authority.

#### F. Payment Criteria

- a). The Consultant shall issue the invoice for claim of professional fees quoted Monthly.
- b). A separate claim needs to be made for reimbursement of travel, boarding and lodging expenses based on the actuals if any.
- c). The Client or any other agency, as per existing rules of the Government, will have the right to examine the invoices as required under relevant rules. If such examination reveals any extra payment already provisionally made, the extra amount will be adjusted from the payment due to the Service Provider after due intimation.



# **Annexures**

Annexure-I

Format A: Applicant details

S. No.	Description	Details	Documents submitted (Yes/No)
1.	Name of the Applicant Firm		
2.	Legal Status of the Firm(Proprietorship/Partnership/LLP)		
3.	Registration Date of the Firm with ICAI		
4.	Registration Number of the Firm with ICAI		
5.	Registered/Corporate office address of the Firm		
6.	Branch Office Address of the Firm		
7.	Website of the Firm		
8.	PAN Number of Applicant (Self- Attested copy of PAN to be enclosed)		
9.	GST Number of the Firm (Self-attested copy of GST Registration Certificate to be enclosed)		
10.	Telephone No. (with STD Code) of the Firm		
11.	Processing Fee details	DD No. And Date: Name of the Bank: Valid up to:	
12.	Name & contact details of the authorized signatory	Name: Designation: Mobile No.: Email ID: Address:	
13.	Name & Designation of the contact person to whom all references shall be made regarding this RFP	Name: Designation: Mobile No.: Email ID: Address:	
14.	Turnover Details (as per Financials)(Amount in Lakhs)		
S.no	FY2022-23	FY2023-24	

Format B: Compliance of Eligibility Criteria

S. No.	Criteria	Supporting Document/s	Compliance (Yes/No)
1.	The applicant should be a Chartered Accountant Firm registered only in Andhra Pradesh and at least one partner must have an experience of 20 years or more in practice.	<ul style="list-style-type: none"> <li>▪ Registration certificate of the Firm or partner.</li> <li>▪ Certificate of practice confirming the same must be attached</li> </ul>	
2.	The firm should be in the business of providing consultancy services to PSU or government for at least 03 consecutive years during the last 5 financial years for the year ended as on 31/03/2024	<ul style="list-style-type: none"> <li>▪ Proof must be attached</li> </ul>	
3.	The bidder shall have the experience of handling assignments of Central/State Government/PSU. The revenue from assignments of PSUs shall be a minimum of INR 100 lacs per annum during the any of the last two financial years FY 2022-23 & FY 2023-24	<ul style="list-style-type: none"> <li>▪ Work orders and certificate from a Chartered accountant firm must be submitted</li> </ul>	
4.	The consultancy firm should have at least 10 full time partners who are CA's.	<ul style="list-style-type: none"> <li>▪ Firm constitution from ICAI must be submitted.</li> </ul>	
5.	The Applicant partnership firm must have atleast 3 partners having DISA or CISA qualifications from recognized body Institute of Chartered Accountants of India (ICAI) or ISACA. Partners Possessing any other qualification relating to technology from reputed colleges will be preferred.	<ul style="list-style-type: none"> <li>▪ Relavant documents must be submitted</li> </ul>	
6.	Applicant should have a permanent office in Andhra Pradesh and such office should be within a range of 60kms From APTPC.	<ul style="list-style-type: none"> <li>▪ Self-declaration along with relevant supporting documents.</li> </ul>	
7.	Applicant should have been partnership firm with qualified CA's as partners as on 31.03.2024	<ul style="list-style-type: none"> <li>▪ Self-declaration along with relevant supporting documents.</li> </ul>	

8.	Applicant firm must have done transactional verification audit of an listed entity	▪ Relevant documents must be submitted	
9.	Relevant experience in handling similar type of assignments in State PSUs or Government organizations.	▪ Relevant documents must be submitted	
10.	The Applicant should not have been black-listed/recommended to be blacklisted by central/state governments/PSUs or any other investigation firms/statutory authorities in India and is in compliance of all Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.	▪ A Self Certified letter by authorized signatory as per <b>From C under Annexure-I</b>	
11.	The applicant firm must have a minimum turnover of Rs 200.00 lakhs in any of the preceding two financial years 2022-23 or 2023-2024.		

**I. Documentary Proof Required:**

- Registration Certificate
- GST Registration Certificate
- PAN Number
- Financial Statements for the past two (2) consecutive FYs certified by Auditor

**II. Statement of experience and competence:**

S.No	Name of project (Completed)	Name of the Client	Value of the Project	Brief Project description	Work Order Enclosed
1.					
2.					
3.					
4.					
5.					

*Note: Please submit the relevant documents as proof in view of projects being highlighted in above table and eligibility Criteria.*

Format C: Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letter head with his/her dated Sign and Seal)

To,  
The VC & MD,  
Andhra Pradesh Trade Promotion Corporation,  
#D.No.48-9-11/2, Prasanth House, Near Power House, Gunadala, Eluru Road,  
VIJAYAWADA - 520 004

1. In reference to the RFP Ref No: RFP/APTPC/FIN/APN/ CA COSULTANT/2024-25 dated 19/06/2024 as a representative(s) of (name of the applicant's firm), I/We here by declare that our firm .....is having unblemished past record and was not declared blacklisted or alleged or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU or any investigating firm/statutory authority due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent to or any other unethical business practices.
  2. I/We hereby declare that our firm is in compliance with all Laws, Rules, Regulations, Bye-Laws, Guidelines, Notifications etc. issued by Institute of Chartered Accountants of India (ICAI) from time to time.
  3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that (APTPC LTD) will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
  4. We acknowledge the right of (APTPC LTD) to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
  5. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the RFP.
  - 6.
  7. This Proposal is unconditional, and we here by undertake to abide by the terms and conditions of the RFP.
  8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- For and on behalf of: Signature:  
Name:  
Designation: (Company Seal)  
(Authorized Representative and Signatory)

Format D: Revenue Details

**(Declaration by Chartered Accountant on Letter head with his/her dated Sign and Seal)**

**To whom so ever it may concern**

On the basis of audited financial statements, we here by certify that **(Name of Agency)** having registered office at **(Office address)** has an annual revenue of in each financial Year during last two(2) financial years (FY2022-23, 2023-24). The details of annual revenue are mentioned below:

S. No.	Financial Year	Annual Revenue of the firm (in Rs.)	Revenue from Assignments to Govt Organisations/PSU's (in Rs.)
1.	2022-23		
2.	2023-24		

**(Chartered Accountant):**

Signature Name

Registration No Contact No.

Seal

Date

Annexure-II

Format E : Commercial Proposal Submission Form

Location:

Date:

To,

The VC & MD,  
Andhra Pradesh Trade Promotion Corporation,  
#D.No.48-9-11/2, Prasanth House,  
Near Power House, Gunadala,  
Eluru Road,  
VIJAYAWADA - 520 004

Dear Sir,

We, the undersigned, offer to provide the for **[Insert title of Assignment]** in accordance with your RFP Ref No: RFP/APTPC/FIN/APN/ CA COSULTANT/2024-25 dated 19/06/2024, and our Technical Proposal. Our attached Financial Proposal including applicable taxes is for Rs. \_\_\_\_\_ **[Insert amount(s) in words and figures] per annum.**

We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

{Signature}

{Stamp}

Format F: Commercial Bid

S · N o ·	Description of Service(As per the Scope mentioned in this RFP)	Total Price per Annum without taxes (in INR)	All applicable Taxes & other duties etc. on total price per Annum(in INR)	Total price inclusive of taxes and duties per Annum (in INR)
A	B	C	D	E=C+D
1	Consultancy services to operate A.P. Nirman portal and to undertake the Accounting, Tax compliances and other incidental services of A.P. Nirman Portal.			

Note :

- Deduction of taxes at source will be made as per applicable laws from the payments to be made to the vendor.
- Quoted Amount is for One year only (inclusive of all Taxes)
- Payment for 2<sup>nd</sup> & 3<sup>rd</sup> Year shall also be the same amount quoted in the bid.

Format G: Bank Guarantee Bond

**FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND**

- 1 In consideration of the agreement dt. \_\_\_\_\_ No. \_\_\_\_\_ by and between A P TRADE PROMOTION CORPORATION LTD (hereinafter called the APTPC.) and M/s. \_\_\_\_\_ Represented by \_\_\_\_\_ [hereinafter called .the said consultants] and having agreed by M/s. \_\_\_\_\_ and for the terms and conditions of such agreement for the work and for compliance of his obligation in accordance with the terms and conditions in the said agreement, we \_\_\_\_\_ (Indicate the name of the Bank) (Hereinafter referred to as .as Bank) hereby undertake to pay to the APTPC and amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by the APTPC.
- 2 We \_\_\_\_\_ (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the APTPC stating that the amount claimed is required to meet the recoveries due or likely to be due from the said consultants. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees \_\_\_\_\_ only).
- 3 We undertake to pay to the APTPC any money so demanded notwithstanding any dispute or disputes raised by the lessee (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be valid discharge of our liability for payment to there-under and the lessee(s) shall have no claim against us making such payment.
- 4 We \_\_\_\_\_ (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the APTPC under or by virtue of the said agreement have been fully paid and it is claims satisfied or discharged on behalf of the APTPC certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said lessee(s) accordingly discharges this guarantee.

- 5 We\_\_\_(indicate the name of Bank) further agree with the APTPC that the APTPC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said lessee(s) from time to time or to postpone for any time to time any of the powers exercisable by the APTPC against the said lessee(s) and to forebear or enforce any of the terms and conditions relating to the said

agreement shall not be relieved from our liability by reasons of any such variation or extension being granted to the said consultants or for any forbearance act of omission on that part of the APTPC or any indulgence by the APTPC to the said consultants or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.

- 6 The guarantee will not be discharged due to the change in the constitution of the Bank or the consultants.

- 7 We\_\_\_(indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the APTPC in writing.

- 8 This guarantee shall be valid up to\_\_\_\_\_unless extended on demand by APTPC. Notwithstanding anything mentioned above our liability against this Guarantee is restricted to Rs. (Rs.\_\_\_\_\_only)

and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

of\_\_\_\_\_for  
Date the\_\_\_\_\_date  
(Indicate the name of Bank)

Annexure-III: Technical Evaluation Marking Criteria

S. No.	Particulars	Minimum Requirement	Max. Marks
1.	The applicant should be a Chartered Accountant Firm registered in Andhra Pradesh and at least one partner must have an experience of 20 years or more.	At least One Partner of the Firm with 20 Years' experience cutoff Date-30/04/2024.	10
2	The firm should be in the business of providing consultancy services to PSU or government owned organisations for at least 03 consecutive years during the last 5 financial years for the year ended as on 31/03/2024	Consultancy services to PSU or government owned organisations  (Each year – 3 marks, Max 10 Marks)	10
3	The bidder shall have the experience of handling assignments of Central/State Government/PSU. The revenue from assignments of PSUs shall be a minimum of INR 100 lacs per annum during any of the last two financial years FY 2022-23 & FY 2023-24	Either from single assignment or from multiple assignments of such corporations revenue must be minimum of 100 lacs per annum during any of the last two financial years FY 2022-23 & FY 2023-24	10
4	The consultancy firm should have at least 10 full time partners who are CA's.	Each Partner will be awarded 1 mark (Max 10 Marks).	10
5	The applicant must have a partner who has Qualification relating to technology from any prestigious institution in INDIA.	At least one partner having Qualification relating to technology like Data sciences or Data Analytics etc	10
6.	The Applicant partnership firm must have atleast 3 partners having DISA or CISA qualifications from recognized body Institute of Chartered Accountants of India (ICAI) or ISACA.	Each partner with DISA or CISA Qualification – 3 Marks  (Max – 10 Marks)	10
7.	Applicant should have a office in Andhra Pradesh and such office should be within a range of 60kms from APTPC.	Permanent office registered within a range of 60kms from APTPC	5

8.	Applicant firm must have done transactional verification audit of an listed entity	Must have done at least one transactional verification audit from a listed entity.	10
9.	The Applicant should not have been black-listed/recommended to be blacklisted by central/state governments/PSUs or any other investigation firms/statutory authorities in India and is in compliance of all Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.	Should not be black listed by any Govt/PSU or by any other Statutory entity.	15
10	The applicant firm must have a minimum turnover of Rs 200.00 lakhs in any of the preceding two financial years 2022-23 or 2023-2024	The applicant firm must have a minimum turnover of Rs 200.00 lakhs in any of the preceding two financial years 2022-23 or 2023-2024	10

NOTE: Contract period may be extended for a further period (in addition to the allotted years) by Managing Director of APTPC based upon the satisfactory performance at a remuneration agreed mutually.