



**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036**

REQUEST FOR PROPOSAL (RFP)

RFP No. 02 of 2022-23

Name of work : EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM.

RFP IS TO BE SUBMITTED ONLINE ON OR BEFORE: 04:00 PM. ON 06.07.2022

Contact details:

Particulars	Telephone	E-mail
Chief Engineer (Water), Public Health Engineering Department, GoA	0361-----	asphe@rediffmail.com etenderphe@gmail.com
Website	www.assamtenders.gov.in/	

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OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036

REQUEST FOR PROPOSAL NO. 02 of 2022-23

On behalf of the Governor of Assam, the Chief Engineer, PHE (Water), Public Health Engineering Department cum Additional Mission Director, Jal Jeevan Mission, Assam invites bids on line through e-Procurement system against RFP No. 02 of 2022-23 from the interested and eligible bidders in two envelop system for "**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM.**" The detailed RFP Document will be available in the web portal www.assamtenders.gov.in and can be viewed from 09.06.2022 up to 16.00 Hr. of 06.07.2022. Bids will be opened at 15:00 hrs. of 07.07.2022. Bid is to be submitted through online and in no case manual bid shall be entertained.

Sd/-
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JIM Assam
Hengrabari, Guwahati – 36.

Memo No.JMA-08/PROC/2022/11168-74

Date: 08.06.2022

Copy to:

1. The Mission Director, JIM Assam, for favour of kind information.
2. The Spl. Secretary to the Govt. of Assam, PHE Department, Dispur, Guwahati – 06, for favour of kind information.
3. The P.S. to the Hon'ble Minister, PHE Deptt., Govt. of Assam, for kind appraisal of the Hon'ble Minister.
4. The Director, Directorate of Information & Public Relation, Last Gate, Dispur with request to publish the above Request for Proposal (RFP) in at least one (1) **National daily** and two (2) **local daily**.
5. The Addl. Chief Engineer (PHE), All Zones, for information and necessary action.
6. The Superintending Engineer (PHE), All Circles, for information and necessary action.
7. The Executive Engineer (PHE), All Divisions, for information and necessary action.

Sd/-
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JIM Assam
Hengrabari, Guwahati – 36.



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OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036**

Detailed Notice Request for Proposal

RFP No. 02 of 2022-23

On behalf of the Governor of Assam, the Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission invites Request for Quotation (RFQ) from interested and eligible bidders in two envelop system for **"EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM."**

The RFP is to be submitted from 09.06.2022 up to 16.00 Hr. of 06.07.2022 and the same will be opened at 15:00 hrs. of 07.07.2022.

Pre bid queries will be received till 16:00 hrs. of 17.06.2022. The bidders shall e-mail their queries to etenderphe@gmail.com before the afore-mentioned date and time. If any intending bidder desires to submit their query in hardcopy, the same should be submitted to the Procurement Branch of the office of the undersigned within the specified time period. After the expiry of the date and time no queries with respect to the RFP shall be entertained.

RFP document comprising all details and terms & condition, can be viewed and downloaded from the portal www.assamtenders.gov.in from 09.06.2022 onwards. A set of the hard copy of the self attested documents to be uploaded along with the signed copy Bid Document in a sealed cover with distinct name and address of the bidder should reach the Office of the Chief Engineer (PHE) Water Assam on or before the closing date either by hand or by post.

All bidders are required to pay a bid processing fees of **Rs. 2000/- (Rupees Two Thousand only)** and bid security of **Rs. 1,00,000/- (Rupees One Lakh only)** online in the e-procurement portal itself or in the form of Bank Guarantee from any nationalized/ Scheduled bank, in favour of Chief Engineer (PHE), Water, cum Additional Mission Director, Jal Jeevan Mission payable at Guwahati on or before date and time of closing of bid submission by the bidder failing which the bids will be declared nonresponsive. If the bidder opted to submit bid security in the form of Bank Guarantee/TDR/FDR, then he/she must submit the original of the same along with the hard copy to be submitted to this office.

The Chief Engineer (PHE), Water, Assam reserves the right to revise or amend the notice and/ or the Tender Document, fully or partly. Right to reject any or all offers without assigning any reason thereof is reserved with the Chief Engineer (PHE), Water, Assam.

Sd/-

Chief Engineer (PHE), Water, Assam
Cum
Additional Mission Director, JJM, Assam
Hengrabari, Guwahati – 36

Table1: 1

Schedule of Event

Sl no	Event	Date	Time
1.	START DATE FOR SUBMISSION OF THE RFP	09/06/2022	11:00 hrs
2.	PRE BID QUERY THROUGH E-MAIL etenderphe@gmail.com	17/06/2022	16.00 hrs
3.	LAST DATE FOR SUBMISSION OF RFP	06/07/2022	16:00 hrs
4.	OPENING OF RFP	07/07/2022	15:00 hrs

1) If any date specified falls on a holiday, then the next working day or any other day as fixed by the Chief Engineer (PHE), Water, cum Additional Mission Director, JJM, Assam will be considered for the submission and opening the RFP and the time will remain the same.

2) The Schedule indicated above is tentative and the The Chief Engineer (PHE), Water, cum Additional Mission Director, JJM, Assam, may change any or the entire schedule under intimation to the interested parties.

**TERMS OF REFERENCE OF REQUEST
FOR PROPOSAL**

RFP No. 02 of 2022-23

FOR

**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR
CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN
MISSION, ASSAM.**

PART - A

TERMS OF REFERENCE

1. BACKGROUND

The Central Government assistance to States for rural water supply began in 1972 with the launch of Accelerated Rural Water Supply Programme. It was renamed as National Rural Drinking Water Programme (NRDWP) in 2009, which is a centrally sponsored scheme with fund sharing between the Centre and the States. Under NRDWP, one of the objectives was to “enable all households to have access to and use safe & adequate drinking water within premises to the extent possible”. It was proposed to achieve the goal by 2030, coinciding with the United Nation’s Sustainable Development Goals. But now, it is has been planned to achieve the goal by 2024 through Jal Jeevan Mission (JJM). At present, only 18.33% of rural households i.e., 3.27 Crore out of the total 17.87 Crore rural households in the country, have piped water connection.

Government of India has restructured and subsumed the ongoing National Rural Drinking Water Programme (NRDWP) into Jal Jeevan Mission (JJM) to provide Functional Household Tap Connection (FHTC) to every rural household i.e., Har Ghar Jal by 2024.

2. RURAL WATER SUPPLY SCENARIO IN ASSAM

The PHED in Assam has been implementing National Rural Drinking Water Programme since 2009 with major emphasis on ensuring sustainability of water availability in terms of potability, adequacy, convenience, affordability and equity, on a sustainable basis, while also adopting decentralized approach involving PRIs and community organizations. Assam PHED has also been implementing World Bank funded Rural Water Supply & Sanitation Project (RWSSP) which is planned to cover around 123000 rural household in the state through metered household connection and water will be supplied 24X7 @70 LPCD.

No. of Dist.	No. of Blocks	No. of GP/ MAC/VCDC	No. of Villages	No. of Habs	No. of rural Pop.	No. of rural Household
33	244	2691	25355	87935	317.86 Lac	63.35 Lac

Under Jal Jeevan Mission Assam, it is a mandate to provide potable drinking water within the premises of every rural household with minimum 55 lpcd. Out of 63,35,015 nos. of rural household already 21,67,613 nos. (34.22 %) of households provided with FHTC. At present, there are 8,133 nos. of existing completed and ongoing schemes under the erstwhile NRDWP programme and taken up for retrofitting under Jal Jeevan Mission for making provision of FHTCs. Also 10,996 nos. of new schemes are approved in SLSSC with a provision of 21.24 lacs of FHTCs.

3. ABOUT JAL JEEVAN MISSION

Jal Jeevan Mission aims to provide Functional House Tap Connection (FHTC) to every rural household with a minimum water supply service standard of 55 LPCD. The broad objectives of the Mission are:

- i. to provide FHTC to every rural household;
- ii. to prioritize provision of FHTCs in quality affected areas, villages in drought prone

- and desert areas, Sansad Adarsh Gram Yojana (SAGY) villages, etc.;
- iii. to provide functional tap connection to Schools, Anganwadi centres, GP buildings, Health centres, wellness centres and community buildings;
 - iv. to monitor functionality of tap connections;
 - v. to promote and ensure voluntary ownership among local community by way of contribution in cash, kind and/or labour and voluntary labour (shramdaan);
 - vi. to assist in ensuring sustainability of water supply system, i.e. water source, water supply infrastructure, and funds for regular O&M;
 - vii. to empower and develop human resource in the sector such that the demands of construction, plumbing, electrical, water quality management, water treatment, catchment protection, O&M, etc. are taken care of in short and long term; and
 - viii. to bring awareness on various aspects and significance of safe drinking water and involvement of stakeholders in manner that make water everyone's business.

The following categories of schemes can be taken up under Jal Jeevan Mission

- i. Retrofitting of ongoing schemes taken up under erstwhile NRDWP for the last mile connectivity;
- ii. Retrofitting of completed rural water supply schemes to make it JJM compliant;
- iii. Single Village Scheme (SVS) in villages having adequate groundwater/spring water/local or surface water source of prescribed quality;
- iv. Single Village Scheme (SVS) in villages having adequate groundwater that needs treatment;
- v. Multi Village Scheme (MVS) with water grids/regional water supply scheme; and
- vi. Mini solar power-based piped water supply in isolated/ tribal hamlets.

4. OBJECTIVE OF THE RFP

The Mission Directorate, Jal Jeevan Mission, Assam has planned to engage 03 (three) reputed CA/ CA Firm i.e. H1, H2 & H3 bidders to conduct concurrent audit for State Mission Management Unit (SMMU) including Key Resource Center (KRC) and all the 46 Divisions and sub division level, Jal Jeevan Mission, Assam. The work will be assigned to the Firm Zone wise.

The primary objective of this exercise is to ascertain the financial position of the various establishments under JJM, Assam to determine whether the financial management arrangements (including internal control mechanisms) are effectively working and to identify areas to improve to enhance efficiency.

5. INSTRUCTIONS TO BIDDERS

5.1 General Provisions:

The Bidder must submit one (1) soft copy of the Technical & Financial Bids online in www.assamtenders.gov.in and submit (1) original Hard copy of Technical proposal. Under no circumstances, should the bidder submit hard copy of the Financial Bid.

5.2 Corrupt and Fraudulent Practices

Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission requires compliance on the bidder's part with Government of Assam's Public Procurement Rules, 2020 in regard to corrupt and fraudulent/prohibited practices as set forth in this proposal.

5.3 Conflict of Interest

The agency is required to provide professional, objective, and impartial services, at all times holding Jal Jeevan Mission's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The agency has an obligation to disclose to Jal Jeevan Mission (JJM) Assam any situation of actual or potential conflict that impacts its capacity to serve the best interest of Jal Jeevan Mission (JJM) Assam. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract and/or sanctions by the Government.

5.4 In preparing the Proposal, bidders are expected to examine the RFQ document in detail. Material deficiencies in providing the information requested in the tender document may result in rejection of the Proposal.

5.5 Any attempt by the bidders or anyone on behalf of the bidders to influence improperly Jal Jeevan Mission (JJM) Assam in the evaluation of the Proposals or Empanelment decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Government sanctions procedures.

5.6 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Empanelment notification, if the bidder intends to contact Jal Jeevan Mission (JJM) Assam on any matter related to the selection process, it should do so only in writing.

5.7 Bidders shall submit all the necessary documents along with the Technical Proposal before the last date & time for online submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.

5.8 Joint Ventures / Consortiums are not allowed. Subcontracting shall not be allowed. In case it comes to the notice of Mission Directorate that any part/whole part of the work has been subletted, Chief Engineer (PHE), Water, cum Additional Mission Director, Jal Jeevan Mission shall cancel the contract of the bidder and forfeit the performance security of the bidder.

5.9 Proposals must be direct, concise, and complete. Jal Jeevan Mission (JJM) Assam will evaluate bidder's proposal based on its clarity and directness of its response to the requirements of the project as outlined in this tender document.

5.10 Bidders shall furnish the required information on their technical proposal in the enclosed formats only. Any deviations in format or if the proper information is not provided, the tender will be liable for rejection.

5.11 Tender Evaluation committee may seek further clarification, if required, while evaluating the proposal.

5.12 The technical and financial bid opening date, time and the address are as stated in the tender document.

5.13 Disqualification

Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission Assam may at its sole discretion and at any time during the evaluation of tender, disqualify any applicant, if the applicant;

- a) Submits the tender after the response deadline;
- b) Submits hard copy of Financial Bid
- c) Makes misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- d) Bidders submitting more than one bid having common Directors / Partners will render the bids of both parties liable for rejection.
- e) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
- f) Submitted a tender that is not accompanied by required documentation or is non-responsive.
- g) Failed to provide clarification related thereto, when sought;
- h) Was declared ineligible/blacklisted by State/UT/Central Government;
- i) Tried to influence the evaluation process either directly or indirectly

5.14 Bid Processing Fee

The bidder has to remit Rs. 2,000/- (Rupees Two thousand only) to be paid online through e-procurement site.

5.15 Earnest Money Deposit (EMD)

An amount of **Rs. 1,00,000/- (Rupees One Lakh only)** has been fixed as Earnest Money Deposit (EMD) payable online through e-procurement site or in the form of Bank Guarantee from any nationalized/ Scheduled bank, in favour of Chief Engineer (PHE), Water, cum Additional Mission Director, Jal Jeevan Mission payable at Guwahati.

- a) Bidder shall submit EMD along with the bid & non-submission of sufficient EMD shall be one of the primary reasons for rejection of the offer in the first round.
- b) EMD of unsuccessful bidder will be discharged/ returned promptly.
- c) The empanelled bidders' EMDs will be released upon the bidder signing the contract and submission of Performance Guarantee / Empanelment Fees.
- d) No interest will be paid for the EMD submitted.

5.16 The EMD will be forfeited, if a bidder:

- a) Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
- b) Withdraws its bid after the opening of bid.

5.17 Period of Engagement

The selected agency shall be selected for a period of 1 year from the date of signing of Contract Agreement, Chief Engineer (Water) PHE cum Additional Mission Director, JJM, Assam may extend the validity of the rate contract by another 02 (two) years (one year at a time) i.e. for a total of 03 (three) years without any change in rates and terms & conditions. This period may be also shorter if the department arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The decision of Chief Engineer (Water) PHE cum Additional Mission Director, JJM will be final and binding on both the parties.

5.18 Termination

If in the view of the Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission Assam, the performance of an agency is not satisfactory, then the Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission, Assam may at its sole discretion, terminate the engagement, for that particular project as well as terminate the agency's empanelment with Jal Jeevan Mission (JJM), Assam. The Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission rate, in doing so, shall intimate the agency in written with the termination letter. The decision of the Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission in this matter shall be final and binding.

- a) Termination for default:- The Tender Inviting Authority, without prejudice to any other contractual rights and remedies available to it (the Tender Inviting Authority), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful bidder fails to deliver any or all of the services or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority.
- b) In the event of the Tender Inviting Authority terminating the contract in whole or in part, the Tender Inviting Authority may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Tender Inviting Authority for the extra expenditure, if any, incurred by the Tender Inviting Authority for arranging such procurement.
- c) The Tender Inviting Authority reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Bidder at any point of time during the period of engagement.
- d) The Tender Inviting Authority reserves the right to cancel the RFQ and annul the bidding process at any point of time assigning any reason.

5.19 Execution of assignments

- a) The successful bidders shall have to execute the work within the stipulated period.
- b) In case of emergency, however the limit will be fixed by Chief Engineer (PHE) Water, Assam.

- c) In case the non- execution of work within the stipulated time period, the Tender Inviting Authority shall impose **Liquidated Damage (LD) charges** as per the bid conditions specified in **clause 5.22**.

5.20 Payment Terms

- a) No advance payments towards cost of items will be made to the bidder.
- b) Payment towards Quarterly submission of reports and financial statements duly accepted by divisions
 - i. 1st Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
 - ii. 2nd Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
 - iii. 3rd Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
- c) Final report submission with ASA and subsequent acceptance by the department: 40% of total cost
- d) GST will be levied in every release of payment against submission of bill.
- e) The original invoice submitted shall be in the name of the Tender Inviting Authority and the name of the consignee shall be mentioned in it. Payment will be made after the completion of the work.
- f) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the empanelled bidder at rates as notified from time to time.
- g) Payment shall be made subject to availability of fund.

5.21 Penalties for Non-performance

The penalties to be imposed at any stage under this bid are:

- a) Imposition of liquidated damages, forfeiture of performance security, Cancellation of purchase order/work order and termination of the empanelment, de-recognition/debarment of the bidder/supplier.
- b) Failure to produce the requisite certificates after claiming to possess such certificates or concealment or misrepresentation of facts will not only lead to termination of agreement in the first round itself and/or may lead to forfeiture of Performance Security as well as result in de-recognition/ debarment of the bidder.
- c) The penalties to be imposed on the bidder, at any stage, will be decided on the basis of the violations of number of bid conditions specifically mentioned in the bid document as that leading to forfeiture of Performance Security or leading to de-recognition/debarment.
- d) Any unexcused delay by the successful bidder in maintaining its contractual obligations towards delivery of goods and performance of services shall render the successful bidder liable to any or all of the following sanctions.
- e) If the empanelled agency fails to carry out the work as per the work order or withdraw its rate contract violating the clause no. 6 his/her performance guarantee/security will be forfeited.

- f) In case the empanelled agency fails to file the GST/IT Returns within the stipulated time frame, the penalties charged against the same by the Departments shall be borne by the empanelled agencies only subject to timely submission of details by the Division/State. No objections / claims by the agency in this regard shall be entertained by Chief Engineer (PHE), Water, Assam cum Addl. Mission Director, JJM Assam

5.22 Liquidated Damages:- will be charged for delay in providing the services as per the contract as follows–

- i. Beyond the normal period in providing the services as per the work order, for immediate **next 30 days :@ 0.1 % per day**
 - ii. For the **next 10 days** after initial delay of **30 days: @0.2 % per day.**
 - iii. The work-order shall automatically terminate in case the delay is beyond 40 days and in such cases the Performance Security shall be forfeited.
- a) Non-achievement of targets with respect to the assignment and related to the scope of work as per Clause No. 6 , penalty will be charge at the rate upto a maximum of 10% of the awarded value to be imposed either monthly or annually.
- b) In case of incomplete work, penalty equal to 10% of the value of work order not done will be imposed and the concerned contractor may be de-recognized /debarred from any future works of the Department as deemed fit.
- c) The decision to impose penalties and finally to **de-recognition/debarment** the defaulting firm will be final and shall be binding on all bidders participating in the bid.

5.23 De- recognition/Debarment:

- a) Chief Engineer (PHE) Water, Assam shall **de-recognize/ debar** the defaulting bidder for any item for a period up-to **3(three) years** from the date of issue of De-recognition/Debarment order.
- b) The bidder can be de-recognized/debarred by Chief Engineer (PHE) Water, Assam up-to a period of 3 years in case it is found at the time of evaluation/verification/inspection that the bidder has furnished forged documents/false information along with the bid.
- c) The de-recognition/debarment provisions will apply without prejudice to other penal provisions as per the tender terms & conditions.
- d) The penalties imposed by the Tender Inviting Authority will be published on the website of the Tender Inviting Authority for a period as decided appropriate.

6. SCOPE OF WORK

6.1 Specific areas of coverage of the internal audit will include the following:

Expenditure is incurred against various activities approved in the Annual Implementation Plan (AIP) & Budget from funds released by the Govt. of India and Govt. of Assam. The concurrent auditor is required to exercise tests of accounting records, internal checks and control and

other necessary internal audit of the accounts as per general principles. The concurrent audit function shall be carried out quarterly. The responsibilities of the concurrent auditor include:

1. To report on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded and the level of compliance with the prescribed procedures and norms.
2. To check whether all funds have been utilized strictly in accordance with the condition mentioned in the allocation order and relevant financial norms with due attention to economy and efficiency, only for the purpose for which the fund was provided.
3. To check whether generally accepted accounting principles are followed by the offices authorized to incur expenditure from the competent authority.
4. To check whether goods, works and services have been procured in accordance with relevant provision of the procurement Procedure prescribed for the purpose. Proper documents namely purchase orders, tender documents, invoices, vouchers, receipts, pay bills. TA bills etc are maintained and linked to the transactions and retained till the end of the programme.
5. To check whether all necessary supporting documents, records and accounts have been kept in respect of all Project expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports presented to the Govt. of India and Govt. of Assam.
6. To check whether expenditures incurred under the programme is strictly in accordance with the financial norms prescribed in the programme guidelines, framework or any other notifications issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view or implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.
7. To check whether expenditure is incurred against the approved budget allocation. In case the budget allocation is exceeded proper re-appropriate duly approved by the competent authority has been obtained.
8. To reconcile Bank Statement and with Cash Book of different programmes under State Mission Management Unit (SMMU) accounts is regularly carried out on a monthly basis.
9. Verify the accuracy in deduction & deposit of I. Tax at source, GST & Other Statutory dues and timely submission of Quarterly Returns in prescribed forms to the tax authorities as applicable to the Mission.
10. To ascertain whether expenditure incurred is accurately and regularly as far as possible on real time basis posted in relevant books of Accounts (i.e. Manual Cash Book, IMIS, SMT, PFMS & etc records and other subsidiary Books etc) as well as other relevant books of accounts under different schemes of SMMU by the Mission Directorate as per the Guidelines, Financial Procedures including areas of internal finance control and Tax Act etc. and to guide & assist the concerned officials to rectify the entries/ record which are genuine in nature, as per financial norms & guidelines.
11. Verify if the Receipt and Payment account to be placed before the SMMU level, Jal Jeevan Mission, Assam.
12. To verify & submit list of Fixed Assets, Furniture procured from the Mission fund by the

Mission Directorate & all Divisions in a separate Annexure.

13. To verify & submit Major Budget Head Wise utilization statement against Mission Fund by the Mission Directorate & all Divisions in a separate Annexure.
14. To check whether the fund flow arrangements are creating any bottlenecks for implementation and if so the possible remedies.
15. To check whether payments are being made to contractors/ suppliers/ consultants after due verification of the deliverables and within the time limits stipulated in the contract documents by all implementing agencies.
16. Anything else that the auditor considers pertinent.

6.2 Management Letter with Executive Summary: In addition to the audit report, the auditor will prepare an Executive Summary, which should inter alia include:

1. Comment & observations on the accounting records, systems and controls that were examined during the course of audit.
2. Identify specific deficiencies and areas of weakness in systems & controls and make recommendations for their improvement.
3. Report on the degree of compliance of each of the financial covenants on the financing agreements and give comments, if any, on internal and external matters affecting such compliance.
4. Communicate matters that have emerged during the audit which might have significant impact on the implementation of the programme.
5. Bring the Mission Director's attention on any other matter that the auditor considers pertinent.

6.3 Reporting & Timing: Reporting would be done in accordance with the ISA standards. Reporting would be done on interim and final audits as given below:

1. **Interim Reporting (4 copies):** The Auditor will provide an interim report (quarterly), for the 1st quarter the report has to be submitted by 31st July, for the 2nd quarter the report has to be submitted by 31st October, for the 3rd quarter the report has to be submitted by 31st January and the 4th quarter report has to be submitted by 30th April to the Mission Directorate, JJM without fail. Secondly, the auditor will provide interim report to the Mission Directorate, JJM within thirty days of the end of the each quarter along with Division wise & consolidated ASA and UCs in GFR format, highlighting findings during the interim audit to enable the programme to take timely action. This will inter alia include an Executive Summary as stated above.
2. **Annual Reporting (4 copies):** The auditor should provide an annual report to the Mission Directorate, JJM within one month of the end of the each financial year covering the issues cited under the scope above and the report should include:
 - a) Programme Financial Statement
 - b) Expenditure by Programme activities
 - The auditor should submit soft copies of the audit report in a pen drive

in the .pdf or excel format to the Mission Directorate, JJM

- Observations made and irregularities noticed (if any) in course of the audit must be intimated to the implementing agency and the Mission Director in writing. The response of the implementing agency/ Mission director shall be considered by the auditor before finalization of the audit report.
 - The auditor should submit a draft copy of their report to the Mission Directorate, JJM before finalization. The MD, JJM will submit its response, if any, within 10 working days of receipt of the draft report. If no response is received by the auditor within the said time, the auditor should finalize the related report and submit the same within a week thereafter to the Mission Directorate, JJM.
 - The auditor shall complete the assignment as per the time schedule to be mentioned in the agreement. A penalty clause will be included in the agreement to safeguard JJM Programme.
3. **Review of the final draft Report:** Final draft report may be reviewed to assess whether auditor delivered all reports and documents specified in the contract, in the desired form and manner within the time period as specified. Assess whether the reports and documents are easily understandable or not; has the auditor specified the exemptions of service quality, such as adequacy, applicability, effectiveness, innovativeness and impartiality; to examine whether auditors are covering the scope of work and achieving the objectives of assignment set forth in the description of service mentioned.
4. **Review:** A review committee consisting of Mission Director, JJM, Assam, Chief Engineer (PHE) Water, Sr. FAO, SPS-FM of JJM will review the concurrent audit report submitted by the concurrent auditor and take further remedial measures on the discrepancies pointed out in concurrent audit.

7. MINIMUM ELIGIBILITY CRITERIA

1. The CA firm should be empanelled under C&AG (Major Audit) and must submit the valid CAG Empanelment No. and the certificate for the period of audit and period of conducting the audit if it falls in the succeeding year (by 30th April) along with the tender, failing of which their empanelment will be cancelled on immediate effect.
The CA firms Empanelled for Statutory Auditor under JJM, Assam will not be considered as Concurrent Auditor.
2. The bidder should have registered office in the state of Assam, necessary Government documentary evidence has to be provided along with the tender.
3. The CA Firms should have minimum 5 (five) years experience in auditing social sector program /schemes with sufficient staff to carry out the task smoothly. Such experience to be produced should not be prior to the year 2015.
4. The CA firm should have a minimum of 10 nos. of well-qualified and sufficiently experienced Chartered Accountants (Min 6 FCAs and 4 ACAs), in house, capable of handling the assignment under their firm.
The agency should furnish the complete details along with CVs of key personnel who may be directly associated with the assignment. Past experience of key professionals in handling similar assignment would be preferred and given weightage.

5. The agency shall have to submit a notary attested affidavit against the declared manpower as mentioned in point no. 4 above. In case there is any change or replacement required, the same must be got approved well prior from the Department.
6. The CA firm should have experience of carrying out audit activities in Central Government / Externally Aided programs pertaining to Water and Sanitation preferably in NRDWP/SBMG/NNP/JJM, etc.
7. The Bidders will have to submit the details of their turnover of the last three financial year's i.e. 2018-19, 2019-20 & 2020-21 in a prescribed format which is attached at the end of the bid document. The turnover details must contain UDIN. The bidders should have a minimum average annual turnover of Rs 12 Lakhs in the last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21.

8. GENERAL TERMS & CONDITIONS

1. Bids will be opened at the time, date and place as specified in the notice in presence of the Bidders or their authorized agents who like to be present at the time of opening. Authorization letter from the Bidder should be submitted at the time of opening the bid.
2. The bidders should furnish their full postal address. Letters sends by the department in the address mentioned by the bidders by ordinary post shall be deemed to have been received by the bidders and no complaint about non receipt of letters shall be entertained.
3. The bidders should therefore in their own interest contact the respective officers to ascertain the letter issued. Change of address of the bidders should forthwith be notified by the bidders to all concerned.
4. All bids must be accompanied with up-to date valid GST registration certificate without which no Bid will be considered.
5. No additional cost for logistics, travelling, fooding and accommodation will be provided to the bidder for carrying out their scope of work in various locations across Assam. The rates in the financial bid shall cover all the afore-mentioned parameters.
6. The empanelled CA Firm may opt to raise the invoice on a quarterly basis after completion of all the activities mentioned in the scope of work for each division. The invoices shall be raised in favour of Chief Engineer (Water) PHE cum Additional Mission Director, JJM.
7. The department or the empanelled firm is entitled to withdraw or cancel the empanelment by serving notice on either side giving 90 (ninety) days time. Then the Performance security will be returned to the empanelled firm.
8. The empanelment shall be entered in to for price only and works will be allotted as per Clause No. 6 of this RFP document at the offered rates.
9. The empanelled firm has to undergo all the activities mentioned in their scope of work without any fail every month in their allocated locations.
10. The Department reserves the right of rejection of all or any bid without assigning any reason thereof.
11. The Department shall have the right to accept any bid in full or in part.
12. In case of any dispute between the empanelled firm and the consignee/Paying authority the dispute shall be referred to the Chief Engineer (PHE) W, Assam, Hengrabari, Guwahati- 781036 to sort out the matter.

13. Canvassing in any form in connection with the bid is strictly prohibited and the bid submitted by the parties supporting with canvassing are liable for rejection.
14. No extra clause/terms & conditions imposed by the Bidders will be entertained by the department.
15. It is mandatory for prospective Bidders to submit the following document along with their Bids :
 - a) Experience in similar assignments.
 - b) Certificate with UDIN from registered CA showing average annual turnover for the last three preceding years.
 - c) Notary attested No Litigation affidavit.
 - d) Bidder's Registration Number, if any
 - e) Bidders' PAN Number
 - f) Bidder's GST Registration Number
 - g) Valid CAG empanelled certificate at the time of tender and a valid CAG certificate on beginning of every financial year.
 - h) Details of Key Personnel
 - i) Any other documents pertaining to clause no. 7 of this RFP.
16. Failure on the part of any empanelled bidders to comply with any of the above terms & conditions of bid document will attract disallowing such Bidder from taking part in similar Bids in near future.
17. Court jurisdiction is jurisdiction of Guwahati High Court, Assam.
18. Any document submitted by bidder(s) found to be forged/tempered may invite litigation and debarment from future participation in all type of Bidding process of the department for a period of 03 (three) years including cancelation of the this bid.
19. Bidders shall note that failure to comply with any of the above terms & conditions shall invite rejection of the bid.
20. Notwithstanding anything contained in this RFP document, Chief Engineer (Water), PHE cum Additional Mission Director, JJM Assam reserves the right to accept or reject any Bid, or to annul the bidding process or reject all Bids, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.
21. **General:** the auditor will be given access to all legal documents, books of accounts, procurement documents, correspondence, and other information associated with the programme and deemed necessary by the auditor. The information will be made available to the auditor should include, the relevant Legal Agreement, copy of Guidelines, a copy of the programme guidelines and devolution of power.
The CA firms Empanelled for Statutory Auditor under JJM, Assam will not be considered as Concurrent Auditor.

9. VALIDITY OF BID

The offer submitted shall remain valid for a period of 90 (ninety) days from the opening of the Bids for acceptance by the Chief Engineer (PHE), Water, Assam and / or the Bid inviting Authority and/or his authorized subordinates.

10. PERFORMANCE GUARANTEE/ SECURITY

The empanelled CA firm will have to deposit a Performance Guarantee/Security amounting Rs. 2, 00,000.00 (Rupees Two Lakh Only) in the form of TDR/FDR/Bank Guarantee or NSC/KVP

pledged in favour of the Chief Engineer (Water) PHE cum Additional Mission Director, Jal Jeevan Mission, Assam which should be valid for at least 1 year from the date of issue in the office of the undersigned at the time of signing the agreement.

11. LITIGATION / ARBITRATION

Bidder have to furnish Notary attested Affidavit regarding any litigation or arbitration resulting from contracts executed by the bidder in the last three years or currently in execution, including the names of the parties concerned, the dispute amount, cause of litigation, and matter in dispute. Any report of black listed by any department/PSU etc or any case regarding any type of commercial business in any court of justice or any enquiry agency received, his bid /Rate contract shall be cancelled forthwith forfeiting the Performance guarantee.

12. FORCE-DE-MAJEUR CLAUSE

The contract is subject to Force-de-Majeour clause as applicable under the Law.

13. ADDENDA

At any time prior to the deadline for submission of RFP, the Employer may amend the RFP Document by issuing addenda. Any addendum issued shall be part of the RFP Document and shall be uploaded in the website www.assamtenders.gov.in To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of Quotations.

14. PREPARATION AND SUBMISSION OF BID

14.1 Bids comprises of Key Technical Submissions and shall contain the documents as follows –

a. Key Technical Submissions: The Bidder would provide all the information as per Clause 14.2 below. Chief Engineer (PHE), Water cum Additional Mission Director, Jal Jeevan Mission, Assam would evaluate only those Proposals that are received in the required format and are complete in all respects.

14.2 Key Submissions:

Documents to be submitted are as follows -

- a) Covering letter as per Form Tech1.
- b) All the documents mentioned in clause no 7, clause no. 8.15 above and Annexure A to E.
- c) Valid CAG empanelment no. and certificate for FY 2021-22 and 2022-23.
- d) Self attested copies of –
 - Certificate of Incorporation / Registration
 - PAN
 - GSTIN with GST paid certificate
 - MSME (if applicable)
- e) Copy of CA certified Turnover Certificate with UDIN for the last **financial three years**.
- f) Necessary Experience Certificate and other related certificates as per afore-mentioned

clauses.

g) Self attested copy of complete RFP Document and addendum, if any.

h) All documents submitted by bidder must bear the sign & seal of the Authorized Signatory of the bidder.

14.2.1 And any other materials required to be completed and submitted by the Bidders is in accordance with these instructions.

All the documents as mentioned in Clause No. 14 must be properly filled up and self attested and the same should be uploaded in the Technical Bid to be uploaded by the bidder. A set of the uploaded document along with the Original hard copy of the Bid Security, if in the form of Bank Guarantee, should be submitted in hard form to the Office of the Chief Engineer (PHE) Water Assam on or before the closing date of bid submission.

15. ALTERNATE AND CONDITIONAL BID

Alternate and conditional bids shall be rejected.

16. QUOTATION PRICES AND DISCOUNTS

The prices and discounts quoted by the Bidder in the Rate Schedule shall conform to the requirements specified below.

The bidders have to quote for all the items mentioned in the quotation, otherwise, there offer shall be disqualified. The quotation must be duly signed on each page by the authorized person of the bidder.

Unconditional discounts, if any, and the methodology for their application shall be quoted in the Rate Schedules.

The prices quoted by the Bidder shall be fixed and shall not be changed for the entire duration of the empanelment.

All duties, taxes, and other levies, except Goods and Services Tax, payable by the Bidder under the Contract shall be included in the rates in Rate Schedule submitted by the Bidder.

19.1 Tie Bidders:

If two or more bidders are ranked in the same position as per the evaluation criteria of this RFQ then the ranking/position of the bidders shall be determined as per their average annual turnover for the last 03 (three) financial years. The bidder having highest average annual turnover shall be ranked higher in comparison to the other tied bidders.

This methodology shall be used in every scenario for tie – breaking purposes.

19.2 Abnormally Low and High Rates:

During the Financial Evaluation of the item-wise rates quoted by the bidders, un-justified variations if found will invite either disqualification or negotiation.

If the obtained lowest rates are found to be abnormally high, the Department will invite the

concerned bidders for negotiations and the Department will accept only those negotiated rate which seems to be justified. If the bidder fails to justify/comes in mutual agreement during invitation for negotiation the Department will reject such bids.

If the obtained lowest rates are found to be abnormally low, the Department will place such rates before the duly constituted financial evaluation committee of the bid inviting authority. After examination as per the resolution of the committee the bidder may be asked to justify their quoted rates or such rates may be rejected directly.

The decision of the committee in this regard shall be final and conclusive. No claims whatsoever will be entertained in this regard.

17. FORMAT AND SIGNING OF QUOTATION

The Quotation shall be typed or written in indelible ink and shall be signed by duly authorized to sign on behalf of the Bidder. This authorization shall consist confirmation and shall be attached to the Quotation. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Quotation, except for an amended printed literature, shall be signed or initialed by the person signing the Quotation.

Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Quotation.

18. SUBMISSION OF BIDS

The original Technical Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the proposal must initial such corrections.

An authorized representative of the Bidder shall initial all pages of the Technical Proposals in the RFP document.

The RFP document shall be placed in a sealed envelope clearly marked "**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM**". This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE (date).....". The Employer 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.

The Proposals must be sent to the address/addresses indicated in the RFP and received by the Employer no later than the time and the date indicated in the RFP, or any extension to this date as per clause 13. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

19. REQUEST FOR QUOTATION (RFO) OPENING

Chief Engineer (PHE), Water, Assam cum Additional Mission Director, Jal Jeevan Mission, Assam shall open the RFP (Financial Proposal) document of those Bids that are found to be responsive and technically qualified as provided in Clause 20.8 and its sub-clauses and undertake financial evaluation to determine the successful Bidders to be empanelled. Chief Engineer (PHE), Water, Assam cum Additional Mission Director, Jal Jeevan Mission, Assam

shall intimate date and time of Financial bid opening to responsive and technically qualified bidders. Should Bidder or his authorized representatives wish to attend the opening of Financial Proposal, may visit office of the Chief Engineer (PHE), Water, Assam on the date and time stipulated for the opening of Financial Proposal.

20. DETAILED SCRUTINY OF BIDS AND EVALUATION CRITERIA

All bids will be evaluated through Quality and Cost Based Selection (QCBS) procedure as per the following criteria:

20.1. Mission Directorate, Jal Jeevan Mission, Assam shall open the Key Technical submissions of all Proposals and evaluate for technical responsiveness as per Clause 7. Only those bids that are found to be technically responsive will be further evaluated to determine the short-listed bidders.

20.2 As part of the evaluation process, the proposals shall be checked for responsiveness with the requirements of the RFP document and only the short-listed bidders would be invited to make a presentation to Jal Jeevan Mission, Assam on their proposals.

20.3 The technical proposals would then finally be evaluated as per the evaluation matrix provided in **Clause 20.8**.

20.4 Technical Bid Score

Technical evaluation that will be carried out prior to opening of the Financial Bid. Result of the Technical evaluation shall be published in the same web site www.assamtenders.gov.in. Financial Bid of the technically Responsive Bidders shall be opened in the office of the Inviting Authority on a date mentioned in such publication, in presence of the technically qualified bidder or their authorized representative who like to be present.

Technical Mark (M_T) will be given on the basis of the evaluation of the Technical Bid as per the Technical Evaluation Scoring Criteria in **Clause 20.8**.

20.5 Financial Bid Score

For Financial evaluation of the Quotation, auto generated Comparative Statement in the web site www.assamtenders.gov.in on the basis of the price quoted by different technically responsive Bidders in the Financial Bid shall in general be followed. But, in the event of any technical problem in software, the manually prepared Comparative Statement shall be applicable in order to finalize the Bid.

Note - For the purpose of evaluation of financial bids, the total price derived by summation of unit price of all the items in the Bill of Quantities (BoQ) shall be considered. However, all the empanelled bidders will have to execute the contract at the individual L1 rates of the items only irrespective of their quoted/offered rates.

The Lowest financial bid will be allotted a financial mark (M_{FIN}). The financial marks (M_F) of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$M_F = F_{MIN} / F_{BIDDER} \times 100$$

20.6 Combined Total Score

The composite mark (M_c) is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 70:30 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark (M}_c\text{)} = 0.7 \times M_T + 0.3 \times M_F$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula.

During the evaluation of Rate Schedules, where there is a discrepancy between unit rates in figures and in words, the rates in words will govern and the Employer shall correct the same accordingly.

Here, M_c = Composite/Total Marks secured/obtained by the Bidder in this RFQ.

M_T = Technical Marks secured/obtained by the Bidder in this RFQ.

M_F = Financial Marks secured/obtained by the Bidder in this RFQ.

F_{MIN} = Lowest (L-1) Financial Bid among the technically qualified bidders.

F_{BIDDER} = Financial Bid of the bidder under consideration

Example – For the purpose of clarity in the Quality and Cost Based Selection (QCBS) Criteria for evaluation the following example is considered.

Suppose 04 (four) nos. of bidder has participated in the RFQ and the technical marks secured/obtained by the bidder as per the evaluation matrix provided in **Clause 20.8** of this RFQ is as follows -

Name of the Bidder	Technical Marks (M_T) Obtained
Bidder 1	95
Bidder 2	89
Bidder 3	97
Bidder 4	82

As such Financial Bids of the bidders were opened and the rates quoted by the same are as follows –

Name of the Bidder	Financial Rates
Bidder 1	Rs 100
Bidder 2	Rs 95
Bidder 3	Rs 78
Bidder 4	Rs 88

From the above it is seen that Bidder 3 has secured the L1 position and therefore has secured

100 financial marks for this RFQ. Therefore, Financial Marks obtained by other bidders as per the following formulas are as follows -

$$M_F = F_{MIN} / F_{BIDDER} \times 100$$

Bidder 1 = $78 / 100 * 100 = 78$ Marks

Bidder 2 = $78 / 95 * 100 = 82.11$ Marks

Bidder 4 = $78/88 * 100 = 88.64$ Marks

Financial Marks of the Bidders are as follows –

Name of the Bidder	Financial Marks (M _F) Obtained
Bidder 1	78
Bidder 2	82.11
Bidder 3	100
Bidder 4	88.64

The total / composite marks obtained by the bidders as per the following formula are as follows –

$$\text{Composite Mark (M}_c) = 0.7 \times M_T + 0.3 \times M_F$$

Bidder 1, Composite Mark (M_c) = $0.7 \times 95 + 0.3 \times 78 = 89.90$

Bidder 2, Composite Mark (M_c) = $0.7 \times 89 + 0.3 \times 82.11 = 86.933$

Bidder 3, Composite Mark (M_c) = $0.7 \times 97 + 0.3 \times 100 = 97.90$

Bidder 4, Composite Mark (M_c) = $0.7 \times 82 + 0.3 \times 88.64 = 83.992$

Name of the Bidder	Composite Mark (M _C) Obtained	Ranking
Bidder 1	89.90	H2
Bidder 2	86.933	H3
Bidder 3	97.90	H1
Bidder 4	83.992	H4

20.7 Method of Selection

The bidders scoring the top 3 (three) combined scores (M_c) would then be invited for Empanelment of Concurrent Auditor under Jal Jeevan Mission, Assam as per the individual items L1 rates quoted by the technically qualified bidders. In case, any bidder refuses to accept the L1 rates, then the next ranked qualified bidder may be invited for negotiation and empanelled.

The Mission Directorate reserves the right to increase the number of empanelled agencies in case of requirement/ need at its discretion. In case the Mission Directorate feels that additional agencies are required apart from the H1, H2 & H3 bidder, the Mission Directorate shall be at the liberty to offer the other bidders i.e. H4, H5 and etc. for subsequent empanelment. The department may embark at such decision at any time during the contract period.

The department will try to distribute the work Zone wise among the H1, H2 & H3 bidders in the ratio of 50:30:20 of the total quantum of work to be executed for Concurrent Audit during the entire contract period.

The Department reserves the right to re-appropriate the percentage of allotment depending on the performance, delivery of service, etc. No claim in this regard shall be entertained. The performance of the agency in executing similar work shall also be considered while assigning new jobs and the best performing agency shall be allotted more quantum of work irrespective of their financial position.

20.8 Technical Evaluation Matrix

The evaluation will be made on the basis of the technical qualification that ascertained through the documents submitted by the bidder in response to different clauses of this Bid document.

The following parameters will be considered for marking / evaluating a bidder-

Parameters for Technical Evaluation		
SI. No.	Evaluation Criteria	Maximum Marks
1	Existence in years after its registration of the organization Upto 5 year = 5 marks Above 5 to 10 years = 10 marks Above 10 to 15 years = 15 marks Above 15 years = 20 marks	20 Marks
2	Average Annual Financial Turnover of the Firm 12 lakh to 25 Lakh = 5 marks Above 25 lakh to 50 lakh = 10 marks Above 50 lakh to 75 lakh = 15 marks Above 75 lakh = 20 marks	20 Marks
3	Chartered Accountants available with the Firm. 1 to 10 FCA & 4 to 8 ACA = 10 Marks 10 to 15 FCA & 8 to 12 ACA = 15 Marks Above 15 FCA & above 12 ACA = 20 Marks	20 Marks
4	Experience of carrying out Audit in Central Govt. /State Govt./Externally Aided programs pertaining to Water and Sanitation during last 5 years which should not be prior to 2015. Per assignment 5 Marks (maximum of 03 orders)	15 Marks
5	Experience of handling audit work in Social Sector in NRDWP/SBMG/NNP/JJM, etc. during last 5 years which should not be prior to 2015.	10 Marks

	Up to 10 assignments = 4 Marks 11 to 15 assignments = 6 Marks Above 15 assignments = 10 Marks	
6	Experience of carrying out Audit in at State Level not prior to the year 2015. Pertinent documentary evidence establishing the fact has to be submitted. Per assignment 2 Marks (maximum of 05 orders)	10 Marks
7	Experience of carrying out Audit in Government Departments at District Level not prior to the year 2015. Per assignment 1 Marks (maximum of 05 orders)	5 Marks

Pertinent documentary evidence establishing the fact against each point for clause no. 20.8 above has to be submitted along with the tender, failing of which marks against that point will be considered **Zero (0)**.

21. SIGNING OF AGREEMENT

The successful bidder shall have to enter in to a contract agreement with the Bid inviting authority.

Sd/ -
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.

BIDDING FORMATS (TECHNICAL& ANNEXURES)

CoveringLetter
(On the Letter head of the Bidder)

To,

Date:_____

**The Chief Engineer, PHE (Water) cum
Additional Mission Director, JJM, Assam
PHE CAMPUS, HENGRABARI
GUWAHATI-781036**

**Sub : EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYINGOUT
MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM.**

Ref : RFP No. 02 of 2022-23

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the RFQ Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection/empanelment.

We understand that Chief Engineer (PHE), Water, cum Additional Mission Director, JJM, Assam reserves the right to reject any application without assigning any reason thereof. We confirm that our Proposal is valid for a period of 90 days from [insert Proposal Due Date]

Yours Faithfully,

(Signature of the Authorized Person)

Date:

Seal:

- :Audit Review
(ii) Internal / Concurrent Audit :

Total of (i) and (ii) above

10. Whether the firm is engaged in any :
internal/concurrent audit or any other
services of any Government Companies
/Corporations etc.
**If yes, details may be given in Annexure
'D'**
11. Whether the firm is implementing quality control :
Policies and procedures designed
to ensure that all audits are
conducted in accordance with
Statements on Standard Auditing
Practices (SAP 17)
**(If yes, a brief note on the procedure
adopted is to be given)**
12. 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)

I, on behalf of the firm, certify that the above statements are true to the best of my knowledge.

Date & Place

Authorized Signatory

Annexure A-1

Name of the Bidder:

Details of Full-Time Partners / Sole Proprietor of the firm

Sl. No.	Name of the Partners/ Sole proprietor	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	Date of Becoming FCA	Station & Region where residing at present	Whether acknowledgement of Income Tax Return for the relevant year Attached YES/NO	Whether has ISA (Information systems Audit) / CISA or any other equivalent qualification (Specify the qualification)

** If yes, please attach a copy of the certificate.*

Details of Part-Time Partners of the firm

Name of partner	Membership No.	Whether FCA / ACA	Date of becoming FCA	Date of joining partnership	No of other firm in which he/she is partner	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)	Whether has ISA (Information systems Audit) /CISA or any other equivalent qualification (Specify the qualification)

If yes, please attach a copy of the certificates.

Details of full time Chartered Accountant Employees firm

Sl.No.	Name	Members hip No.	Whether FCA / ACA	Date of joining the firm as full time employee	Whether has ISA (Informati on systems Audit) /CISA or any other equivalent qualification* (Specify the qualification)	Signature of the employee

** If yes, please attach a copy of the certificate.*

Annexure A-4

Details of partners and full-time Chartered Accountant Employees of the firm included this year in Annex A-1, A-2, & A-3 above.

Sl.No.	Name	Membership No.	Whether Full Time Partner/ part time partner / Full Time CA Employee

*** If yes, please attach a copy of the certificate.**

Undertaking

I/We the sole proprietor/following partners of Chartered Accountants do hereby jointly & 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 form 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 and the regulations framed there under;
- (ii) That the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (If debarred, give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Sl. No	Name of the full time partner / sole proprietor	Membership Registration No.	PAN No	Dates of payment of the fees for the relevant year	Signature of full time partner / proprietor
				A/B *	
2					

(Seal of the Firm)

***A For membership**

B For issue of certificate of practice

Place:

Date:

Enclosures: pages.

Particulars of Branches

Sl.No.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch.	Regi On	Whether Included in last Year Application (Yes/No)

Annexure D

Details of internal audit work /any other accounting work of Public Sector Undertaking in hand with the firm

Sl. No	Name of the PSU/Unit	Nature of assignment	Year for which Appointed

(Financial Bid)

FEE SCHEDULE FOR CA AUDIT JJM Account (Per Year)

To,

Date: _____

The Chief Engineer, PHE (Water) cum
Additional Mission Director, JJM, Assam
PHE CAMPUS, HENGRABARI
GUWAHATI-781036
e- mail Id.: asphe@rediffmail.com

Sub: FEE SCHEDULE FOR CONCURRENT AUDIT JJM Account (Per Year).

Ref: RFP No. 02 of 2022-23, EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM.

Sir,

I/We have gone through the rates and agree to offer our services at the afore-mentioned rates if empanelled.

Item	Qty	Rate (in Rs.) Per Month Per Division	Rate (in Rs.) Per Year Per Division	Total Rate (in Rs.)	Total Rate (in Rs.) Including GST
Consolidated Audit Fees	46 Divisions + HQ (including KRC)	NOT TO BE FILLED			

Note:

All the rates mentioned in the schedule are inclusive of GST, cost of supply of all materials and labour involved directly or indirectly, all other Government duties ,if any applicable under rules, royalties ,road toll, Octroi, insurance fees, compensation for damages, logistics, travelling, fooding, accommodation etc. as applicable to carry out the scope of work.

The bidder shall not alter the rates during the pendency of the contract, no enhancement of rate will be entertained.

The fixed rates will be valid for a period of 1 year. The Department may invite fresh RFP as and when necessary and deemed fit even before the expiry of 1 year specified above or extend the validity of the rate contract by another 02 (two) years (one year at a time) i.e. for a total of 03 (three) years without any change in rates and terms & conditions depending on the requirement of the department. The decision of the Department in this regard shall be final and binding.

Yours faithfully,

(Signature of Authorized Person)

Date:

Seal: