

TEXT OF ADVERTISEMENT



Office of the
Addl. Director General of Police,
Crime Investigation Department,
Mangalagiri, Guntur District,
Andhra Pradesh.

C.No. 7533/B3/CID/2024.

INVITATION FOR EXPRESSION OF INTEREST

**Sub:- Empanelment of Chartered Accountants/Forensic Audit Consultants
- Regarding.**

-: o0o :-

Crime Investigation Department (Economic Offences Wing), Police Headquarters (DGP Office Premises), 1st Floor, Mangalagiri, Guntur District, Andhra Pradesh, invites Expression of Interest (EOI) in sealed cover from Chartered Accountants / Forensic Audit Consultants for conducting forensic audit of CID cases related to Economic Offences. Forensic audit of the records related to financial data for the period of over 05 years is required to be conducted. The records include Annual Reports, Balance Sheets, Books of Accounts, Share Purchase Agreements, Share Holder Agreements, Valuation Reports, Assets Valuer Reports, Records related to Banks and other connected records. The scope of work may increase during examination of documents depending upon the investigation. The documents will be provided in the CID office for the purpose of forensic auditing. After examination & Forensic audit of records concerned, a detailed forensic audit report is required to be submitted within 03 months from the date of the award of work. In case of requirement, officer concerned of the forensic audit team is required to depose before the Court in respect of forensic auditing report. Remuneration shall be in the form of Honorarium on a case to case basis depending on the nature of work/work load as per extant rules in Government of Andhra Pradesh.


The EOI documents containing the details of qualification criteria, submission, requirement, brief objective & scope of work, etc., can be downloaded from the website of State Public Procurement Portal (www.apecprocurement.gov.in). Mere submission of EOI shall not confer applicants any right for the engagement as Forensic Auditor. CID reserves the right to accept/reject one or more or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

Further details / clarifications can be obtained from the Superintendent of Police (EOW), CID, AP, Mangalagiri.

The eligible and willing Chartered Accountants/Forensic Audit Consultants may submit their response in sealed envelope scribing it with "EOI Engagement of Chartered Accountants/Forensic Audit Consultants" on top of the envelop in the prescribed format to the undersigned at the above mentioned address so as to reach by **07.11.2024**.

Queries if any may be referred in writing to the undersigned at the above mentioned address or email to 'adgpcid@ap.gov.in'.

End : EOI Document.


(**DR. A. RAVI SHANKAR, IPS.,**)
Addl. Director General of Police,
CID, AP, Mangalagiri.

1. Venue & Deadline for submission of EoI:

Expression of Interest (EoI), complete in all respects as specified in the EOI, must be submitted to Crime Investigation, Department at the given address by the date & time specified above. In exceptional circumstances and at its discretion, the CID, EOW may extend the deadline for submission of response by issuing an amendment to be made available on the website, in which case all rights and obligations of CID and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended.

2. Instructions to Forensic Audit Consultants:

2.1 Last date and time for submission of EOI is **07.11.2024 (1700 Hrs.)** which is also mentioned in the Text of Advertisement.

2.2 The Chartered Accountants/Forensic Audit Consultants may request a clarification on any clause of EOI document before the last date fixed for submission of EOI document.

3.3 At any time before submission of EOI, CID may amend the EOI Document by issuing an addendum in writing or by announcing. The addendum shall be binding on the consultants.

2.4 The Chartered Accountants/Forensic Audit Consultants are required to provide a professional, objective and impartial advice and strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

2.5 Without limitation on the generality of the foregoing, The Chartered Accountants/Forensic Audit Consultants and any of their affiliates having any conflict of interest, shall not be recruited.

2.6 The Chartered Accountants/Forensic Audit Consultants who have a business or family relationship with a member of the CID's staff who is

directly or indirectly involved in any part of the project shall not be considered for empanelment, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the CID.

2.7 The Chartered Accountants/Forensic Audit Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of CID, or that may reasonably be perceived as having this effect. If the Chartered Accountants/Forensic Audit Consultants fails to disclose the said situations and if the CID comes to know about any such situation at any time in future, it may lead to the disqualification of them from empanelment.

2.8 The applicant shall bear all its costs associated with or relating to the preparation and submission of their EoI including but not limited to preparation, copying. Postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by CID or any other costs incurred in connection with or relating to its expression of interest. All such costs and expenses shall be borne by the applicant and CID shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any applicant in preparation and submission of the EoI, regardless of the conduct or selection process.

2.9 Submissions requirement:

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in hard copy in separate sealed envelopes:

- a. Applicant's Expression of Interest as per Format-1
- b. Consultant's Contact Details as per Format-2
- c. Experience as per Format-3
- d. List of three (03) experts/consultants on payroll as per Format- 4.

e. Financial strength of the Consultancy as per Format-5.

f. Declaration as per Format-6.

Application in sealed cover scribing "EOI-Empanelment of Chartered Accountants/Forensic Audit Consultants" on top of the envelope.

2.10 EOI Documents have been hosted on the website of the State Public Procurement Portal (www.apecprocurement.gov.in). The applicants are expected to examine all instructions, forms, terms and other details in the document carefully. Failure to furnish complete information as mentioned in the EOI documents or submission of a response not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the EOI.

2.11. The consultants are requested to send their comments on the objectives and scope of the work or service projected in the enquiry.

3. Description of Services-Brief Purpose and Scope of Work:

3.1 Purpose:

In connection with the investigation of a CID cases related to financial/economic offence, forensic auditing of the records for a period of 05 years is required to be conducted. The records include Annual Reports, Balance Sheets, Books of Accounts, Share Purchase Agreements, Share Holder Agreements, Valuation Reports, Assets Valuer Reports, Records related to Banks and other connected records. The scope of work may increase during examination of documents depending upon the investigation. Thus, the purpose is to assist the Investigating Officers/Court in explaining the various documents & its analysis by way of submitting a detailed Forensic Audit Report & deposing before the court as required from time to time.

3.2 Place of execution of the assignment:

To be conducted at the EOW, CID, AP, Mangalagiri.

3.3 The Forensic Auditor is broadly expected to:

- i. conduct forensic auditing of the financial records for a period of 05 years. The records include Annual Reports, Balance Sheets, Books of Accounts, Share Purchase Agreements, Share Holder Agreements, Valuation Reports, Assets Valuer Reports, Records related to Banks and other connected records. The scope of work may increase during the examination of the documents depending upon the investigation.
- ii. Any other work as mutually agreed upon to be included.

4. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible Chartered Accountant/Forensic Audit Consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be summarily rejected and will not be evaluated.

4. Pre-Qualification Criteria:

- i. The applicant shall be an Individual or partnership/sole proprietorship concern registered under relevant Indian laws & also registered with the institute of Chartered Accountants of India, New Delhi and who have their registered offices in India. **(ICAI Certificate signed by the Authorized signatory)**
- ii. The applicant should have relevant experience of at least 05 years as on date of release of advertisement in the field of forensic audit work. (Certificate by competent person/partner of the applicant's organization to be provided).

- iii. The applicant shall have experience of providing three similar completed Forensic Auditing services to Central Govt./State Govt./PSUs/Govt. certified bodies in India. (Details to be provided)
- iv. The applicant should have at least 03 full time Chartered Accountants and 02 Forensic Auditors on its pay rolls.
- v. The applicant should not be blacklisted by the Central Govt./State Govt./PSU/Govt. Bodies/Autonomous bodies.
- vi. Preference will be given to the applicant who is having prior experience of similar assignment for any Investigating Agency which has been completed satisfactorily and the expert's report has already been used as evidence in the court of law.
- vii. One applicant may apply for more than one proposal, however, CID will have the discretion to reject more than one work to one consultant to maintain quality as well as the time constraints.
- viii. Purchase Preference to Micro and Small Enterprises (MSEs), as per the Public Procurement Policy for MSEs vide Rule 1.10.4 of the MoI Manual for Procurement of Goods (Updated June, 2022) and as per provisions of latest Government orders on the subject.
- ix. As per the Govt. guidelines relaxation will be given to conditions on Prior Turnover and Prior Experience on Public Procurement to all Start-ups subject to meeting of Quality and Technical Specifications.
- x. Penalty/liquidated damages clause upto 10% of the contract value.

4.2 Additional Information:

- i. Core business and years in business.
- ii. Qualifications in the field of the assignment.
- iii. Technical and managerial organization of the consultant.

iv. General qualifications and number of key staff.

In addition, the consultants are also requested to indicate information relating to their eligibility and any conflict of interest that they know may impact objective performance and impartial advice for their services.

5. Conflict of Interest:

5.1 Where there is any indication that if a conflict of interest exists or may arise, it shall be the responsibility of the applicant to inform CID, detailing the conflict in writing as an attachment to this Bid.

5.2 CID will be the final arbiter in cases of potential conflicts of interest. Failure to notify CID of any potential conflict of interest will invalidate any verbal or written agreement.

6. Conditions under which EOI is issued:

The EOI is not an offer and is issued with no commitment. CID reserves the right to withdraw EOI and or change any part thereof at any stage. CID further reserves the right to disqualify any applicant, should it be so necessary at any stage.

7. Last date of submission of EOI:

7.1 The last date of submission of EOI: **(07-11-2024 :: 1700 Hrs.)**

7.2 Opening Date & Time: **(08-11-2024 :: 1400 Hrs.)**

FORMATS FOR SUBMISSION

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

To

The Superintendent of Police,
Economic Offences Wing,
Crime Investigation Department,
Police Quarters, 1st Floor, Mangalagiri,
Guntur District, Andhra Pradesh.

Sub: Submission of Expression of Interest for the Forensic Audit-reg.

Sir,

In response to the Invitation for Expressions of Interest (EOI) published for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 1 set of the following documents in separate sealed envelopes:

1. Consultancy Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts/consultants on payroll (Format-4).
4. Financial strength of the Consultancy (Format-5).
5. Declaration (Format-6)

Sincerely Yours,

(Signature of the applicant
(Full Name of applicant)
Stamp.....
Date.....

Encl. As above.

Note: This is to be furnished on the letter head of consultancy.

FORMAT-2

Consultancy Contact Details

1. Name of the Cosnsultancy
2. Main areas of business
3. Type of consultancy, whether an Individual/partnership/proprietorship registered under relevant Indian Laws & also registered with the Institute of Chartered Accountants of India, New Delhi
4. Whether the consultancy has been blacklisted by any Central Govt./State Govt/PSU/Govt. Bodies/Autonomous bodies. If yes, details thereof.
5. Address of registered office with telephone no. & fax
6. Contact person with telephone no. & email ID.

Enclosure: 1. Undertaking in respect of 4 above.

Signature of the applicant
(Full name of applicant)

Stamp.....

Date.....

FORMAT-3

Experience in Related Fields

Overview of the past experience of the Consultancy in all aspects related to Forensic Audit.

S. No.	Item	Number of assignments during last 5 years	Order value of each assignment in lakhs of Rs. (enclose copy of each order)	Mention the name of client/organization (enclose completion certificates)
1. Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in the Government Sector.			
1.2	Experience in carrying out similar assignment in Public sector.			

Decision of Evaluating Committee in ascertaining "similar nature" and "similar assignment will be final.

Signature of the applicant
(Full name of applicant)
Stamp.....
Date.....

FORMAT-3

1. List of three (03) Chartered Accountants experienced in the field on payroll

S.No.	Name	Designation	Qualification	Relevant Experience
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Signature of the applicant
(Full name of applicant)
Stamp.....
Date.....

FORMAT-5

Financial Strength of the Consultancy

Sl. No.	Financial Year	Whether profitable? Yes/No	Annual Net Profit (in Rs.)	Overall Annual Turnover (in Rs.)	Annual Turnover from only Consultancy services rendered in India (in Rs.)	Average Annual Turnover from only Consultancy services rendered in India (in Rs.) (Average of three consecutive financial years 2021-22, 2022-23 & 2023-24)
1	2021-22					
2	2022-23					
3	2023-24					

Signature of the applicant
(Full name of applicant)

Stamp.....

Date.....

DECLARATION

I/We hereby confirm that I/we am/are interested in competing to undertake the task of the Forensic Audit services related to investigation being done by CID, Andhra Pradesh State.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the consultancy.

CONDITIONS REGARDING DEPOSIT OF EARNEST MONEY

1. **EARNEST MONEY DEPOSIT:**

The Earnest Money Deposit shall be retained by the Purchaser till **submission of 2% Security Deposit.** No interest will be payable by the Purchaser on this amount. **The EMD will be returned to the bidder soon after submission of @ 2% of Security Deposit.**



Chief Administrative Officer
CID, AP., Mangalagiri