

**BID DOCUMENT FOR HIRING OF CHARTERED
ACCOUNTANTS FIRM FOR AUDIT OF
ACCOUNTS OF STATE CHILD PROTECTION
SOCIETY (SCPS), DISTRICT CHILD
PROTECTION UNITS (DCPU) AND GOVT. RUN
CHILDREN AND OBSERVATION HOMES.**



**STATE CHILD PROTECTION SOCIETY, ASSAM
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF ASSAM
(MISSION VATSALYA SCHEME)**



STATE CHILD PROTECTION SOCIETY, ASSAM

(A government of Assam Organization)

House No. 46, Beltola Survey, Guwahati-28

Ph. 7099046428, Email: scpsassam@gmail.com

No. SCPS(A)170/2022-23/119

Dated, Guwahati the 3rd October'2024

Expression of Interest (EOI)/ Notice Inviting Quotation (NIQ)

State Child Protection Society (SCPS), Assam invites sealed quotation affixing court fee of Rs.8.25 from interested credible Chartered Accountant firms of practicing Chartered Accountants empanelled with Comptroller & Auditor General of India having committed professionals/resource persons, Accountant firm to carry out Audit of all accounts under Mission Vatsalya Scheme.

The EOI document may be downloaded from the SCPS website i.e www.scps.assam.gov.in from 04/11/2024. The submission of quotation will start from 04/11/2024 and close by 4:00PM of 16/11/2024. The quotations will be opened at 1:00PM of 18/11/2024.

Member Secretary

State Child Protection Society, Assam



STATE CHILD PROTECTION SOCIETY, ASSAM

(A government of Assam Organization)

House No. 46, Beltola Survey, Guwahati-28

Ph. 7099046428, Email: scpsassam@gmail.com

No. SCPS(A)170/2022-23/120

Dated, Guwahati the 30th October'2024

Tender Notice

1. Issue of Tender document : From 04/11/2024 to 16/11/2024 upto 4:00PM
2. Start date and Time of Submission: From 11:00AM of 04/11/2024
3. Last date and time of submission of tender: Up to 4:00 PM of 16/11/2024
4. Date and time for opening of tender : 18/11/2024 at 1:00PM.
Technical Bid (envelop-A)
5. Venue : Office of the Member Secretary State Child Protection
Society, Assam, Beltola Survey, Ghy-28
6. Date and Time for opening of : After the process of Technical Bid (It is for technically
Commercial Bid (envelop-B) eligible bidders only).
7. Address for Correspondence : Office of the Member Secretary, State Child Protection
Society, Assam, Beltola Survey, Ghy-28

Member Secretary

State Child Protection Society, Assam

Chapter-1

A. Introduction

The Government of Assam (GOA) through Government of India (GOI) receives fund for implementation of Child Protection Services under Mission Vatsalya Scheme of Department of Women and Child Development. The objective of this scheme is the right of children to survival, development, protection, and participation is ensured, to develop fundamental services and improve emergency outreach, community and family-based non institutional care, and counseling and support services for institutional care at the national, regional, state, and district levels. To carry out these activities, received fund in State Nodal account (Account of State Child Protection Society) is allocated to 33 number of District Child Protection Units and 8 number of Govt. run Children and Observation Homes and Place of Safety Home Accounts.

At State Level, there are six State Nodal Accounts & two Savings Accounts, whereas at District level there are four Accounts of each DCPU which are linked with SNA through PFMS mapping & at Govt. run Home level there is one account of each Home which is linked with SNA through PFMS mapping and each DCPU has another Savings Account which is not linked with PFMS and for audit of these Accounts the need of this tender emerges.

B. Eligibility Criteria

- a) The bids of only those Chartered Accountant firms will be considered, which satisfied the following eligibility criteria
 - 1) Registered with the Institute of Chartered Accountants of India (ICAI) and have income tax Permanent Account Number (PAN) and Service Tax Registration (GST).
 - 2) Based at Assam and empanelled as per latest order of Comptroller and Auditor General of India (C&AG).
 - 3) Having minimum 5 years of experience after its registration.
 - 4) Having atleast 3years of external/ internal audit experience in similar kind of State Level Govt. Institutions/ State Government Department/ Central Government Department.
 - 5) Last three years average annual turnover should not be less than 10.00 lakhs.
 - 6) Having minimum three nos. Audit staff.
 - 7) Not blacklisted by any Govt. or any other organization, authorized signatory (s) of the firm to submit an undertaking to this effect.
 - 8) An undertaking to the effect that no person of the firm/ partner is related to any employee of the Women and Child Development Department nor have any interest in their activities.
 - 9) Submit relevant document duly attested by the authorized signatory in support of the eligibility criteria given above.

- 10) The bidder must have income tax assesses for the last three years i.e. 2021-22 , 2022-23 & 2023-24.
- b) The audit team for conduct of audit at SCPS must comprise of one Audit Manager and three Audit staff.
 - 1) The Audit Manager must be a CA qualified with at least 3years of post- qualification experience.
 - 2) The Audit staff must have 3 years of audit experience in similar nature of work.

C. General Terms and Conditions & Scope of Work

1. The tender is consisting of "Two Bid" documents. The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The financial bid contains only commercial document. The technical bid and financial bid must be submitted in separate envelopes, thereby enclosing both bids in one sealed envelope. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Tenders should be typewritten and there should not be any overwriting or cutting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head, alongwith an annexure depicting the pages.
3. SCPS requires the services of reputed, well established Chartered Accountant firms of practicing Chartered Accountants empanelled with Comptroller & Auditor General of India having committed professionals Accountant firm is required to carry out Audit of all Accounts under Mission Vatsalya.
4. The contract for providing the services likely to commence from a date to be specified and would continue for a period of one year.
5. The fund for implementation of the scheme is received from the GOI and GOA at the ratio of 90:10.
6. The Bid should be accompanied by security deposit of Rs.10,000/- (Rupees Ten Thousand Only) in form of Bank Gurantee in favour of "State Child Protection Society Assam".

D. Objectives

- 1) To audit Accounts for fund received from GOI & GOA under Mission Vatsalya.
- 2) To audit the accounts of SCPS, 33 numbers of DCPUs and 9 numbers of Govt. run Children and Observation Home.
- 3) To audit unspent balance fund of the previous year including matching grant of the state of Assam.

E. Details of the Work

Internal Audit of State Child Protection Society, Assam under Mission Vatsalya is for the financial year 2024-25 and will include the finalization of accounts, preparation of Balance Sheet, Income & Expenditure Accounts, Receipt & Payment Account and also filing of quarterly and annual return of Tax and also include internal audit of 33 District Child Protection Units and 9 Govt. run Homes for the financial year 2024-25. The CA has to visit State Child Protection Society atleast once in every month to look after the accounts of the Society and due negligence will be taken into account by the authority. The CA has to visit DCPUs and Govt. run Homes at the time of internal audit.

F. Mode of Submission of Tender:

- 1) Bid document may be downloaded from **www.scps.assam.gov.in**. The bid submitted by the bidder shall be in two parts as mentioned below. The documents and details shall be submitted in the sealed box to be kept at SCPS office, Beltola Survey, Guwahati-28.
- 2) **Submission of Bid Document:**

Offer should be made in two parts namely technical bid and commercial bid and in the format given in the bid document. Each offer should be placed in separate sealed envelope super scribed as technical Bid or Commercial Bid as the case may be followed by the title mentioned above against tender notice. Name of the bidder and contact number with address should also be written on the envelope. Tender will be accepted only from those who have submitted the commercial bid. All correspondence should be with the Member Secretary, SCPS, Assam.

 - a) Tender should be addressed to the **Member Secretary, State Child Protection Society, Assam**. Tender consisting of the above two covers should be sealed in a cover and could be dropped in the sealed box to be kept at the **Office of the Member Secretary, State Child Protection Society, Assam**.
 - b) The technical bid prescribed should be filled up in original and should be sealed in separate cover. The technical bid should be super scribed as Technical Bid (envelope-A).
 - c) The commercial bid prescribed should be filled in original with total amount quoted both in figures and words. The commercial bid should be super scribed as Commercial Bid (envelope-B). The bid must be unconditional and in the format given in the tender document.
 - d) Both the Technical bid and Commercial bid should then be put in a single cover sealed and super scribed- "Tender for selection of CA Firm for conducting Audit" (Name of Bidder).
 - e) The price quoted shall be inclusive of all taxes, duties and other charges.
 - f) If the envelope is not sealed and marked as required above, the Member Secretary, SCPS, Assam may reject the quotation.

G. Details to be furnished:

- i) All particulars must be furnished as asked for in the prescribed technical (Format-A) and commercial bid document (Format-D).
- ii) The rates should be clearly indicated both in words and figure. Whenever there is discrepancy, the rate indicated in words shall apply.
- iii) The bidder with full signature should avoid overwriting if any. The rate quoted should be kept firm for a minimum period of 1 years from the date of acceptance of the tender.

H. Opening of the tender and Evaluation Thereof:

The tenders received within the specified time will be opened in the office of the Member Secretary, SCPS, Assam by Committee to be constituted in presence of the attending bidders or his/ her authorized representative at 3:00 pm on ,2024. The technical bid will be opened in the first instance and evaluate and the list of technically qualified bidders will be prepared. The commercial bid of the technically qualified bidders will only be opened and evaluated by the committee. In the financial bid evaluation the total amount of the quoted rate of the Auditing of Accounts will be considered for comparing the commercial bids. The decision of the committee will be final in this regard.

I. Period of Validity of Bids

Bid shall remain valid for 45 days after the deadline for submission of bids prescribed by the purchaser. A bid valid for a shorter period shall be rejected by the purchaser as non-responsive. In case of extension of the bid validity period, purchaser will seek extension from bidders in waiting.

J. Payment

- i) Subject to the receipt of fund from Govt., the payment to the firm will be made time to time according to the work order issued by the Member Secretary, SCPS.
- ii) The audit fees will be paid for the given assignment to the CA in one installment after submission of satisfactory audit report. There will not be any advance or part payment.
- iii) The CA will not be provided any accommodation and transportation facilities etc for this assignment and no TA/ DA will be borne by the Member Secretary, SCPS in this connection.

K. Penalty and Termination for non fulfillment of contract:

- The final acceptance of the tender would be entirely vested with the Member Secretary, SCPS, Assam. After the acceptance of the tender by the Member Secretary, SCPS, Assam the bidder shall have no right to withdraw his tender or claim higher price.
- Tenders with incomplete information are liable for rejection. The authority reserves the right to cancel/ reject any or all tenders at any time without assigning any reason

thereof and bidders/ firms shall have no claim/ protest in any forum in this regard.

The decision of the authority as regard to the issue related to the tender will be final.

L. Evaluation of Technical Bid:

The EOI proposal of the agencies meeting the eligibility criteria (Format A, B, C) shall be evaluated. The decision of Tender Committee will be final.

FORMAT-A
QUALIFICATION CUM TECHNICAL BID
(TO BE FILLED BY BIDDER AND ENCLOSED SUPPORTING DOCUMENT AS INDICATED)

| Sl. No. | Particulars | Details | Remarks |
|---------|---|--|--|
| 1 | Chartered Accountant | Name and Address of the firm | Submit Supporting document regarding address |
| | | Telephone nos. | |
| | | mail id | |
| | | Year of Establishment | |
| | | Name of Authorized Signatory (in capital letters) | |
| | | Specimen signature of the authorized signatory | |
| 2 | Qualification Criteria | | |
| | a) registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration (GST) | Mention registration number and date of registration | Submit copy of registration |
| | | PAN and GST number | Submit copy of PAN and GST |
| | | Last 3 years IT return | Submit copy of IT return of 2021-22, 2022-23 & 2023-24 |
| | b) The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) | Empanelment number | Submit copy of evidence |
| | c) Average gross professional fees received/ earned by the CA firm during 2021-22, 2022-23, 2023-24 | Rs..... | Submit Financial Statement of the last 3 years |

| | | |
|--|--|---|
| d) The firm should have at least 5 years experience after its registration | Number of Institute where service were provided in the last 5 years number (in figure)..... Number (in word)..... | Details to be provided (copy of work order for evidence) Format B |
| e) The Firm should have at least three years experience of providing services of External/ Internal Auditing | Central/ State Govt. Department where external Audit provided/ Similar kind of service provided Number (in figure)..... Number (in word)..... | Details to be provided (copy of work order for evidence) Format C |
| f) Number of other Staff in payroll of firm (Minimum 4) | CV should be attached | |
| g) Last 3 years average annual turnover. | | Details to be provided |

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of my/ our knowledge. I/ we understand that in case any information submitted by me/us in this EoI are found to be false at any stage, my/ our Firm/ Agency will be blacklisted/ debarred by you and will not have any dealing with your organization in future.

Place:

(Signature and seal of the authorized signatory)

Date:

(Seal)

FORMAT B

(To be furnished in the letter head of the CA firm)

Details of CA Firm's Experience during the last 5 (five) years

| Sl. No. | (Start date/ End date) | Name of the Assignment | Name of the Client | Nature of the Assignments (Please specify the work involved as detailed in scope of work) | Details of the Supporting Documents provided |
|---------|------------------------|------------------------|--------------------|--|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Furnish the copy of the documentary evidence in support of the information provided above.
Please attach additional sheets, if required.

Place

(Signature of the authorized signatory)

Date

(Seal)

FORMAT C

(To be furnished in the letter head of the CA firm)

Details of CA Firm's Experience of providing similar services as per scope of work during the last 3 years.

| Sl. No. | Name of Assignment | Name of the Institute | Nature of Assignment as per scope of the work of this Tender | Details of the Supporting Documents provided |
|---------|--------------------|-----------------------|---|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

Place

(Signature of the authorized signatory)

Date

(Seal)

FORMAT –D
Commercial Bid (Envelop-B)
PRICE TENDER FORM
(To be returned in original along with tenders)
Tender No....., dated.....

To,

The Member Secretary, SCPS, Assam
Beltola Survey, House No. 46, Guwahati-28

Sir,

I/ we hereby submit the EOI for empanelment as Service Provider (CA firm) for providing Service for Auditing Accounts of SCPS, DCPU and Govt. run Homes under Mission Vatsalya Scheme as per the terms & conditions given in this bid document to the Member Secretary, SCPS, Assam within the time specified in the work order which will be issued time to time. The rates are quoted in the prescribed format given below:

| Sl. No. | Particular | Quoted rate in figure (Rs) | Quoted rate in letter |
|---------|--|----------------------------|-----------------------|
| 1. | 6 number of State Account (SNA) and 2 number of other savings account of SCPS, 132 number of DCPU Accounts linked with SNA & 33 another Savings account of DCPU and 8 number of Govt. run Children and Observation Home and Place of Safety Home Account linked with SNA | | |
| 2. | 1 number of UC | | |
| | Total | | |

Gross Total cost: Rs...../-
(Rupeesonly)

(The above quoted rate inclusive of all professional fees, taxes, etc.)

We are agreed to all the tender conditions and payment terms and the fee quoted above will not change during the contract period.

SIGNATURE OF THE BIDDER WITH SEAL