

State ICDS Society, Gujarat invites the Request for Proposal (RFP) from CAG empanelled Chartered Accountant firms to conduct the statutory audit of the State ICDS Society, Gujarat for a financial year 2017-18. Interested firms may download detailed RFP **from** website wcd.gujarat.gov.in

This RFP is to be submitted in Physical Form through Registered Post / Speed Post

Downloading & submission:

1. Downloading RFP document Dt: 16/2/2018 to 7/3/2018
2. Last date of submission RFP : Dt: 8/3/2018

Member Secretary
State ICDS Society, Gujarat
Address: Block No.20, Dr. Jivaraj Mehta Bhavan,
Gandhinagar:382 010

Request For Proposal (RFP)
Reference No. ICDS Society/ statutory audit17-18

ICDS Society of Gujarat

Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Block No.20
Gandhinagar Gujarat-382011
Phone No. 07923257730; Fax No. 07923253308

Through offline Process
(RFP Document Fees Rs.500)

Request for Proposal (RFP) for Statutory Audit of STATE ICDS SOCIETY, GUJARAT, GANDHINAGAR for the year 2017-18 From Ahmedabad and Gandhinagar based CAG Empanelled Chartered Accountants

RFP are invited by the undersigned for Statutory Audit of The STATE ICDS SOCIETY, GUJARAT, GANDHINAGAR From CAG Empanelled Chartered Accountants for the year 2017-18

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website www.wcd.gujarat.gov.in The last date for submission of bid on 08/03/2018 at 17.00 hours and shall be opened on 16/3/18 at 13.00 am hours. **RFP documents must be submitted with signature and stamp along with annexures**

The STATE ICDS SOCIETY, GUJARAT, reserves the right to cancel the bid at any moment of time without assigning any reason.

The Financial bid with respect to technically qualified bidder shall be opened on later date that will be intimated to the qualified bidder through email.

RFP for Statutory Audit of STATE ICDS SOCIETY, GUJARAT, GANDHINAGAR From Ahmedabad and Gandhinagar based CAG Empanelled Chartered Accountants

Sealed competitive RFP are invited by the undersigned for Statutory Audit of The STATE ICDS SOCIETY, GUJARAT, GANDHINAGAR From CAG Empanelled Chartered Accountants

Introduction :

Government of India (GoI) in partnership with the States is implementing the Integrated Child Development Scheme which comprises of various programs & Schemes. To facilitate implementation of ICDS, State and District level entities (ICDS Society) have been registered which work under the administrative control of the Department of Women & Child Development.

A **State ICDS society Management Unit (SISMU)** at Head Office, Gandhinagar for implementing, monitoring, managing, supervising, and guiding the day to day functions has been setup. Similarly, **District ICDS Society Management Unit (DISMU)** shall be acting as a branch of SISMU in 26 Districts.

State ICDS Society ,Gujarat, Gandhinagar is established as on 1.1.2013 to implement the ICDS Programme in Gujarat. The State ICDS Society ,Gujarat, Gandhinagar has received fund from Government of Gujarat. The Integrated Child Development Services Scheme is being implemented through 26 Districts in all over Gujarat.

1. Funding & Accounting Arrangements:

Under the umbrella of the State ICDS Society, Each DISMU, Gujarat has separate bank accounts, maintains separate books of accounts and other financial records as per the requirements of each program.

2. Scope & Coverage of audit:

The STATE ICDS SOCIETY, GUJARAT, Gandhinagar now invites proposals to provide the consulting services for Statutory Audit of The STATE ICDS SOCIETY, GUJARAT, Gandhinagar along with its 26 DISMU (Districts) for the year 2017-18. Audit Report of the State ICDS Society shall include audit of all the transactions at the State level as well as all the transactions in the District Level within the State.

The auditor appointed shall be **required to issue separate Utilization Certificate for each DISMU individually along with Balance sheet, Income & Expenditure a/c and Receipt & Payment a/c .**

Auditor shall certify the Utilization Certificates in the prescribed format (Form 19 A of GFR, 2005) of GOI for ICDS Society as a whole.

To file income tax return along with to the office of charity commissioner and file form 10b to income tax office and report in standard format of Autonomous body along with audit report (Hard copy as well as online whichever is applicable) .

3. A Firm will be selected under Least Cost Selection (LCS) Method.

4. RFP should be in the name of:

Member Secretary,
The STATE ICDS SOCIETY, GUJARAT
ICDS, Women & Child Development ,
Block 20- Jivraj Mehta Bhavan
Gandhinagar, Gujarat.

5. Standards:

The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

6. CA s eligible for audit: Chartered Accountants those are empaneled with C & AG for the year 2017-18 and eligible for doing major PSU audits only will be eligible for the audit of the Society. In this regards have to submit the details as per Annexures.

7. Audit Fees and TA/DA:

- i. The Firm will quotes Financial rates only for Professional fees for the statutory audit and taxes will be paid extra as per rules.
- ii. The rates quoted shall be inclusive of T.A./D.A.
- iii. Quotations shall be sent only by RPAD or speed post with 21 days from the date of advertisement.

8. Each Firm must submit only one proposal.

9. Validity of quotations:

The RFP shall remain valid for a period not less than 90 days after the deadline fixed for submission.

10. Contract Time : Work will be awarded for the year 2017-18 and Can be renewed for two year.

11. Reporting and Timing

The final Audit Report should be submitted by 31st July, (i.e. within four months of the end of the financial year), to the State ICDS Society and 26 DISMU i.e **3 copies (Spiral Bound)**

and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the final Utilization Certificates signed by the State and Auditor both.

12. The RFP includes the following documents:

- (1)** Pre Qualification criteria-Annexure:1
- (2)** Format of Technical bid-Annexure:2
- (3)** Format of Financial Bid Annexure:3
- (4)** Terms of Reference- Annexure:4
- (5)** List of the 26 DISMU(Districts) Annexure:5

13. Dispute Resolutions and legal Jurisdiction

The Member Secretary and Firm shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the Member Secretary and Firm are unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to arbitration.

Such disputes would be subject to the jurisdiction of courts in Gandhinagar.

Arbitration

In case the dispute is not settled as per above, then the same shall be referred to the sole arbitrator nominated by the Member Secretary and such arbitration will be governed by the provisions of the Arbitration and Conciliation Act, 1996 or any amendments made in the same from time to time. The venue of arbitration in all such cases shall be Gandhinagar.

14. Guidelines for Submitting the Proposals:

- i. The original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" **The envelopes containing the duly signed & stamped of the organization** on Letter of Interest along with Technical Bid and Financial Bid shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment.
- ii. State ICDS Society reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.

15. Last date and time of receipt of RFP:

You are requested to submit the sealed signed proposal along with duly signed & stamped on each page of this proposal document including all the Annexures & necessary documents as required in RFP. Super scribed on the Envelope as "RFP for the **Statutory Audit of STATE ICDS SOCIETY, Gujarat, Gandhinagar** from the date 16/02/ 2018 to latest by 8 /3/ 18.

Any firm not qualifying on these minimum criteria need not apply as its proposal shall be summarily rejected.

The Proposal shall be submitted in Physical Form through Registered Post / Speed Post

The Firm has thoroughly read, studied and understood the instructions for the Proposal formats as well as the terms and conditions referred to herein-above and same are acceptable to the firm.

As Agreed by the firm
Signature
Designation
Name
Company's stamp

Annexure:1
Pre-Qualification Criteria:-

Sr. No.	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with CAG empanelled C. A for 2017-18	Certificate issued by CAG empanelled C.A 2017-18 to be enclosed.
2	It should be a partnership firm of C.A. having Head Office in Gujarat for last 10 (Ten) years as per ICAI certificate on January 2018.	Certificate of Constitution as on January 2018 issued by the institute of Chartered Accountant of India
3	The C.A. firm should have minimum experience of 10 years of continuous practice.	- Do -
4	The firm should have at least 3 C.A. as partner / full time paid C. A. as on January 2018 out of which 1 (One) must be FCA. (As per latest Certificate of ICAI)	- Do -
5	The C. A. firm should have at least 10 persons" staff.	The list of staff along with Qualification details to be provided.
6	Turnover of Rs. 20 lakh the in last three years i.e for FY 2014-15/2015-16/2016-17 from profession	Minimum Rs.20 Lakhs required (Average annual in last three financial yrs.) Attach a <u>C.A Certified Turnover Certificate</u> and copy of Balance Sheet and P & L Account of the last three years
7	The firm should have in hand or handled at least 10(ten) Audit/Accounting Assignments of GOG/GOI in last three years as on 31/03/2017	Appointment Letters along with name of Agency, Nature of work, Location, period of Appointment to be submitted.
8	RFP document Fee Rs.500/- in Demand Draft in favour of "ICDS Society Gujarat"	Demand Draft Amount:Rs.500/- Demand Draft no. & Date: Bank Name:

Annexure-2
FORMAT FOR TECHNICAL BID

1. Name of CAG Empanelled C.A Firm :

2. Registered Address :

3. Address of the Branch :

- a.
- b.

4. ICAI Firm Registration no. :

4-A. Date of Registration of the Firm

4-B Total Experience in Years:

5. Income Tax PAN No. Attach copy of PAN card:

6-A. Details of CAG Empanelled C.A Firm as proprietor or partners/employee :- (enclosed Attested copy of Certificate of ICAI as on 1.1.2017 .

Sr. No.	Name	Members hip No.	Qualification	Designat ion/ Status	Age	Date of Joining	Date of ACA	Date of FCA

6-B Details of Other Staff:

Sr. No.	Name	Designation	Qualification	Age	Date of Joining

7-A Total turnover (as per audited Income & Expenditure Account & Balance sheet attached):- **CA Certified turn over certificate required**

Year	Turnover in Rs.	Profit in Rs.
2014-15		
2015-16		
2016-17		

7-B Number of assignment The firm should have in hand or handled Statutory Audit/ Accounting Assignments of GOG/GOI in last three years as on 31/03/2017

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date
Seal of office/partner

Signature
Name & Designation

Note:

1. GOG or GOI undertaking means all Govt. Dept., P.S.E., Board, Nigam, Company, Society, corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.

Annexure :3
FORMAT FOR FINANCIAL BID

Financial bid should be submitted in separate sealed cover.

1. Name of C.A./C.A. Firm :
2. Registered Address

Sr. No.	Assignment/Work	Total Amount of Fees (Excluding tax) Rupees in Figures												
1	State ICDS Society including 26 DISMU for the year 2017-18													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">SR</th> <th style="width: 30%;">Particulars</th> <th style="width: 15%;">Grant (Rs.)</th> <th style="width: 40%;">No of Transactions approx..</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>State ICDS Society</td> <td style="text-align: center;">Rs. 140 crore</td> <td style="text-align: center;">500 approx</td> </tr> <tr> <td style="text-align: center;">2</td> <td>26 DISMU</td> <td style="text-align: center;">Rs. 25 Crore</td> <td style="text-align: center;">5000 approx.</td> </tr> </tbody> </table>		SR	Particulars	Grant (Rs.)	No of Transactions approx..	1	State ICDS Society	Rs. 140 crore	500 approx	2	26 DISMU	Rs. 25 Crore	5000 approx.
	SR		Particulars	Grant (Rs.)	No of Transactions approx..									
	1		State ICDS Society	Rs. 140 crore	500 approx									
2	26 DISMU	Rs. 25 Crore	5000 approx.											
Total Amount of Fees (Excluding tax) in words														

Audit fees will be inclusive of TA/DA but exclusive of tax.

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

Date
Seal of office/partner
Note:

Signature
Name & Designation

1. Fees quoted above are exclusive of Taxes. Applicable tax will be paid extra as per the govt. norms.

Annexure -4
Terms of References:

The STATE ICDS SOCIETY, GUJARAT, Gandhinagar has received fund from Government of Gujarat. The Integrated Child Development Services Scheme of GOI in sharing of GOG is being implemented through 26 Districts in all over Gujarat.

1. The STATE ICDS SOCIETY, GUJARAT, Gandhinagar shall appoint Statutory auditor for Statutory Audit of The STATE ICDS SOCIETY, GUJARAT, Gandhinagar for the year 2017-18 under ICDS Programme.

2. Standards:

The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

3 Reporting and Timing

Statutory Audit of the FY 2017-18 immediately after receiving the work order. And subsequently submit the three copies of Audit report to the State ICDS Society i.e 3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the final Utilization Certificates along with 26 DISMU Reports ,UC signed by the State ICDS Society and Auditor both.

4. **Scope & Coverage of audit:**

The STATE ICDS SOCIETY, GUJARAT, Gandhinagar now invites proposals to provide the consulting services for Statutory Audit of The STATE ICDS SOCIETY, GUJARAT, Gandhinagar along with its 26 DISMU for the year 2017-18. Audit Report of the State ICDS Society shall include audit of all the transactions at the State level as well as all the transactions in the District Level within the State.

The auditor appointed shall be **required to issue separate Utilization Certificate for each DISMU individually along with Balance sheet, Income & Expenditure a/c and Receipt & Payment a/c .**

Auditor shall certify the Utilization Certificates in the prescribed format (Form 19 A of GFR, 2005) of GOI for ICDS Society as a whole.

To file income tax return along with to the office of charity commissioner and file form 10b to income tax office and report in standard format of Autonomous body along with audit report (Hard copy as well as online whichever is applicable) .

5. Reporting and timing

The final Audit Report should be submitted by 31st July, (i.e. within four months of the end of the financial year), to the State ICDS Society and 26 DISMU i.e **3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD** of the audited financial statements and audit report along with the **final Utilization Certificates** signed by the State/District DISMU and Auditor both.

I/we have thoroughly read, studied and understood the instructions for the Terms of References referred to herein-above and same are acceptable to us.

Signature of Firm
Designation
Name
Company's stamp

Annexure-5
LIST OF DISMU –DISTRICTS

No.	Name of DISMU –District
1	Ahmedabad
2	Amreli
3	Anand
4	Banaskantha
5	Bharuch
6	Bhavnagar
7	Dahod
8	Dang
9	Gandhinagar
10	Jamnagar
11	Junagadh
12	Kheda
13	Kutch
14	Mehsana
15	Narmada
16	Navsari
17	Panchmahals
18	Patan
19	Porbandar
20	Rajkot
21	Sabarkantha
22	Surat
23	Surendrangar
24	Tapi
25	Vadodara
26	Valsad