

Office of the Chief Executive Officer
Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana
(A Society of Govt. of Assam)
Assam Secretariat, 2nd Floor, C-Block, Dispur, Guwahati-781006

Mission Secretariat: Building of Officers Training Institute, Veterinary Complex, G.S. Road, Khanapara, Guwahati 781022
Telefax: 0361- 2237256, Email: ceo.cmsguy@gov.in, Website: <http://www.mmscmsguy.assam.gov.in>

No. CEO/MMS-CMSGUY/104/2017/70

dated:27.12.2019

NOTICE INVITING REQUEST FOR PROPOSAL FOR HIRING OF CA FIRM/AUDITOR

Office of the CEO, Mega Mission Society- CMSGUY invites 'Sealed Bids' from reputed firms for audit and assistance for compliance with GST, IT, TDS, P.Tax etc. related matters.

The last date for receipt of bid is 02 PM of 17th January,2020, which shall be opened on the same day at 03 PM, if that happens to be holiday, the quotation would be opened on the next working day. Interested firms may download the detailed bid document from the website www.mmscmsguy.assam.govt.in. The firm should submit all the supporting documents in response to the detailed Bid for RFP prescribed in the website.

The Chief Executive Officer, Mega Mission Society- CMSGUY reserves the right to accept or reject any one or all bid without assigning any reasons whatsoever.

The contract period will initially be for a period of one year and extendable on mutually agreed terms & conditions.

The bids are to be sent in single part – one sealed envelope mentioned on the top of the envelope as 'BID FOR CA FIRM/AUDITOR'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:

Office of the CEO,
Mega Mission society-CMSGUY
(a society of Govt. of Assam)
Building of Officers Training Institute, Veterinary Complex,
G.S. Road, Khanapara, Guwahati 781022.

Name of Work	Hiring of CA Firm/Auditor for Mega Mission Society-CMSGUY
Availability of quotation Form	Interested Bidders can visit the website mentioned above to collect the Bid documents.
EMD	Demand Draft/ Bankers Cheque of Rs. 20,000/- drawn in favour of CEO, MMS-CMSGUY , payable at Guwahati
Last date & time of submission of Bids	17 th January,2020 up to 02 PM
Bids Opening	03 PM 17 th January, 2020

Chief Executive Officer
Mega Mission Society-CMSGUY
Dispur, Guwahati-06

MEGA MISSION SOCIETY-CMSGUY

(A society of Govt. of Assam)

**Building of Officers Training Institute, Veterinary Complex,
G.S. Road, Khanapara, Guwahati 781022.**

Advertisement no: CEO/MMS-CMSGUY/104/2017/79 dated:19.12.2019

BID DOCUMENT FOR HIRING OF CA FIRM/AUDITOR for MEGA MISSION SOCIETY-CMSGUY

Bid Closing Date : 02 PM,17th January,2020

Bids Opening Date : 03 PM,17th January, 2020

Venue for Submission of Bid: Building of Officers Training
Institute, Veterinary Complex,G.S. Road, Khanapara, Guwahati
781022

REQUEST FOR PROPOSALS (RFP) FOR CA FIRM/AUDITOR

BID DOCUMENT

1. Brief Introduction:

Assam is predominantly rural. Focused and coordinated efforts by the Government to develop every village in an integrated manner based on its strength is the key for improved growth, development and employment. The Government policies should be focused on the poorest and the weakest whose control over his own life and destiny can be restored. With this background, the Hon'ble Finance Minister in his budget speech on 26th July, 2016 proposed to take up a Mega Mission called Chief Minister Samagra Gramya Unnayan Yojana (CMMSGUY) for 5 years from 2016-17 and culminating in the year 2021-22 coinciding with 75 years of India's Independence. The main objective is to double the farm income, in unison with the vision of Hon'ble Prime Minister of India.

2. PRE-QUALIFICATION CRITERIA OF THE CA FIRM/AUDITOR

The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- i) The firm must have at least one practicing Fellow Chartered Accountant (FCA)
- ii) The firm is required to have Income Tax Permanent Account Number (PAN).
- iii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per ***Annexure II***
- iv) The Firm should have been in operation for minimum **3 years**.
- v) the firm should have experience of audit and related assignments in Government Organizations/PSUs.

3. SCOPE OF WORK

1. To make review of the system of book keeping & accounting.
2. To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
3. To verify accounts with reference to the books of accounts i.e. ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
4. To make a review of the Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
5. System of Physical Verification of Inventory & Fixed Assets. (when applicable)
6. Regularity in Payment of Statutory Dues.

7. Quarterly Filing of TDS Return and issue of Form 16A & Form 16 Quarterly/ Annually.
8. Issuing GST TDS Certificate. (when applicable)
9. Assist in Accounting management software's like Tally, PFMS, etc.
10. Assist in Employees Payroll, disbursement and deductions.
11. Assist in compliance related to PF, ESIC etc. and return thereof (when required).
12. Timely submission of Quarterly report/Interim Report/Annual Report.
13. Preparation and filing of IT return, GST return, P.Tax return etc.
14. Visit regularly on call basis/scheduled basis as required.
15. Assist in compliance of AG audit and related matters.
16. IT Scrutiny, Tax assessment/GST assessment etc.
17. Checking of submission of Utilization Certificate.
18. Training and workshop on Financial & Accounting Aspects as and when required.
19. Workshops on All other accounting and statutory related matters.

4. TIME PERIOD FOR ENGAGEMENT-

The Firm will be appointed initially for a period of 1(One) year and extendable on mutually agreed terms and conditions.

5. PAYMENT TERMS

- i) The professional fee for the above-mentioned services will be paid quarterly on submission of bill .
- ii) Invoice should be raised in duplicate in favor of Office of the CEO, Mega Mission Society-CMSGUY, Assam Secretariat, Block-C, Dispur, Ghy-06.
- iii) Statutory Taxes / GST, if any, will be paid extra at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by Office of the CEO, Mega Mission Society-CMSGUY.

6. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that date of establishment of registered office, Branch office, details of proprietor/ partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by Proprietor / Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) No proposal shall be entertained in joint venture/Consortium.

8. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

- i) Profile of the Firm.
- ii) Registration certificate of the firm issued by the competent authority.
Details of every practicing CA in the firm.
- iii) Copy of Certificate of Membership and Certificate of Practice of all the members of the firm.
- iv) Copy of PAN card of the CA Firm/ Proprietor of the Firm.
- vi) GST Registration Certificate (if any).
- vii) Certificate of No Blacklisting as per *Annexure-II*.

9. FORCE MAJUERE

CEO, Mega Mission Society- CMSGUY, Assam reserves the right to suspend or terminate the contract on circumstances like acts of state or governmental action prohibiting or impeding any party from performing its respective obligations under the contract.

10. SUBMISSION AND EVALUATION OF THE RFP

Interested firms meeting all the pre-qualification criteria as mentioned in point 1 above may submit their offer in the prescribed Annexure /sub-Annexure of the RFP.

- i) **Annexure-I** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized signatories and should be submitted in a sealed envelope superscribed as 'PRE-QUALIFICATION AND TECHNICAL BID' for Request for Proposal (RFP).
- ii) **Annexure-II** duly filled Self Declaration of Blacklisting.
- iii) **Annexure-III** duly filled Financial Bid should be submitted separately in a separate sealed cover super scribed as 'FINANCIAL BID FOR Request For Proposal (RFP) .
- iv) All the documents containing **Annexure I, Annexure II and Annexure III** should be placed in one covering envelop and sealed super scribed as Request for Proposal (RFP) FOR CA FIRM/AUDITOR FOR MEGA MISSION SOCIETY-CMSGUY.
- v) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- vi) The RFP should reach at the following address latest by 17th January,2020 up to 02 PM.

Chief Executive Officer

Mega Mission society-CMSGUY

Building of Officers Training Institute,
Veterinary Complex,G.S. Road,
Khanapara, Guwahati 781022

**PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)**

Sl.No.	Particulars	
1	CA Firm	Name & address of the firm
		Name & Address of authorized partners/members
		Telephone Number with STD code
		Mobile No.(s) of Proprietor / Partners
		e-mail ID
		(Submit copy of supporting document regarding address of the firm)
2.	Pre-qualification Criteria	
a)	Income Tax Permanent Account Number (PAN)	PAN number of the Firm (Submit Copy)
b)	GST Certificate (if registered)	GST registration Number (Submit Copy)
c)	Experience related to audit of Government Organisation/PSUs	Submit copy of supporting document
d)	Numbers of Interns/ Staff and other staff on payroll of firm	No. of Articles and other performing audit /accounting work (in figures and words)
e)	The firm or any partner of the firm should not be black listed.	Submit Self-declaration Certificate as per Annexure II

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. Mega Mission Society-CMSGUY is a liberty to reject the proposal/work awarded to this Consultancy Firm.

Date:

OFFICE SEAL

Signature:

Name:

Designation:

SELF - DECLARATION - NO BLACKLISTING

(ON THE LETTER HEAD OF THE FIRM)

To,
The Chief Executive Officer
Mega Mission Society-CMSGUY

In response to the Request For Proposal (RFP) for selecting CA Firm for Mega Mission Society- CMSGUY, Assam for the financial year....., I/ We hereby declare that presently our CA firm.....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government.

We further declare that presently our CA firm is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the bid if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

CA Firm – FINANCIAL BID

Particulars	Amount per annum (Rs.) (Excluding Taxes)
Professional Fees	

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation