



RFP REF NO. : CMGI/SER/PCU/AUDIT/11-12/70/108 , Dt. 20 .01.2017

Request for Proposal (RFP)

Selection of CAG Empanelled Chartered Accountant Firms for
Conducting Statutory Audit of CMGI

**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR,
ODISHA, TELEPHONE NO. : 0674- 2598150/51
BHUBANESWAR-751009**

Bid Schedule :

Last Date and Time of Submission of Bids : 2.00 PM of 30.01.2017

Opening of the General and Technical Bids : 3.00 PM of 30.01.2017

Opening of the Financial Bids : 4.00 PM of 30.01.2017

A) Scope of Work

The Chartered Accountant Firms selected for audit of CMGI shall take into consideration the following aspects in addition to the attest function with respect to the financial year under review:

1. Detail examination of vouchers/ bills which includes the following :
2. As per Financial Management and Procurement Guidelines of the Centre for Modernizing Government Initiative (CMGI) the following subsidiary books of accounts and registers shall be maintained by the CMGI and audited by the Statutory Auditor.

Subsidiary books of accounts/Register
(a) Cash Book (Double Entry)
(b) Ledger
(c) Journal
(d) Register of Journal, magazines, Newspaper
(e) Register of Advance
(f) Register of Bank Draft /Money Receipts
(g) Cheque /DD issue register
(h) Bank Pass Book/ bank statements
(i) Bill Register
(j) Stock Register (Capital Goods, Non Consumables, Consumable articles.
(k) Fixed Asset Register
(l) Register of Investments
(m) Classification accounts of Projects
(n) Monthly Receipt & Payment Statements
(o) Temporary Advance Register –Staffs Contractors/Suppliers etc.)
(p) Advance Register (TA/DA etc.)
(q) File Index
(r) Office attendance Register.

3. Preparation of Receipts and Payment Account, Income and Expenditure Account, Report of Accounts and Balance Sheet, etc.
4. Checking of all Tax matters including professional tax etc.

B) Deliverables and Timelines

Deliverable/output (for Package)	Fees Payable	Time line from the date of work order (Cumulative)
Audited Financial Statement of CMGI for the financial years 2015 - 16 and 2016-17 (On Completion)	Fees per year for FY 2015-16 and 2016-17 (on Completion)	For F.Y. 2015-16 : within 60 days
		For F.Y. 2016 – 117 : 120 Days

CMGI reserves the right to extend the period of audit by one more financial year at the same prices, terms and conditions.

General & Technical Bid :

The bidder should submit self-attested copies of the following documents:

- 1) Copy of the registration of Chartered Accountant Firm;
- 2) Tender Fee of Rs.1,000/- in the form of Bank Draft drawn in favour of Executive Director, CMGI. The Bank Draft should be drawn from a Scheduled Bank;
- 3) The bidders should have PAN;
- 4) Earnest Money Deposit of Rs.10,000/- in the form of Bank Draft drawn in favour of Executive Director, CMGI. The Bank Draft should be drawn from a Scheduled Bank;
- 5) Proof of Service Tax Registration;
- 6) Proof of conducting Audit of State/Central Government Organizations/ PSUs : At least 3 Work Orders from any State/Central Government Organizations/ PSUs should be submitted;
- 7) Copy of the empanelment by the CAG.

Note : RFP Submitted after 2.00 PM of 30.01.2017 will be rejected

Format for Covering Letter
(On the letterhead of the Firm)

[Location, Date]

FROM:

[Name of Bidder with Complete Address of Communication]

To,

The Executive Director
Centre for Modernizing Government Initiative (CMGI)

Sub: RFP Notice No. : CMGI/SER/PCU/AUDIT/11-12/70/108 , Dt. 20.01.2017

Dear Sir,

We refer to your notice no. for hiring services of Chartered Accountant Firms to audit of Accounts of CMGI for the financial years 2015 - 16 and 2016 - 17.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project.

We hereby confirm that:

All information provided in the Pre-Qualification Statement and in the attachments is true and correct.

This statement is made for the explicit purpose of qualifying as Chartered Accountants firm for audit accounts of CMGI.

We shall make available to the CMGI or their authorized agencies and additional information they may find necessary to verify the Qualification Statement. CMGI or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by CMGI to verify the statements and information furnished in this application together with all annexure or with regard to the resources and experience of the Firm.

We understand that the final bids by Firm(s) will be subject to verification of any and all information submitted in the tender.

We also understand that CMGI reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that CMGI shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by CMGI in selection process.

Yours sincerely,

Signature (authorized signatory) for and on behalf of

Yours sincerely,

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory: _____

Name of the organization with complete address:

On Letter Head of the Chartered Firm

Financial Bid

Tender Ref. No.

Sl. No.	Description of the Work	Total Quoted Rate (Rs.)
1.	Audited Financial Statement of CMGI for the Financial Years 2015 – 16 and 2016 – 17(on completion)	
2.	Any other Charges	
3.	Service Tax (@ 15%)	
4.	Grand Total (Rs.)	
In words :		

Signature with Seal