

RFP for Internal Audit in MeeSeva Centres (Part – II)



**Request For Proposal
PART II**

**TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM
FOR PROVIDING INTERNAL AUDIT AND CONSULTANCY SERVICES TO
AP URBAN MEESEVA CENTERS SITUATED IN THE STATE OF
ANDHRA PRADESH**

September 2016

**O/o. Director, Electronic Services Delivery
Ground Floor, Road No. 7, Banjara Hills
Hyderabad - 500 034, India.
Phone: 040-2335 4716, 17**

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

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News Paper Advertisement
Government of Andhra Pradesh
O/o. Director, ESD (MeSava)
Ground Floor, Road No. 7, Banjara Hills
Hyderabad – 500034

**TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM
FOR PROVIDING INTERNAL AUDIT AND CONSULTANCY SERVICES TO
AP URBAN MEESEVA CENTERS**

Schedule of Tender Events:

Bid Calling Date	17.09.2016
Pre-Bid Conference Date/Time	22.09.2016, 11.30 AM @ O/o ESD, Hyderabad
Bid Submission Date/Time	01.10.2016, 03.00 PM (Drop Box)
Bid Opening Date/Time	01.10.2016, 03.30 PM
Bid Document Fee	Rs. 10,000/- DD in favour of Director, ESD, Meeseva, AP (Non Refundable)
EMD	Rs. 50000/- DD in favour of Director, ESD, Meeseva, AP
ESD Contact person	Deputy Director – Finance 8008104605
ESD Reference No.	ESD-12042/1/2016-DD-FIN-ESD

For further details regarding detailed Tender Notification, specifications please visit

- 1) www.apit.ap.gov.in or
- 2) www.ap.meeseva.gov.in or
- 3) www.e sevaonline.ap.gov.in or
- 4) www.e seva.ap.gov.in portals to download the bid documents for reference.

However, bidder has to collect the physical bid document from our office to be submitted along with tender.

Contact Nos.: 91 (40) 2335 4717, Email: dir_eseva@ap.gov.in / dydir_fin_eseva@ap.gov.in.

Director, ESD (MeeSeva), AP

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Tender Call Notice

Government of Andhra Pradesh

O/o. Director, Electronic Services Delivery, (MeeSeva)

Ground Floor, Road No. 7, Banjara Hills, Hyderabad - 500 034,

**Contact Nos.: 91 (40) 2335 4717, Email: dir_eseva@ap.gov.in /
dydir_fin_eseva@ap.gov.in.**

**TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM
FOR PROVIDING INTERNAL AUDIT AND CONSULTANCY SERVICES TO
AP URBAN MEESEVA CENTERS**

Schedule of Events:

Bid Calling date	17.09.2016
Pre-Bid Conference Date / Time	22.09.2016, 11.30 AM @ O/o ESD, Hyderabad
Last Date / Time for Sale of document	30.09.2016, 02.00 PM
Bid Submission Date / Time	01.10.2016, 03.00 PM (Drop Box)
Bid Opening Date / Time	01.10.2016, 03.30 PM
Bid Document Fee	Rs. 10,000/- DD in favour of Director, ESD, MeeSeva, AP (Non Refundable)
EMD	Rs. 50000/- DD in favour of Director, ESD, MeeSeva, AP
ESD Contact person	Deputy Director – Finance 8008104605
ESD Reference No.	ESD-12042/1/2016-DD-FIN-ESD

For further details regarding detailed Tender Notification,
specifications please visit

- 1) www.apit.ap.gov.in or
- 2) www.ap.meeSeva.gov.in or
- 3) www.esevaonline.ap.gov.in or
- 4) www.eseva.ap.gov.in portals to download the bid documents for
reference.

However, you have to collect the Physical Bid Document in our office
to be submitted along with tender.

Solution or Service required in brief:

The Director, ESD (MeeSeva) calls for a proposal to **provide Internal Audit and Consultancy Services** for Urban MeeSevaCentressituated in the **districts of Srikakulam, Vizianagaram, Vishakapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, SPSR Nellore, Ananthapuramu, Chittoor, YSR Kadapa and Kurnool districts** from qualified, experienced, technically & financially sound and reputed Chartered Accountant Firms for a period of 3years from the date of signing of Contract.

Refer to RFP Part – I Section-B – for detailed Project Scope.

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B. Pre-Qualification criteria

Considering the wide variety of skills and resources needed to implement the internal audit and consultancy services in urban Mee Seva Centers, experienced, financially & technically sound and reputed Chartered Accountant Firms may bid for the project..

1. Firm should be registered with ICAI (Institute of chartered Accountants of India) and it should be in existence of minimum of 10 years as on 01.09.2016
2. Firm should be empanelled with C&AG and should be eligible for Major Audit for the FY 2016-17
3. Firm should have minimum number of 5 FCAs (Fellow Chartered Accountants) and two must have ISA Certification (Information System Audit)
4. Firm must have average turnover of 1 Crore for the last three years (2014-15, 2013-14 & 2012-13)
5. Firm should have experience in statutory audit of listed company having a minimum turnover of Rs. 250 crores or more in each financial year during in any of the previous three years (2014-15, 2013-14 & 2012-13)
6. Firm should have experience in internal audit of PSU or Govt Organization or listed company (Non Banking Sector) having a minimum turnover of Rs. 250 crores or more in each financial year during in any of the previous three years (2014-15, 2013-14 & 2012-13)
7. Firm should consist of minimum 50 employees and twenty should be Articles Students
8.
 - a. Bidder should give a Self Declaration that the Bidder has not been Debarred / Blacklisted by any Central or State Govt. / Quasi-Govt. Departments / Banks (IBA) or organizations for non-satisfactory past performance (or) corrupt/ fraudulent or any other unethical business practices or not having any legal tangle with Govt. organizations pending in any of the courts in India as per Format given in Form P-6.
 - b. If the bidder is/was providing services to Mee Seva in any area and if his performance is not to the satisfaction of the ESD or if the customers were put to hardship or if he did not rectify or attend any issue such bidder will not be entitled to bid further and will be disqualified at the discretion of ESD as the quality service is the prime motto.
9. ESD department reserves the right in not considering the bid of the Bidder, if such Bidder was blacklisted and had a past bad track record or their earlier performance was unsatisfactory on any count on the reasons mentioned at 6 above or if the bidder did not perform well or caused difficulty, delay to customer. Such bidder who has complaints against their services cannot be considered for the contract.
10. Subcontracting is not permitted for any reason.
11. Consortium is not permitted for any reason.
12. Director, ESD (Mee Seva) reserves the right in cancelling this tender without assigning any reason whatsoever at any point of time.
13. Necessary EMD should be enclosed

Note : Documents in support of above should be furnished in bidders own format where ever necessary & relevant.

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C. Statement of Key Parameters

Item	Description
EMD	Rs. 50000/- by way of DD in favour of Director, ESD-AP from nationalized bank
Bid Validity Period up to	90 days from the date of opening of bids
EMD validity Period up to	90 days from the date of opening of bids
Project Period	3 Years from the Date of signing of Agreement
Implementation cum Performance Security	Rs. 2 Lakhs by way BG in favour of Director, ESD-AP from nationalised bank
Period for furnishing Implementation cum Performance Security	Within 10 days from date of receipt of notification of award (LOI) failing which EMD would be forfeited and L2 bidder will be considered.
Implementation cum Performance security validity period	90 days beyond Agreement period
Period for signing contract	Within 10 days from date of receipt of notification of award (LOI)
Period for starting services	Within 15 days from signing of contract.
Payment terms	At the end of each month based on submission of monthly deliverables.
Penalty	Refer to penalty Clause in this RFP

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D. Bidding Procedure

1. Definition

The Director, ESD (MeeSeva) calls for a proposal to **provide Internal Audit and Consultancy Services** for Urban MeeSevaCentres **situated in the districts of Srikakulam, Vizianagaram, Vishakapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, SPSR Nellore, Ananthapuramu, Chittoor, YSR Kadapa and Kurnool districts** from qualified, experienced, technically & financially sound and reputed Chartered Accountant Firms for a period of 3 years from the date of signing of Contract.

Offer should be made in three parts namely, "Pre-qualification bid", "Technical bid" and "Financial bid" and in the format given in bid document. Offer should be placed in a separate envelope super scribed "Pre-qualification bid for providing Internal Audit and Consultancy Services", "Technical bid for providing Internal Audit and Consultancy Services " and "Financial bid for providing Internal Audit and Consultancy Services ", against "tender call" Finally all the three covers must be placed in another cover addressed to Tender Inviting authority.

- a. EMD should be enclosed in the "Pre-qualification bid" envelope.
- b. Name of the bidder and contact address and Title of Project should also be written on all the envelopes.
- c. Tenders will be accepted only from those bidders who have either purchased document from ESD or paid Document fee to ESD as indicated in document.
- d. All correspondence should be with ESD contact person only
- e. A complete set of bidding documents may be obtained by interested bidders from the ESD contact person upon payment of the bid document fee which is non-refundable. Payment of bid document fee should be by demand draft / cashier's cheque or certified cheque drawn in favour of " Director, ESD, GoAP" and payable at Hyderabad (India).
- f. Bid document can also be downloaded from Website free of charge for reference purpose. However in such cases also, bidder must pay tender document fee to ESD before bid closing date and time or enclose DD for the same in Pre Qualification cover. Failure to pay Document fee will make Bid as non responsive and it shall stand rejected.
- g. Bid documents in original must be submitted after signing on every page as a token of acceptance of terms and conditions in the pre-qualification cover.

2. Pre-qualification bid:

It shall include the following information about the firm and/or its proposal:

- a. General information on the bidder's company in FormP-1
- b. C&AG Empanelment Status in FormP-2
- c. Details of the Partners in FormP-3
- d. Details of Turnover in Form P- 4
- e. Details of Audit Experience in Form P- 5
- f. Declaration Regarding Clean Track Record in Form P-6
- g. Tender document in original duly signed on every page as a token of

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acceptance of terms and conditions

h. EMD

i. Details of Employees with the bidder

j. Any other documents in support of their claim to participate in this tender

3. Technical Bid:

It shall include the information on the following:

a. Details of the Turnover in Form T-1

b. Details of firms experience in Form T – 2

c. Details of firm experience in statutory audit of Listed company in Form T- 3

d. Details of firm experience in internal audit of PSU / Govt /Listed company in Form T- 4

e. Details of partners in Form T - 5

f. Details of partners with ISA / DISA certification in Form T-6

4. Financial bid

The financial bid should provide in Form F-1.

5. Pre-bid Meeting & Clarification:

All those bidders who had obtained bid document, by paying bid document fee, from the ESD prior to Date and Time fixed for Pre Bid meeting can participate in the meeting to seek clarifications on the bid, if any.

Pre Bid Meeting will be held at the following address:

Director ESD (MeeSeva), Ground Floor Banjara Hills Road No:7, Hyderabad

6. Address for submission of Bids:

Director ESD (MeeSeva) - Andhra Pradesh,

Ground Floor, Road No. 7, Banjara Hills.

Hyderabad - 500 034, India.

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E. Instructions to Bidders.

1. Definitions

- a. Bidder** means any company/firm or firms offering the solution(s), service(s) and/or materials required in the RFP. The word bidder when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom ESD signs the agreement for rendering of goods and services.
- b. Financial Bid** means that part of the offer, that provides price schedule and total costs including taxes etc.
- c. Firm/Company** means a company, authority, co-operative or any other organisation incorporated under appropriate statute as is applicable in the country of incorporation.
- d. Pre- qualification and Technical bid** means that part of the offer, that provides information to facilitate assessment by ESD, professional, technical and financial standing of the bidder and conformity to requirements.
- e. Prime Bidder** means a Member of a consortium of companies who is primarily and solely responsible to ESD for provision of Goods and services as per terms and conditions of the agreement
- f. Service Provider** means successful bidder with whom ESD enters into agreement for provision of Goods and Services
- g. Specification** means the functional and technical specifications or statement of work, as the case may be.
- h. Tender call or Request for Proposal or invitation for bids,** means the detailed tender notification seeking a set of solution(s), service(s), materials or any combination of them.
- i. Bid -Three part Bid** means the pre-qualification bid, technical and financial bids are put in separate covers and their evaluation is sequential and in that order.
- j. Goods and services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- k. Goods word** when used singly shall mean the hardware, firmware component of the goods and services.

2. General eligibility

- a. Subject to Pre Qualification conditions, this invitation for bids is open to all firms who are eligible to do business in India under relevant Indian laws as are in force as on bid closing date.
- b. Bidders marked/considered by GOAP/ESD to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- c. Breach of general or specific instructions for bidding, general and special conditions of contract with ESD or any of its user organisations may make a firm ineligible to participate in bidding process.

3. Bid Document and forms

- a. This Bid document comprises of Two Parts. Part I and Part II to be purchased by paying bid document fee from ESD.
- b. Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide sufficient space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

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- c. For all other cases the bidder shall design a form on its own to hold the required information.

4. Cost of bidding

- a. A complete set of bidding document may be obtained by the interested bidders on the submission of a written application addressed to Director, ESD-AP, Ground Floor, Road No. 7, Banjara Hills. Hyderabad”, by paying a non-refundable amount of Rs. 10,000/-. The payment shall be made in the form of Demand Draft in favour of “Director ESD-AP,” *payable at Hyderabad*.
- b. The bidder shall bear all costs associated with the preparation and submission of its bid, and ESD will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- c. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

5. Clarification of bidding documents

- a. A prospective bidder requiring any clarification of the bidding documents may notify ESD contact person within the pre-bid meeting date indicated in the bid. Written copies of the ESD response (including an explanation of the query but without identifying the source of inquiry) will be on website where RFP was hosted and it will be binding on bidders or communicated through suitable means
- b. The concerned person will respond to any request for clarification of bidding documents which it receives no later than pre-bid meeting date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of pre-bid meeting date and time mentioned in tender call notice. It is further clarified that ESD shall not entertain any correspondence regarding delay or non receipt of clarification from ESD.

6. Amendment of bidding documents

- a. At any time prior to the deadline for submission of bids, ESD, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
- b. All prospective bidders those who have purchased the bidding documents will be notified of the amendment, and such modification will be binding on all bidders. Amendment will also be placed on website where RFP was hosted.
- c. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, the ESD, at its discretion, may / may not extend the deadline for the submission of bids.

7. Period of validity of bids

- a. Bids shall remain valid for 90 days or duration specified in the bid document. A bid valid for a shorter period shall be liable for rejection as non-responsive.
- b. In exceptional circumstances, the ESD may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto

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shall be made in writing. The bid security shall also be suitably extended. However a bidder granting the request will not be permitted to modify its bid.

8. Submission of bids

- a. The bidders shall submit Bid in all respect including EMD and seal the pre-qualification bid, technical bid and financial bid in separate envelopes, duly marking the envelopes as "Pre-qualification -----", "Technical bid -----", "Financial bid ---", and send to address indicated for submission of Bids.
- b. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
 - be addressed to the ESD at the address given in the tender call;
 - bear the project name/title indicated in the tender call, and **bear a statement for -**
 1. Pre-qualification bid **“Do not open before bid opening day and time”**,
 2. Technical bid **“Do not open until evaluation of Pre-qualification bid”**,
 3. Financial bid **“ Don't open until evaluation of technical bid”**
- c. The outer envelopes shall clearly indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".
- d. If the outer envelope is not sealed and marked as required above, ESD will assume no responsibility for the bid's misplacement or premature opening.

9. Deadline for submission of bids

- a. Bids must be received by the ESD contact person not later than the bid submission date and time specified in the tender call notice.
- b. The ESD may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the ESD and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

10. Late bids

Any bid not received by the ESD contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.

11. Modification and withdrawal of bids

- a. The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the ESD prior to the deadline prescribed for submission of bids.
- b. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.
- c. No bid can be modified subsequent to the deadline for submission of bids.
- d. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the forfeiture of its bid security (EMD).

12. General business information:

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The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

13. Bid security i.e. earnest money deposit (EMD)

- a. The bidder shall furnish, as part of its bid, a bid security in the name of "The Director, ESD, AP for the amount specified in the tender call notice. Failure to submit EMD in Pre Qualification Bid will result in rejection of Bid.
- b. The bid security is required by ESD to:
 - a. Assure bidder's continued interest till award of contract and
 - b. Conduct in accordance with bid conditions during the bid evaluation process.
- c. The bid security shall be in DD issued by a nationalized scheduled bank having at least one branch in Hyderabad.
- d. Unsuccessful bidder's bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by ESD.
- e. The successful bidder's bid security will be discharged upon the bidder signing the contract, and furnishing the performance security,
- f. The bid security may be forfeited:
 - a. if a bidder withdraws its bid during the period of bid validity or
 - b. in the case of a successful bidder, if the bidder fails:
 1. to sign the contract in time; or
 2. to furnish performance security in time.

14. Preparation of Pre-Qualification Bid

It shall contain of the following information:

- a. General information on the bidder's company in FormP-1
- b. C&AG Empanelment Status in FormP-2
- c. Details of the Partners in FormP-3
- d. Details of Turnover in Form P- 4
- e. Details of Audit Experience in Form P- 5
- f. Declaration Regarding Clean Track Record in Form P-6
- g. Tender document in original duly signed on every page as a token of acceptance of terms and conditions
- h. EMD
- i. Any other documents in support of their claim to participate in this tender

15. Preparation of Technical Bid

It shall consist of the following parts.

- a. Details of the Turnover in Form T-1
- b. Details of firms experience in Form T – 2
- c. Details of firm experience in statutory audit of Listed company in Form T- 3
- d. Details of firm experience in internal audit of PSU / Govt /Listed company in Form T- 4
- e. Details of partners in Form T - 5
- f. Details of partners with ISA / DISA certification in Form T-6

16. Preparation of Financial Bid

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1. Overview of Financial Bid

The financial bid should provide the fee required by the bidder per month per urban Mee Seva centre as per list provided in para 8 (vii) of RFP Part-I considering overall scope of the work.

2. Bid prices:

Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable and / or conditional price quotation will be treated as non responsive and will be rejected.

3. Bid currency:

Prices shall be quoted in Indian rupees.

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F. Standard procedure for opening and evaluation of bids

1. Outline of bid Opening procedure

1. Bidders should offer prices for all the items/services failing which such bid will not be considered for evaluation. If a bidder has any comment to offer about the procedural aspects of this tender, it should be intimated to ESD during the pre-bid meeting. In case the schedule or procedure of tender processing is revised, the same shall be communicated by email to all bidders who have obtained the bid document from ESD and revised schedule or procedure shall be binding on all.
2. The bid opening and evaluation process will be sequential in nature. It means that bidder must qualify in a particular stage to make him eligible for evaluation in next stage.
 - a) Immediately after the closing time, the ESD contact person shall open the Pre-qualification bids and list them for further evaluation.
 - b) The Technical and financial bid covers shall be listed and put into a bag to be sealed according to ESD procedure. The sealed bag of technical and financial bids shall be in custody of a designated officer for opening after evaluation of Pre-qualification bids.
 - c) Thereafter, Technical bids of qualified bidders will be opened, keeping financial bid in sealed bag.
 - d) Finally financial bids of those bidders will be opened who are short listed in technical evaluation.
3. Any participating bidder may depute a representative to witness these processes.
4. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or as decided by ESD during the course of evaluation to meet any specific situation or need arising from time to time.

2. General guidelines for bid opening and evaluation

Bids will be in three parts (pre-qualification, technical and financial). For three part bids there will be three bid opening events. Following guidelines will generally be followed by ESD officers at each such event. However ESD may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing.

1. Opening of bids

- a. Bids will be opened in the presence of bidder's authorised representatives, who choose to attend. The bidder representatives who are present shall sign a register evidencing their attendance.
- b. The bidders names, bid modifications or withdrawals, discounts, and the presence or absence of requisite bid security and such other details as the ESD officer at his/her discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened.
- c. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

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2. Preliminary examination of Bids

- a. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- b. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- c. ESD may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- d. Prior to the detailed evaluation, ESD will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- e. If a bid is not substantially responsive, it will be rejected by the ESD and may not subsequently be made responsive by the bidder by correction of the nonconformity.

3. Clarification of bids

During evaluation of the bids, ESD may, at its discretion, ask the bidder for clarification of its bid.

4. Evaluation of Pre - qualification bids

Pre - qualification bid documentation shall be evaluated in two sub-steps.

- a. Firstly, the documentation furnished by the bidder will be examined prima facie to see if the technical skill base and financial capacity and other bidder attributes claimed therein are consistent with the need of this project.
- b. In the second step, ESD may ask bidder(s) for additional information, visit to bidders site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

5. Evaluation of technical bids.

Technical bid evaluation will have maximum 100 marks and it will be evaluated as follows.

- a. Technical bids of only those bidders will be opened and evaluated who are declared qualified in Pre Qualification Bid evaluation.
- b. Firstly, the documentation furnished by the bidder will be examined prima facie to see if the offer made, technical skill base and financial capacity and other bidder attributes claimed therein are consistent with the need of ESD of this project.
- c. In the second step, ESD may ask bidder(s) for additional information, visit to bidders site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

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- d. ESD may ask bidders at this stage to give presentation of their technical solution.
- e. A bidder must obtain a minimum of 75 Marks out of 100 marks to qualify in technical evaluation. Distribution of 100 marks is as follows:

Sl No	Criteria	Marks
1	Turnover: The chartered accountants firms should have a minimum average Annual financial turnover last three years (2012-13 to 2014-15) (Certify balance sheet and financial turnover statement issued by Chartered Accountant – with Profit and loss statement, Income tax returns and service tax returns should be enclosed)	20 Marks
	Rs. 1 Crore to Rs. 1.5 Crore	10 Marks
	Rs. 1.5 Crore to Rs. 2 Crore	15 Marks
	Above Rs. 2 Crore	20 Marks
2	Experience: The Chartered Accountants firms should have a experience in Accounting and Auditing (necessary attested proof shall be enclosed such as Firms constitution certificate to be enclosed.)	15 Marks
	0-10 Years	Nil
	10 to 15 Years	5 Marks
	16 to 20 Years	10 Marks
	Above 20 Years	15 Marks
3	Firm should have experience in statutory audit in listed company having a minimum turnover of Rs. 250 crores or more in single financial year during in any of the previous three years (2014-15, 2013-14 & 2012-13) (Necessary certificate from the concerned entity clearly indicating the performed audit and the audit fee paid to the applicant CA firm by the head of the organization)	25 Marks
	Rs. 0 crores to 250 crores	Nil
	Rs. 250 crores to 500 crores	15 Marks
	Above Rs. 500 crores	25 Marks
4	Firm should have experience in Internal audit of PSU or Govt	25 Marks

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	Organization or listed company (Non-Banking Sector) having a minimum turnover of Rs. 250 crores or more in single financial year during in any of the previous three years (2014-15, 2013-14 & 2012-13) other than Bank branch audit and Educational trust (Appointment order, certificate from the corporate entity showing audited amount and the audit fee paid)	
	Rs. 0 Crores to Rs 250 crores	Nil
	Rs. 250 crores to 500 crores	15 Marks
	Above Rs. 500 crores	25 Marks
5	Chartered accountants firms should have minimum number of partners as stated below	10 Marks
	5 FCA Partners	5 Marks
	More than 5 FCA Partners	10 Marks
6	Atleast 2 Partners with ISA/DISA Certification	5 Marks
	Total	100 Marks

6. Evaluation of financial bids

Financial Bids of only those bidders will be opened who have secured at least minimum marks in technical evaluation. All other financial bids will not be opened and ignored.

- a) ESD may at its discretion may discuss with bidder(s) available at this stage to clarify contents of financial offer. However Bidders may note that there will not any negotiations on financial bid.

3. Contacting ESD

- a. Bidder shall not approach ESD officer(s) out side of office hours and / or out side ESD office premises, from the time of the tender call notice to the time the contract is awarded.
- b. Any effort by a bidder to influence ESD officer(s) in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids. If the bidder wishes to bring additional information to the notice of the ESD, it should do so in writing only.

4. ESD' right to accept any bid and to reject any one or all bids.

ESD reserves the right to annul the entire bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

5. Notification of award

Prior to expiration of the period of bid validity, ESD will notify the successful bidder in writing, that its bid has been accepted. Upon the successful bidder's furnishing

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of performance security, ESD will promptly notify each unsuccessful bidder and will discharge its bid security.

6. Signing of contract

At the same time as the ESD notifies the successful bidder that its bid has been accepted, the ESD will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. On receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the ESD.

7. Implementation and Performance security

On receipt of notification of award from the ESD, the successful bidder shall furnish the implementation and performance security in accordance with the conditions of contract, in the performance security form provided in the bidding documents or in another form acceptable to the ESD. Failure of the successful bidder to sign the contract, proposed in this document as elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the ESD may make the award to another bidder or call for new bids.

8. Corrupt, fraudulent and unethical practices

ESD will reject a proposal for award and also may debar the bidder for future tenders in ESD, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract. Here:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and
- b. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition,
- c. "Unethical practice" means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of services etc after opening of first bid will be treated as unethical practice.

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G. General conditions of proposed contract (GCC)

1. Definitions

In this contract, the following terms shall be interpreted as indicated. Terms defined in general instructions to bidders section shall have the same meaning.

- a. **“ESD”** means “Director for Electronically Delivery Services
- b. **“Contract”** means the agreement entered into between the ESD and the bidder, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- c. **“Contract price”** means the price payable to the bidder under the contract for the full and proper performance of its contractual obligations;
- d. **“Incidental services”** means those services ancillary to the supply of the goods and services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the bidder covered under the contract;
- e. **“GCC”** means the general conditions of contract contained in this section.
- f. **“SCC”** means the special conditions of contract if any.
- g. **“Bidder or Prime Bidder”** as the case may be means the individual or firm supplying the goods and services under this contract and solely responsible to ESD.
- h. **“Project site”**, where applicable, means the place(s) where goods/services are to be made available to user.
- i. **“Day”** means calendar day.
- j. **“B2C”** means business to citizen
- k. **“G2C”** means government to citizen

2. Application

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

3. Standards

The services supplied under this contract shall conform to the standards mentioned in the specifications, and, when no applicable standard is mentioned, the authoritative standards appropriate to the goods' country of origin shall apply. Such standard shall be the latest issued by the concerned institution.

4. Use of documents and information

- a. The bidder shall not, without prior written consent from ESD, disclose/share/use the bid document, contract, or any provision thereof, or any information furnished by or on behalf of the ESD in connection therewith, to any person other than a person employed by the bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- b. The Bidder shall not, without prior written consent of ESD, make use of or disclose to any third party any document or information coming to its knowledge or custody during implementation and or execution of the project, except for purposes of performing the Contract. Violation of this clause shall amount to breach of contract and contract shall be liable for termination in

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- addition to other remedies available under the contract and criminal action under the provisions of Indian Laws.
- c. The bidder shall not remove any information from Mee Seva centre or Data Centre, DR site or any other site where information might be placed or stored or available through any means like but not limited to email, CD, DVD, Floppy, pen Drive, hard copy etc without the written consent of ESD. Violation of this clause shall amount to breach of contract and contract shall be liable for termination in addition to other remedies available under the contract and criminal action under the provisions of Indian Laws.
 - d. All project related document (including this bid document) issued by ESD, other than the contract itself, shall remain the property of the ESD and shall be returned (in all copies) to the ESD on completion of the bidder's performance under the contract if so required by the ESD.

5. Intellectual Property Rights:

- a. Except to the extent otherwise expressly provided in this Agreement, the ESD shall retain exclusive intellectual property rights to the forms and the compilations of the Mee Seva project and nothing herein shall or will be construed or deemed to grant to the Bidder any right, title, licence, sub-licence, proprietary right or other claim against or interest in, to or under (whether by estoppel, by implication or otherwise) to the aforesaid rights.
- b. Without limiting the generality of above and except to the extent otherwise expressly agreed by the Parties to the Agreement or the MOU/SLA in writing, nothing contained in the Agreement or the SLA shall or will be construed or deemed to grant to the Bidder any right, title, licence or other interest in, to or under (whether by estoppel, by implication or otherwise) any logo, trademark, trade name, service mark or similar designations of Mee Seva Project or its respective affiliates/nominees or any confusingly similar designations of Mee Seva Project.
- c. Subject to any sole or exclusive rights granted by the ESD to a third party prior to the agreement, the ESD grants to the Bidder and any sub-contractors to the Bidder solely in their performance of Services for Mee Seva or its nominated agencies, non-exclusive, paid-up, royalty-free right and licence during the Term of contract, but not the right to sub- licence, to use the Mee Seva Project Data including the right to copy, perform, display, execute, reproduce, modify, enhance and improve the Mee Seva Project Data to the extent reasonably necessary or useful for the provision of Services hereunder.
- d. Bidder shall not use the MEE SEVA PROJECT Data to provide services for the benefit of any third party, as a service bureau.
- e. Bidder shall indemnify, defend and hold harmless ESD and their respective officers, employees, successors and assigns, from and against any and all losses arising from claims by third parties that any Deliverable (or the access, use or other rights thereto) created by Bidder pursuant to this Agreement or any equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights

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thereto) provided by Bidder or sub-contractors to the Bidder pursuant to this Agreement (i) infringes a copyright enforceable in India, (ii) infringes a patent issued in India, or (iii) constitutes misappropriation or unlawful disclosure or use of another Party's trade secret under the laws of the India (collectively, "Infringement Claims"); provided, however, that this will not apply to any Deliverable (or the access, use or other rights thereto) created by (A) MEE SEVA PROJECT; (B) third parties (i.e., other than Bidder or Bidder's sub-contractors) at the direction of MEE SEVA PROJECT.

- f. The Director, Mee Seva Project shall have no liability or obligation to Bidder or any other Party under this to the extent the Infringement Claim is based upon any use of the equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights thereto) for the benefit of any Party (including any use by Bidder or its nominees outside the scope of the Services) other than for Mee Seva Project.

6. Implementation and Performance security

- a. On receipt of notification of award, the Bidder shall furnish performance security to ESD in accordance with bid document requirement.
- b. The process ESD of the security shall be payable to the ESD as compensation for the supplier's failure to complete its obligations under the contract.
- c. The security shall be denominated in Indian rupees or in a freely convertible currency acceptable to ESD and shall be in one of the following forms:
 - a. A bank guarantee or an irrevocable letter of credit, issued by a scheduled bank other than cooperative bank located in India with at least one branch office in Hyderabad, in the form provided in the bidding document or another form acceptable to the ESD; or
 - b. A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favour of the ESD.
- d. The security will be discharged by the ESD and returned to the Bidder not later than thirty (30) days following the date of completion of all formalities under the contract.
- e. In the event of any contract amendment, the bidder shall, within 15 days of receipt of such amendment, furnish the amendment to the security, rendering the same valid for the balance duration of the Contract.

7. Payment

- a. The bidder's request(s) for payment shall be made to the ESD in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/ performed.
- b. Payments shall be made promptly by the ESD, but in no case later than (30) days after submission of a valid invoice or claim by the bidder,
- c. ESD may deduct penalty amount, if any imposed, at source, from the amount payable to bidder.
- d. The currency of payment will be Indian rupees.
- e. Payment shall be made as indicated in the bid document.

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8. Prices

Prices charged by the Bidder for services performed under the contract in no case shall vary from the prices quoted by the Bidder in its bid.

9. Change orders

- a. ESD may, at any time, by written order given to the Bidder, make changes within the general scope of the Contract.
- b. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any provisions under the contract, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Bidder's receipt of the change order.

10. Contract amendment

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

11. Assignment and Sub Contracting

The Bidder shall not assign or Sub Contract, in whole or in part, its obligations to perform under this Contract

12. Penalty for delays in performance

- a. Delivery of the services and performance of the services shall be made by the Bidder in accordance with the time schedule and quality parameters specified by the ESD and intimated from time to time.
- b. If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely delivery of the services and performance of services, the Bidder shall promptly notify the ESD in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the bidder's notice, ESD shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without penalty.

13. Penalty for unsatisfactory performance

- a. If the Bidder fails to perform any of the services as per quality parameters stated in the Bid document, the ESD may, without prejudice to its other remedies under the Contract, levy penalty up to Rs 5000/- depending on the severity and deduct the amount of such penalty from the amount, if any payable to service provider or from Security or from both at its discretion.
- b. Suitable and sufficient penalty would be imposed on the deficiencies which have not been mentioned in the RFP.

14. Termination and Black list for default

1. The ESD, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract and black list the bidder:
 - a) If the Bidder fails to deliver any or all of the services as per terms and conditions of the bid or

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- b) if the Bidder fails to perform any of its obligation(s) under the Contract or
 - c) if the Bidder, in the judgement of the ESD has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
2. In the event the ESD terminated the contract in whole or in part, ESD may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the Bidder shall be liable to the ESD for any excess costs for such similar services. However, the Bidder shall continue performance of the contract to the extent not terminated as the case may be.

15. Force majeure

1. The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the ESD in its sovereign capacity, wars or revolutions, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the Bidder shall promptly notify the ESD in writing of such condition and the cause thereof. Unless otherwise directed by the ESD in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16. Termination for insolvency

ESD, may at any time terminate the contract by giving 30 days written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ESD.

17. Termination for convenience

ESD, may at any time by giving 30 days written notice to the Bidder, terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for the ESD convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

18. Resolution of disputes

1. The ESD and the Bidder 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.
2. If, after thirty (30) days from the commencement of such informal negotiations, the ESD and the Bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for

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resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by an arbitrator.

3. The dispute resolution mechanism shall be as follows:
 - a. In case of a dispute or difference arising between the ESD and the Bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996. The Secretary ITE&C, GoAP will be the arbitrator.
 - b. The arbitration proceedings shall be conducted at Capital of Andhra Pradesh in English language.
 - c. The award given by the arbitrator shall be final and binding on the parties.

19. Governing language

The contract shall be written in English or Telugu. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in same languages.

20. Applicable law

The contract shall be interpreted in accordance with appropriate Indian laws.

21. Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's address.
2. A notice shall be effective when delivered or tendered to other party or 7th working day from the date of dispatch to the last known address of the party through registered post whichever is earlier.

22. Taxes and duties

The bidder shall be entirely responsible for all taxes, duties, license fee, Octroi, road permits etc.

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H Special Conditions of Contract

1. IPR of Mee Seva logo, Sign or any other trade Mark related to this Project shall be the exclusive property of ESD
2. The Source Code and IPR of Mee Seva application developed, modified, changed or enhanced shall exclusively belong to ESD

In case of any conflict between other terms and conditions of RFP and Special Conditions here in, the provisions of this section shall OVER RIDE all other provisions indicated elsewhere in both the volumes of the RFP.

Bid Submission forms

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Bid letter form

From:
(Registered name and address of the bidder.)

To:
The Director, ESD(MeeSeva), AP
Ground Floor
Road No. 7, Banjara hills
Hyderabad. 500 001

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works including supply, delivery installation of hardware, firm wares and soft wares as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated(Date)

Project title:

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum of (Detailed in Financial Bid) which may vary in accordance with the schedule of prices attached herewith and coverage options made by ESD.

If our bid is accepted, we undertake to;

1. provide services/execute the work according to the time schedule specified in the bid document,
2. obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
3. agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.
5. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.
6. We submit that bid is UNCONDITIONAL except the deviations mentioned in Form T- 6

Place:

Bidder's signature

Date:

and seal.

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Contract form

THIS AGREEMENT made this (Date) day of (Month) (Year)

Between

The Director, ESD (hereinafter "the ESD") of one part
and..... (Name of Bidder) of (City and Country of Bidder)
(hereinafter "the Bidder") of the other part:

This agreement shall come to force with effect from date of signing of agreement.

WHEREAS the ESD is desirous that certain solution, service and materials, as described in the bid document and briefly outlined below, should be provided by the Bidder.

Date of tender call:

Title of the project:

Brief outline of the work:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz..
 - a. Bid document(s)
 - b. Pre - bid conference minutes if any,
 - c. Clarification on bid document issued if any,
 - d. Bids submitted by bidder
 - e. Modification to Bid of the bidder
 - f. ESD notification of award (LOI).

In case of conflict among documents mentioned above, the documents mentioned above in reverse order will prevail over other documents.

In consideration of the payments to be made by the ESD to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the ESD to provide the services (solution, service and materials) and to remedy defects therein in conformity, in all respects, with the provisions of the contract.

The ESD hereby covenants to pay the Bidder in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the goods and services which shall be supplied / provided by the Bidder are as under:

Solution, service or material	Unit	Unit price inclusive of all taxes in Rs.	Remarks

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year above written.

Signed, and delivered by

Signed, and delivered by

For the Bidder.

For ESD

Bidder's common seal:

ESD common seal:

Place

Place:

Date:

Date:

In the presence of:

Witness 1:

Witness2:

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Bid Security (EMD) Form

ESD. Ref. No.....

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

Whereas (here in after called "the Bidder") has submitted its bid dated(Date) for the execution of (here in after called "the Bid")

KNOW ALL MEN by these presents that WE of having our registered office at (hereinafter called the "Bank") are bound unto the Director, ESD (Mee Seva) Department (hereinafter called "The ESD") in the sum of for which payment well and truly to be made to the said ESD itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the ESD during the period of bid validity:
 - a. fails or refuses to execute the contract form if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the ESD up to the above amount upon receipt of its first written demand, without the ESD having to substantiate its demand, provided that in its demand the ESD will note that the amount claimed by it is due to it, owing to the occurrence of one or all of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to (Date), and any demand in respect thereof should reach the Bank not later than the above date.

Place:
Date:

Signature of the Bank and seal.

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Performance Security Form

ESD Ref. No.....

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

To: (Address of ESD)

WHEREAS (Name of Bidder) hereinafter called "the Bidder" has undertaken, in pursuance of Contract No..... dated, (Date), to supply called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs.(Rupees.....) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of (Date)

Place:
Date:

Signature of guarantors and seal.

Pre-qualification bid forms

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

General Information – Form P1

S.No.	PARTICULARS	Supporting Documents to be submitted along with this form
1	Name of the Firm	Enclose Latest Firm Constitution Certificate from ICAI
2	Addresses of the Firm:	Enclose Latest Firm Constitution Certificate from ICAI
	Head Office	Enclose Latest Firm Constitution Certificate from ICAI
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Enclose Latest Firm Constitution Certificate from ICAI
3	Firm Income Tax PAN No.	Enclose PAN Card Copy
4	Firm service Tax Registration No.	Enclose Service Tax Registration Certificate
5	Registration No. with ICAI	Enclose Latest Firm Constitution Certificate from ICAI
6	Empanelment No. with C & A G	Enclose C&AG Empanelment Letter for the FY 2016-17
7	No. of Years of Firm Existence & Date of establishment of Firm	Enclose Latest Firm Constitution Certificate from ICAI

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Major Audit C&AG Empanelment Status – Form P2

S.No.	PARTICULARS	Supporting Documents to be submitted along with this form
1	Empanelment No. with C & A G	Enclose C&AG Major Audit Empanelment letter for the FY 2016-17

Details of the Partners – Form P3

S.No	Name	Qualification	Member Ship No	Date of Certificate of practice	DISA/ CISA /	FCA/ ACA	Mobile No

Enclose Firm Constitution certificate, Partnership Deed, Certificate of Partice, DISA/ ISA Certificates

Details of Turnover – Form P4

S.No	Year	Amount Rs
1	2012-13	
2	2013-14	
3	2014-15	

Enclosed Audited Balance Sheet & P&L Accounts, Income Tax Returns and Service Tax Returns

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Details of Audit Experience – From P 5

Sl. no.	Name of the Auditee Organization	Turnover of the Auditee Organization	Year of the Assignment	Type/ Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of Assignment awarded

Enclose Appointment Letter, Balance sheet and P&L in proof of turnover, Work Completion letter or Professional Fee payment proof.

Form P-6 - Declaration Regarding Clean Track Record

To,
O/o. Director, Electronic Services Delivery, GoAP
Ground Floor, Road No. 7, Banjara Hills, Hyderabad, AP 500 034, India.
Telephones: Nos.: 91 (40) 2335 4717.

Sir,

1.I have carefully gone through the Terms & Conditions contained in the RFP Document [No._____]. I hereby declare that my company/has not been debarred/ black listed as on Bid calling date by any Central or State Government / Quasi Government Departments / Banks (IBA) or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices or not having any legal tangle with Govt. organizations pending in any of the courts in India. I further certify that I am authorised officer in my company to make this declaration. There are no cases between the bidder and Director, ESD (MeeSeva), quasi government or government organisations.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Technical Bid Forms

Details of Turnover – Form T 1

S.No	Year	Amount Rs
1	2012-13	
2	2013-14	
3	2014-15	

Enclosed Audited Balance Sheet & P&L Accounts, Income Tax Returns and Service Tax Returns

Details of Experience – Form T2

S.No.	PARTICULARS	Supporting Documents to be submitted along with this form
1	Name of the Firm	Enclose Latest Firm Constitution Certificate from ICAI
2	Addresses of the Firm:	Enclose Latest Firm Constitution Certificate from ICAI
	Head Office	Enclose Latest Firm Constitution Certificate from ICAI
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Enclose Latest Firm Constitution Certificate from ICAI
3	Firm Income Tax PAN No.	Enclose PAN Card Copy
4	Firm service Tax Registration No.	Enclose Service Tax Registration Certificate
5	Registration No. with ICAI	Enclose Latest Firm Constitution Certificate from ICAI
6	Empanelment No. with C & A G	Enclose C&AG Empanelment Letter for the F 2016-17
7	No. of Years of Firm Existence & Date of establishment of Firm	Enclose Latest Firm Constitution Certificate from ICAI

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Details of Statutory Audit Experience – Form T3

S.No.	Name of the Auditee Organization	Turnover of the Auditee Organization	Year of the Assignment	Type/ Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of Assignment awarded

Details of Internal Audit Experience – Form T4

S.No.	Name of the Auditee Organization	Turnover of the Auditee Organization	Year of the Assignment	Type/ Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of Assignment awarded

Details of the Partners – Form T5

S.No	Name	Qualification	Member Ship No	Date of COP	DISA/ CISA /	FCA/ ACA	Mobile No

Enclose Firm Constitution certificate, Partnership Deed, Certificate of Partice, DISA/ ISA Certificates

Details of the Partners with ISA/DISA – Form T-6

S.No	Name	Qualification	Member Ship No	Date of COP	DISA/ CISA /	FCA/ ACA	Mobile No

Enclose Firm Constitution certificate, Partnership Deed, Certificate of Partice, DISA/ ISA Certificates

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Form T 7

Check List

Compliance / agreed / Enclosed / Deviation Statement

The Following are the particulars of compliance / deviation

from the requirements of the tender specifications

Bid Document reference	Remarks
RFP Fee	
Bid Form	
EMD	
Form P1	
Form P2	
Form P3	
Form P4	
Form P5	
Form P6 Self Declaration	
Supporting Documents	
Form T1	
Form T2	
Form T3	
Form T4	
Form T5	
Form T6	
Form T7	
Form F1	
Pre-Qualification Criteria	
Technical Criteria	
Financial Bid Format	
General Instructions to Bidders	
Standard procedure for Bid Evaluation	
General Condition of Proposed contract	
Special Conditions	
Additional Documents if any in justification of your work and capacity may be produced in own proforma	

The specifications and conditions indicated in the Bid document (RFP) as amended by ESD through Pre bid meeting or otherwise, shall prevail over those indicated anywhere in our proposal, except only to the extent of deviations furnished in this statement.

Place:

Bidder's signature

Date :

and seal.

NOTE: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc. as the case may be.

RFP FOR INTERNAL AUDIT IN MEESEVA CENTERS (PART II)

Financial Bid Form

Form F-1

Item or Activity	Total amount (In Rupees)
1)Internal audit and consultancy services fee required by the bidder per month per urban MeeSeva centre as per list provided in para 8 (vii) of RFP Part-I considering overall scope of the work (exclusive of service tax).	Both in numeric and in words. Rs. _____/- (Rupees _____) only

Place:

Signature of Bidder and seal.

Date:

END OF DOCUMENT