

**NORTH DELHI MUNICIPAL CORPORATION
FINANCE AND ACCOUNTS DEPARTMENT**

REQUEST FOR PROPOSALS (RFP)

FOR

ENGAGEMENT OF

CHARTERED ACCOUNTANT FIRM

FOR AUDIT OF

MEMBER OF PARLIAMENT

LOCAL AREA DEVELOPMENT SCHEME FUNDS

1. Invitation for RFP

1.1 RFP Notice

1.1.1 This RFP document is for the engagement of Chartered Accountants Firm for the audit of funds utilized under Members of Parliament Local Area Development Scheme (MPLADS)

1.1.2 Interested agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.1.3 Any subsequent clarification can be sought from the office of Dy. Controller of Accountants (Plan), NDMC, 14th Floor, Dr.SPM Civic Centre, JL Nehru Marg, New Delhi-110002, Ph. : 23226403.

1.2 Critical Information

| S.No | Information | Details |
|------|---|--|
| 1. | Date of RFP issue | 13.09.2017 |
| 2. | Last date for submission of written queries for clarification /site visit. | 09.10.2017 2:00 PM |
| 3. | Pre-bid meeting | 11.10.2017 2:30 PM |
| 4. | Release of response to clarifications/pre-bid meeting | 12.10.2017 |
| 5. | Last date for receipt of bids in response to this RFP | 16.10.2017 2:00 PM |
| 6. | Time and date of opening of Technical bids received in response to this RFP document | 16.10.2017 2:30 PM |
| 7. | Time and date of opening of Financial bids of technically qualified bidders received in response to this RFP document | 16.10.2017 3:30 PM |
| 8. | Place where the technical financial and pre-bid meeting will be held | Dy. Controller of Accounts (Plan) North DMC, 14 th floor civic centre, JLN Marg New Delhi-02. Ph.No. 23226403. |

1.3 Project Background

In terms of MPLADS, Implementing Agencies are required to maintain MPLADS accounts as required under this scheme. They are required to furnish Utilization certificate every year in the form prescribed in the Guidelines to the State Government and the Ministry of Statistics and Programme Implementation. These accounts and Utilization Certificates are required to be audited by Chartered Accountants.

1.4 Terms of Reference

1.4.1 Scope of Work

The Chartered Accountant will be required to do audit of MPLADS accounts and Utilization certificate for the financial year 2016-17 and submit audit report MP wise in the prescribed format

1.4.2 Time of Completion.

The assignment should be completed within three months from the allotment date subject to availability of records.

1.4.3 Facilities:

No facilities other than the office space will be provided. The firm should bear all the incidental expenses, establishment expenses, overheads, stationary, photocopy, transport etc. The documents will be made available as and where it is, and should be verified/reconciled in the office/ site itself where it is kept.

1.5 Terms of Payment:

Payment will be released to the firm within 30 days from date of submission of audit report and bills.

1.6 Technical Qualification Criteria

1.6.1 The Firm must be registered with Institute of Chartered Accountants of India (Self attested copy to be enclosed mentioning the registration number)

1.6.2 The firm should be empanelled with CAG. The firm should provide CAG registration number and should be self attested.

1.6.3 The Firm should have its office in Delhi.

1.6.4 The Firm should be in existence for the last 10 years.

1.6.5 The annual turn-over of the firm should be at least Rs. 10 lacs per annum for the last three years. The bidders will be required to submit a copy of the balance sheet of their concern for the last three financial years (ending 31-3-2014 & 31-3-2015 and 31-03-2016).

1.6.6 The firm must have following manpower in existence:-

| | | |
|------|--------------------------------------|--------|
| i) | Fellow Chartered Accountants | 2 Nos. |
| ii) | Chartered Accountants | 1 Nos. |
| iii) | Audit Assistance/ Semi qualified CAs | 3 Nos. |

2.0 Penalty:

In case of rescind of the work/default on the part of Audit Firm then it will be referred to the Disciplinary Committee of ICAI.

3.0. General Conditions

3.1 Submission of bids

The instructions for submitting proposals in response to the RFP are as under:

3.1.1. The proposals submitted in response to this RFP, and all associated correspondence shall be written either in English or in Hindi. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal.

