

Notice Inviting Request for Proposal

Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Ltd. (CGMFPFED) with its objective for "Supervision & Monitoring of Accounting & Finance System (SMAFS)" intends to appoint CA Firm for providing Qualified Chartered Accountant & Support Staff.

The Interested firm fulfilling the criteria may download the Request for Proposal (RFP) documents from the website www.cgmfpfed.org and application fees of INR 5000/- shall be payable on submission with RFP in the form of Demand Draft of any Nationalized/ Scheduled Indian Bank of INR 5000/- (Non-Refundable) in favor of CHHATTISGARH RAJYA LAGHU VANOPAJ SAH. SANGH MARYADIT, RAIPUR C.G. Payable at Raipur.

Completed tender documents (including EMD of INR 100000/- in the name CHHATTISGARH RAJYA LAGHU VANOPAJ SAH. SANGH MARYADIT, RAIPUR C.G.) for the same being invited as follows:

Sr.	Event Description	Deadline
1	Bid Start date	5 th Nov'2020
2.	Clarifications by the Corporation	18 th Nov'2020 up to 17.00 hrs
3.	Proposal/Bid Due Date and Time	27 th Nov'2020 up to 15.00 hrs

Managing Director

Request for Proposal (REF)

1. INTRODUCTION

The state of Chhattisgarh is famous for its bountiful natural resources of forests and agricultural fields. More than 44 percent of the geographical area of the state is under forest cover. The forests of Chhattisgarh are rich in biodiversity because of favorable agro-climatic conditions like good rainfall and comparatively less biotic interference. Out of the total forest cover of 44%, around 25% area of the state is covered by Mixed Forests which are very rich in biodiversity and the remaining area is covered by Sal and Teak Forests which are also fairly rich in biodiversity status.

Many medicinal and non-medicinal varieties of trees and plants of various kinds are found in abundance in the state of Chhattisgarh. The Chhattisgarh State Medicinal Plant Board, in its survey, has identified occurrence of around 2,021 medicinal and aromatic plants (MAPs) in the state. Sal Seed, Harra, Aonla, Van Tulsi, Bel Pulp, Dhawai Flower etc are some of the varieties of medicinal plants found in the forests of Chhattisgarh. These medicinal plants and herbs have been used by the ancient Indian Medical System for years to promote health maintenance as well as diagnose and treat various diseases. Further many varieties of other commercially important plants like Imli, Chironji, Mahua Flower, Lac etc. which are used in various cuisines, drinks, candies etc are also available.

With an aim to promote the cultivation, collection and marketing of these forest produces the state government has promoted Chhattisgarh State Minor Forest Produce (Trading & Development) Cooperative Federation Limited (CGMFPPED). It has been formed to implement the objectives of Chhattisgarh State Forest Policy, 2001 i.e. to promote trade and development of Minor Forest Produce or MFP, in the interest of MFP gatherers on co-operative pattern.

The federation is presently engaged in the activities of trading and marketing of Tendu Patta, Sal Seed and other Minor Forest produce as an agent of Chhattisgarh Govt. Its overall object of the Federation is to protect the interest of Tribal/Villagers etc. who are engaged in the collection of Tendu Patta, Sal Seed, Harra, Kullu Gond etc. and therefore the federation has to function as an agency of the Govt. of C.G. to dispose off function on behalf of them.

Therefore the Federation does the function of Collection, primary processing, preservation, sale of nationalized produces and distribution of income generated from these activities to gatherer families through many Socio-economic welfare schemes such as free footwear distribution, Scholarship schemes for education of their children, Insurance schemes for the members of Tendu leaves gatherers.

It is also engaged in the collection and trade of Non-Specified MSP's (including medicinal and aromatic plants)

2. Objective for selection of CA Firm

The objective of CA firm is to facilitate CGMFPFED in Supervision & Monitoring of Accounting system in proper manner and to or form the reporting system to the MD, CGMFPFED from time to time.

2.1. Eligibility Criteria

Selection of CA firm shall be based on following criteria: -

1. The firm head office/branch office should be in Raipur, Chhattisgarh and practicing for a period of 10 Years or more.
2. The firm shall have minimum annual average turnover of INR 1 Cr in the last three financial years i.e. 2016-17, 2017-18, and 2018-19.
3. The firm should have at least 5 FCA partner.
4. The firm should be empanelled with comptroller & auditor general of India.
5. The firm should be categorized as category 1 (As per RBI Panel of Statutory Auditors)
6. The firm should be empanelled with The Registrar-Cooperative Societies, Chhattisgarh
7. The firm should have at least 2 full-time CA paid assistant registered with ICAI.
8. One partners of the firm should have the post qualification in DISA/CISA

2.2. Brief Scope of Work

The Scope of work shall relate to “Supervision & Monitoring of Accounting System” and shall comprise of the followings:

1. In relation to redesigning of present accounting system

- Analyzing the present accounting system and submitting Inception Report addressing flaws in the current account system, hurdles in integrating the accounting of new business plan into the present system and its mitigation (if any)
- Development of new accounting policy for adoption of new business plan and its finalization after discussions with the management
- Development and redesigning of manual accounting system which should be able to absorb the objectives of the new business plan
- Assistance in selection of appropriate software suitable for the organization
- Assistance to software developer in requirement gathering from the management and designing the format of deliverables accordingly i.e. Management Information System Reports and other reports.
- Assistance to the software developer in designing and developing the software-based accounting system for the new business plan.
- Training Sessions to the organizational personnel after the implementation of the new accounting system.

- Presentation on the new accounting system to enable the organizational personnel to understand the new system before its implementation.
- Coordinating with the software developer and management of the Federation in order to incorporate the suggestions of the management and removing the flaws in the new system as per the requirement of the Federation.
- Extending handholding support in order to ensure sustainability of the new plans of the organization.

2. In relation Accounting, Finance, Tax Compliance & other works

- Total compliance of all the district's financial accounts with respect to their accounting entries, tax compliance, and other regulatory compliance including its Mart/Sanjeevani related transactions.
- To assist the Federation during audit purpose with their statutory auditor.
- To assist Federation in various audit conducted by the various departments.
- To assist the Federation in reviewing their control with regards to GST, TDS, TCS & any other compliance.
- Preparation of estimated / projected cash flow on periodical basis to ascertain the present /projected project funds requirement / surplus.
- Monitoring on monthly basis the financial aspects of the proposed project with respect to investment, repayment etc.
- Advisory services on the financial aspects of Federation.
- To provide-assistance with the changes in law applicable to the Federation.
- Submission of monthly reporting regarding the financial performance of the Federation.
- Any other support as and when required by Federation.

2.3 Key Personnel

The CA Firm's team shall consist of the following key personnel (the "Key Personnel") who shall discharge their respective responsibilities as specified below:

Key Personnel	Experience	Responsibilities
Chartered Accountant-cum-Team Leader (the "Financial Expert")	Minimum 3 Year of Post Qualification experience.	He will lead, co-ordinate and supervise the Team for delivering the Monthly Report, Coordination, Compliances & other responsibility as delegated by the federation.
Associate Consultants and support staff	Minimum 2 years of experience post qualification of B.Com.	3 (Tentative) support staff who will be assisting the Financial Expert as may be necessary.

***Kindly note support staff can be increased if required for the compliance of scope of work.**

3. Criteria for Evaluation of Technical Proposal.

The following criteria and point system shall be followed: -

S. No	Criteria	Description	Marking System	Max marks
1	Turnover	Average Annual Turnover in last 3 F.Y. i.e. 2018-19, 2017-18, 2016-17	Above 3 Cr	10
			2 Cr to 3 Cr	7.5
			1 to 2 Cr	5
2	Year of Experience in Raipur, Chhattisgarh	The firm is in practice in Raipur, Chhattisgarh for how many years	>25	10
			16-25	7.5
			5-15	5
3	Accounting Experience	Experience of double entry conversion of accounting in any Government organization/authorities/corporation/owned or controlled by government of Chhattisgarh	More than 2 Year	10
			1-2 Year	7.5
			1 Year	5
4	Audit Experience	Experience in Audit in any Government organization/authorities/corporation/owned or controlled by government of Chhattisgarh (Reappointment will not be considered)	>4	20
			3-4	15
			1-2	7.5

5	GST Experience	GST work of Government organization/authorities/corporation/owned or controlled by government of Chhattisgarh. (Kindly Note: - Professional fee in each such assignment should not be less than 10 Lakhs Per Annum) (Reappointment will not be considered)	>2	10
			>1	7.5
			>0	5
6	Details of Proposed Methodology	A Power Point Presentation in front of approved panel appointed by the department for the proposed methodology/approach for providing service to corporation with specific reference to scope of work.	Good	20
			Average	15
			Bad	7.5
Total				80

3.1. Short listing of Applicants

In order to calculate the technical score, the following method shall be used:

Technical Score of the Firm= $80 \times \frac{\text{(Marks Received by the Applicant)}}{80}$

80

Only the applicants, who obtain a score of 64 or more out of 80, on the basis of their Technical Proposal, shall be ranked from highest to the lowest technical score, as per the scores achieved by them, a proposal shall be rejected, if the CA firms obtain a score less than 80% (Eighty percent).

Of all the pre-qualified applicants ranked as aforesaid, participants who obtain a score of 64 marks or more in accordance with the terms & conditions, will be short-listed. Technically qualified applicants will be informed for the second stage, i.e. the opening of financial proposal.

Financial bids will be opened only of those applicants who have been short-listed in the technical proposal.

3.2. Evaluation of the Financial Proposal

The total fees quoted as per the financial proposal, will be considered for the evaluations of the final selection of the firm. Opening of financial proposal will be done in front of the short listed bidders or their representatives. However the final selection shall be made after Quality Cost Based Selection (QCBS) assessment to be done by the authority later on.

In order to calculate the financial score, the following method shall be used:

Financial Score of the firm= $20 \times \frac{\text{(minimum quotation received of all applicant)}}{\text{Total Fees quoted by the applicant}}$

Total Fees quoted by the applicant

3.3. Final Selection

Final selection will be done on the basis of QCBS method in which the technical and the financial score of the short listed applicants will be combined with their respective weightage as 80:20. 80 Marks will be allotted for the technical expertise whereas 20 marks will be allotted for the financial quote. The applicant with highest Combined Technical and Financial Score (CTFS) will be selected.

Combined Technical and Financial Score (CTFS)

= technical score as evaluated + financial score

In case, the CTFS of two or more firms comes to be equal, the decision of selection of firm shall be made on the basis of decision made by corporation.

The selected firm will be informed through e-mail and telephonically.

4. Performance Security

Earnest money deposit (EMD) of INR 1,00,000/- in case of successful bidder will then be converted as SD or performance security and will be held till the successful completion of contract. EMD in case of unsuccessful bidder will return within 20 days from the date of selection of successful bidder.

5. Period of contract

The period of contract will be for 2 years initially. However, can be further extendable for 2 years at 10% increase in price annually as per the discretion of federation.

6. Clarification and Amendment of RFP Document

CA firms must request a clarification on any aspect of the RFP document at-least 10 days before the proposal submission date. At any time, before the submission of proposal, the authority may, for any reason, whether on its own initiative or in response to a communication from any CA firm, issue a clarification or amend the RFP. This amendment/clarification will be placed on the website along with the amended RFP.

7. Preparation of proposal

CA firms are requested to submit a Technical Proposal, including relevant documents in support of minimum eligibility criteria as well as ones required for the technical evaluation, and a financial proposal as specified in the RFP.

(a) Part-1 : Technical Proposal

The exact information on various eligibility criteria may be furnished in separate sealed cover with supporting documents. The technical proposals of only those CA Firms will be evaluated who meet the minimum eligibility criteria.

The CA Firms are expected to provide the Technical Proposal as specified in the RFP. Material deficiencies in providing the information requested may result in summary rejection of a proposal. The firm should also include in this part, all the relevant documents required for the purpose of eligibility evaluation as required in section 2.1 of RFP document, as well as those required for technical evaluation as per annexure -4 of this RFP document.

The technical proposal shall also provide the brief description of the CA firm an outline of recent experience or of a similar nature.

Part-2: Financial Proposal

In preparing the Financial Proposal, CA firms are expected to take into account all the requirements of the task as specified in the scope of work. The total fees to be quoted by the CA firm should include all the components pertaining to them (including the yearly escalation, if any) for the 2 years period. Total fees as per financial proposal Part-2 will be considered for the calculation of CTFS for the final selection of the firm.

This will exclude other reimbursable expenses incurred by the CA firm for travelling, boarding and lodging for visits if desired and approved by the authority through Managing Director, CGMFPFED for doing so, which will be paid on actual basis.

Estimated professional charges for the assignment shall be around Rs. 30 Lacs (GST extra) per annum

8. Payment to the finally selected CA Firm:

Fees towards Supervision & Monitoring of Accounting Work will be paid on monthly basis after the submission of Monthly report.

9. Submission, Receipt and Opening of Proposals

First, the envelop Part-1 i.e. the Technical Bid Shall be opened and scrutinized by a committee, appointed by the Authority, through Managing Director CGMFPFED. The committee will first consider the qualification, experience and credential of CA Firm to ascertain the eligibility criteria, thereafter evaluate the proposal to calculate their technical score.

Once the Committee opines that the CA firm fulfils the eligibility criteria and short-lists the firms, based on the minimum technical score, only then, the technical bids of the short-listed CA firms will be opened for consideration. The proposal, hence found ineligible by the committee, will be rejected without any liability on the authority.

10. Modification/Cancellation

The authority reserves the right to modify/cancel the whole process or part thereof at any stage without assigning any reason thereof. The authority would be at liberty to accept/select any bid, lowest or otherwise in whole or part or reject any or all bids without assigning any reason thereof.

11. Subletting of work

The awarded firm shall not sublet the work

12. Termination of the contract

The work order/contract can be terminated by the authority, through Managing Director CGMFPFED at any time on giving 60 days notice in advance without assigning any reason thereof.

13. Jurisdiction

Any dispute or difference, arising out of or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.

Annexure 1: Covering Letter

Date.....

**To,
Managing Director,
Chhattisgarh State Minor Forest (T & D) Cop. Ltd,
Van Dhan Bhawan, Sector-24
Atal Nagar
RAIPUR - 492001 (C.G.)**

**Sub.:- Selection of Chartered Accountant Firm to facilitate CGMFPFED in
Supervision & Monitoring of Funds.**

Dear Sir,

1. With reference to your RFP, I/we, having examined the RFP document and understood its contents, hereby submit my/our Proposal for the aforesaid project. The Proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices and Annexure is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as Applicant of the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Proposal.
5. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
 - a) I/We have examined and have no reservations to the RFP document, including any Addendum issued by the Authority;
 - b) I/We do not have any conflict of interest in accordance with the RFP document.

- c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Application or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Applicants to apply for the Services, without incurring any liability to the Applicants.
 9. I/We believe that we/ satisfy the Turnover criteria and meet(s) the requirements as specified in the RFP document and are/ is qualified to submit a Proposal.
 10. I/We declare that we/ are/ is not a Member of any other firm submitting a Proposal for the Project.
 11. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 12. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 13. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates.
 14. I/We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 15. In the event of my/ our being declared as the Selected Applicant, I/We agree to enter into an Agreement in accordance with the draft that has been

provided to me/us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

16. I/We have studied all the Proposal Documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of contract.
17. I/We agree and understand that the Proposal is subject to the provisions of the Proposal Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project / is not awarded to me/us or our Proposal is not opened.
18. The power of attorney for signing of Proposal is as per format provided in the RFP enclosed.
19. I/we agree and undertake to abide by all the terms and conditions of the RFP document.
20. I/We agree and undertake to be liable for all the obligations of the Agreement.

In witness thereof, I/We submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date :

Place :

Annexure 2: Important Instructions to Applicants Who has Downloaded the RFP Document from Website

The Applicant, who has downloaded the RFPs from the web, should read the following important instructions carefully before actually quoting the rates and submitting the RFP documents:-

1. The printout of RFP document should be taken on A4 paper only and the printer settings etc. are such that document is printed as appearing in the web and there is no change in formatting, number of pages etc.
2. The Applicant should ensure that no page in the downloaded RFP document is missing.
3. The Applicant should ensure that all pages in the downloaded RFP document are legible and clear and are printed on a good quality paper.
4. The Applicant should ensure that every page of the downloaded RFP document is signed by Applicant (Authorised Signatory).
5. The Applicant should ensure that the downloaded RFP document is properly spiral bound, sealed and numbered before submitting the same.
6. The Applicant shall furnish a declaration to this effect that no addition/deletion/ corrections have been made in the RFP document submitted and it is identical to the RFP document appearing on Web site.
7. The Applicant should read carefully and sign the declaration given on the next page before submitting the RFP.
8. The cost of RFP should be submitted along with the EMD as detailed in Notice inviting request for proposal.

Managing Director, CGMFPFED

Annexure 3: Declaration

(To be given by the Applicant who has downloaded the RFP from the Website)

It is to certify that:

1. I / We have submitted the RFP in the Performa as downloaded directly from the Website and there is no change in formatting, page numbering etc.
2. I/ We have submitted RFP documents which are same / identical as available in the website.
3. I/ We have not made any modifications / corrections / additions /deletions etc. in the RFP documents downloaded from web by me / us.
4. I/ We have checked that no page is missing & that all pages of document submitted by us are clear and legible.
5. I/We have signed (Authorised Signatory) all the pages of the RFP document before submitting the same.
6. I/ We have sealed the RFP documents by Wax /Adhesive tape properly before submitting the same.
7. I/ We have submitted the cost of RFP along with the EMD and all Credentials.
8. I/ We have read carefully and understood the important instructions to all Applicants who have downloaded the RFP from the web.
9. In case at any stage later, it is found that there is difference in my/our downloaded RFP documents from the original, CGMFPFED shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
10. In case at any stage later, it is found that there is difference in my/our downloaded RFP documents from the original, the Proposal / work will be cancelled and Earnest Money / Performance guarantee/ Security Deposit will be forfeited at any stage whenever it is so noticed. CGMFPFED will not pay any damages to me / us on this account.

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date:

Address: Phone No:

Annexure 4: Profile of the Firm/Consortium

A. Details of the Firm/Lead Bidder

S. No.	Particulars	Details
1.	Name of the Firm	
2.	Constitution of Firm	
3.	Address of the Head Office and Branch Office in Chhattisgarh (incl. Tel Phone)	
4.	PAN of the Firm/Lead Bidder	
5.	GST registration No.	
6.	ICAI Registration No.	
7.	Date of constitution of the Firm	
8.	Number of Full time Partners as on (Proposal Due Date) PDD	
9.	Number of full time CA Employee as on PDD	
10.	Number of Audit Staff employed full time with Firm as	
	a. Article Clerks	
	b. Other Audit Staff	
11.	Number of Branches	
12.	Year of Experience in Raipur, Chhattisgarh (As per ICAI Record)	
13.	Whether there any court Cases/ arbitration/ any other legal case against the Firm (If yes, please provide details in separate annexure)	
14.	Contact Person: Contact No: Email address:	

Signature of the Authorised Signatory
Name & designation of the Authorised Signatory

Date :

Place :

List of Documents Enclosed:

- 1) Proof Regarding Head Office/ Branch Office as per ICAI Firm Card in Raipur, Chhattisgarh
- 2) A Copy of COP with ICAI
- 3) Latest ICAI Firm Card
- 4) Complete Resume of CA Firm
- 5) Latest Constitution Certificate of ICAI
- 6) Latest CAG Empanelled Certificate for F.Y. 2019-20
- 7) Latest proof for category 1 (As per RBI Panel of Statutory Auditors)
- 8) A Copy of DISA/CISA certification
- 9) Certificate of annual turnover of firm.
- 10) Any Other

Signature of the Authorised Signatory
Name & designation of the Authorised Signatory

Date :

Place :

Annexure 5: Applicant Information

A. Latest Details of Full time Partners/Sole Proprietor of the Firm

S. No.	Name Partners/ Proprietor	Member-ship No.	FCA/ ACA	Date joining Firm (Full Time)	of	Date	Certifi-cation (if any)

B. Latest Details of Full time C.A. Employees of the Firm

S. No.	Name of Employee	Member - ship No.	FCA/ ACA	Date of joining The Firm (as employee)	Date of becoming FCA	Certifi-cation (if any)

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date :

Place :

Annexure 6: Technical Capacity (Experience of double entry conversion of accounting in any Government organization/authorities/corporation/owned & controlled by Government of Chhattisgarh)

S. No.	Name of the assignment	Brief of the Service provided	Name of the client	Whether the client was Authority or undertaking or Board of State /Central Govt., a Society	Professional Fees Charged (INR)	F.Y. In which service rendered

Note: For above experience, the CA Firm must submit a copy of the appointment letters/agreement from the client organisations.

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

**Date :.....
Place :.....**

Annexure 7: Technical Capacity (Experience in Audit in any Government organization/authorities/corporation/owned & controlled by government of Chhattisgarh)

S. No.	Name of the assignment	Brief of the Service provided	Name of the client	Whether the client was Authority or undertaking or Board of State /Central Govt., a Society	Professional Fees Charged (INR)	F.Y. In which service rendered

Note:

- a) For above experience, the CA Firm must submit a copy of the appointment letters from the client organisations.
- b) Reappointment of similar assignment shall not be considered as separate assignment.

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date :.....

Place :.....

Annexure 8: Technical Capacity (GST work of Government organization/authorities/corporation/owned & controlled by government of Chhattisgarh in the infrastructure sector only)

S. No.	Name of the assignment	Brief of the Service provided	Name of the client	Whether the client was Authority or undertaking or Board of State /Central Govt., a Society	Professional Fees Charged (INR)	F.Y. In which service rendered

Note:

- a) For above experience, the CA Firm must submit a copy of the appointment letters from the client organisations.
- b) Professional fee in each such assignment should not be less than 10 Lakhs PerAnnum)
- c) Reappointment of similar assignment shall not be considered as separate assignment.

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date :.....

Place :.....

Annexure 9: Financial Capacity

A. Annual Turnover for the Firm for last 3 Financial Years

S. No.	Financial Year	Turnover (INR)
1	2016-17	
2	2017-18	
3	2018-19	
	Average annual Turnover for last 3 FYs	

Signature of the Authorised Signatory
Name & designation of the Authorised Signatory

Date :

Place :

Certificate of the Chartered Accountants/Statutory Auditors

Based on Audited Accounts and other relevant documents of (Name of Applicant), we (Name of Auditor of Firm), Chartered Accountants/Statutory Auditors, certify that the above information is correct.

Signature and Seal of
Chartered Accountants/Statutory Auditors

Note: Annual Turnover amount shall not be considered for evaluation if this certificate is not signed and stamped by the auditor/CA certifying Annual Turnover.

Annexure 10: Financial Bid

The Financial Proposal would be based on:

Sr. No.	Position	No. of person	Professional charges per month per position	Duration of Deployment	Estimated Professional charges
(1)	(2)	(3)	(4)	(5)	(6)
1.	Team Leader (Chartered Accountant)	1			
2.	Support Staff/Associate Consultant	3			
3.	Back Office Support Expenses/charges	-			
Total Quotation					

Total quotation of Financial Proposal In Figure Rs. _____

In Words Rs. _____

Note:- GST and/or any other tax shall be extra at prevailing rates.

**Signature of the Authorised Signatory
Name & designation of the Authorised Signatory**

Date :

Place :