



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR
Odisha - 768001

Phone No. 0663-2411316 / E Mail : sambalpurm.hud@nic.in

Notice No: 664

Dated. 24.01.2025

Tender Call Notice

Sealed Tender call Notice is invited from For Selection of Firm for Implementation of Internal Audit System by internal Auditor in **Sambalpur Municipal Corporation**. Bid documents will be available in the official website of the SMC (www.smcsambalpur.nic.in) from ----- 5.00 PM to 08.02.2025 5.00 P.M. The last date for receipt of bid documents is 08.02.2025 at 5.00 P.M through registered post/speed post only(No other mode accepted) to the Office of the Commissioner, Sambalpur Municipal Corporation, Durgapali-768006. Bid documents will be comprised Three envelope (i.e., Envelope-1 for technical bid, Envelope-II for BOQ documents (financial bids) and Envelope-III for which comprised with envelope -I&II) which superscribed the top of envelope "**Selection of Firm for Implementation of Internal Audit System by internal Auditor in Sambalpur Municipal Corporation.**" Bids will be opened on **08.02.2025** at 11.30 A.M. Authority will not be responsible for any postal delay. The authority reserves the right to reject any or all tender without assigning reason thereof. Selection will be made on the QCBS method basis of mark secured on both the stage of technical and financial (80:20). The firm should have head office /branch office in western Odisha. **Non-refundable tender fees of Rs.1,000/- (Rupees One Thousand) only** in shape of demand draft in favour of "**The Commissioner, Sambalpur Municipal Corporation payable at Sambalpur**". If the firm does not have head office or branch office in western Odisha the bid shall be rejected. Bids without tender fees and EMD shall be rejected


Commissioner

Sambalpur Municipal Corporation

Memo No- 665

Dtd. 24.01.2025

Copy to Establishment sections/MIS, SMC for wide publication of Tender call Notice in Notice Board for wide circulation.


Commissioner

Sambalpur Municipal Corporation

SAMBALPUR MUNICIPAL CORPORATION

TENDER DOCUMENT

For providing Maintenance Services through Service Providing Agencies

Sl no	Bidding Schedule	Deadline
1	Date of Issue	<u>24.01.2025</u> 5.00 PM
2	Last date for Bid-submission	<u>10.02.2025</u> 5.00 PM
3	Opening of Technical Bid	<u>11.02.2025</u> 11.30 AM
4	Opening of Financial Bid	To be intimated later
5	Effective date for commencement of deployment of require manpower and Equipment's.	March 2025

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REQUEST FOR PROPOSAL
FOR SELECTION OF FIRM FOR
IMPLEMENTATION OF INTERNAL AUDIT SYSTEM
BY
INTERNAL AUDITOR (QUALIFIED CA)

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Sambalpur Municipal Corporation, Sambalpur was set up under The Odisha Municipal Corporation Act, 2003. The Corporation is required to maintain the Accounts Double Entry Accrual Based Accounting System (DEABAS) as well as to follow Accounting Standards as per Indian GAAP. Besides, Statutory Acts applicability before payments (ES PF, IT, GST etc) is to be complied with. Day-to-day financial transactions are to be uploaded in the Central Server of the State Government through "SUJOG Web-portal. A robust Internal Control system in accounting can enable the Corporation to enforce governance & to draw correct financial statements in this context, an experienced con current internal auditor in the field of accounting, taxation & financial management is warranted to ensure proper book-keeping.

For Smooth Operation of day-today activities, it was felt necessary to introduce Internal System in SMC, which enable us to work in an error free accounting environment as well as to maintain the clear fund position. The Internal audit system will help the SMC in different ways some of which are as follows: -

- The internal auditor is to carry out the perpetual audit & detail audit work throughout the year for SMC.
- To scrutinize day-to-day payment files con-currently before approval by the Authority it warrants physical presence of the internal auditor in all working days.
- Internal Audit helps us to provide a clear picture regarding the financial aspect of the Sambalpur Municipal Corporation as on date.
- Guide in Different taxation matter and implementation thereof.
- Preparation & Updation of Bank Reconciliation Statements
- Due to verification of all the documents and vouchers, it held us to maintain in Clear picture in Audit and inspection like, Local Fund Audit, AG Audit and State & Central Govt. inspection from time to time.

Internal Audit Scope of work:

The CA firm shall deploy the internal auditor to accomplish the perpetual audit work throughout the year. The followings are the scope of work which shall be carried out by the Internal Auditor

- To scrutinize and authenticate day-to-day payment files con-currently before movement to the Accounts section. It warrants physical presence of the internal auditor in all working days.
- To facilitate preparation of monthly MIS, yearly/ monthly Receipt and Payment Account, yearly/ monthly Income and Expenditure Account Annual Balance Sheet, monthly bank reconciliation statement, statement of expenditures and utilization certificates on scheme & component wise.
- To check the deduction and payment of statutory dues like Tax Deducted at Source (TDS)/Professional Tax Provident Fund etc. are made as per the respective provisions of law and returns have been filed timely as per the applicable timelines. In addition to the above, Internal Auditor would check and ensure the applicability and levy of Goods and Services Tax (GST) on the transactions or any other taxes as applicable.
- To ensure that necessary supporting documents records & accounts have been kept in respect of all programs expenditure separately. Clear linkages should exist between the books of accounts and reports presented to the Govt. SUDA & others as and when required.

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- To ensure effectiveness of internal control and internal check on different transactions and safeguarding of assets acquired.
- To ensure administrative & financial scrutiny of all payment proposals before approval of appropriate authority.
- To verify different tendering/procurement activities, agreements work orders, procurement orders & to ensure compliances to different statutory laws, prudent financial norms.
- To ensure periodical reconciliation of funds position with Govt. funding agencies, SUDA and SMC.
- To verify the UCs & SOEs required to be submitted by the Corporation;
- To ensure by updating of Books of Accounts in SUJOG portal on timely basis;
- To assure that funds have been used for the intended purpose and bring to the attention of the management any fraud related issues and activities including diversion of funds from intended purpose or misuse of funds;
- To check effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guidelines, MOU's and various guidelines for specific funds;
- Identify loopholes and recommend risk aversion measures and cost savings;
- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc.
- To verify the Statutory Compliance like Income Tax, EPF TDS TCS, GST, etc. as applicable
- To ensure the annual tax filling of Sambalpur Municipal Corporation as a ULB

Auditing Standards & Others

The audit shall be carried out in accordance with the "Standards on Audit" prescribed by the Institute of Chartered Accountants of India. Besides, the instructions & directions of the State Government, GOI, Funding Agencies, C&AG, Governing Body, Commissioner, SMC, Accounts Officer & last but not least the compliances of Statutory Acts are to be adhere to while discharging the responsibilities.

Deliverables and reporting

1. The internal auditor to carry out the perpetual audit work throughout the year for SMC
2. The draft audit report for each quarter should be made ready by 20th of subsequent month & to discuss with the concerned officials responsible and the Commissioner
3. The Final audit report for each quarter should be submitted by 30th of subsequent month
4. As per requirement/ need, the CA Firm may depute adequate support staff to assist in the internal audit.

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EOI No.- 664

Dt. 11/01/2025

**REQUEST FOR EXPRESSION OF INTEREST
(For Providing Internal Auditor-CA Firm Selection)**

Assignment Title: "Hiring of a CA Firm to provide Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation"

Sealed proposals are invited by the **Sambalpur Municipal Corporation** from CA firms having office (Head Office or Branch) IN Odisha and empanelled with C&AG, New-Delhi to provide a team of **Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation for Two(0) year. The said contract is likely to be enhanced for another period of one year's subject to satisfactory discharge of the assignment for the first year.** The CA firm will be selected on Quality Based Selection (QBS) process. The bidders have to submit technical proposal in the format prescribed at TOR.

1. Completed technical Proposal for the work in prescribed format shall be received up to 5.00 PM on 10.02.2025
2. The sealed proposals can be sent well in advance by registered post or speed post only to **The Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur-768004** on or before 10.02.2025
3. The Proposal received shall be opened at 4.00 PM on 11.02.25 in the presence of representatives of bidders at OSWAN Hall, SMC. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder.
4. The Pre-bid meeting shall be conducted on wednesday at 11 am on 05.02.2025 at OSWAN Hall, SMC.
5. This RFP includes the Terms of Reference (ToR) (see Annexure-1)
6. While all information / data given in the EOI are, to the best of the Client's knowledge accurate within the consideration of scope of the proposed contract. The Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document.
7. The Client reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Interested Bidders may obtain further information from the office of the Sambalpur Municipal Corporation, Sambalpur, Odisha via Tel-9178873835 e-mail-sambalpurm.hud@nic.in

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Instructions to Bidders

1.1 Definitions

- i. "Applicable Laws" means all laws, promulgated or brought into force and effect by the Government of Odisha or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement
- ii. "C & AG" means Comptroller and Auditor of General of India.
- iii. "Department" means Housing & Urban Development Department.
- iv. "SMC" means Sambalpur Municipal Corporation.
- v. "DEABAS" means Double Entry Accrual Based Accounting System
- vi. "GoO" means Government of Odisha
- vii. "GoI" means Government of India
- viii. "UC" means Utilization Certificate
- ix. "Firm" means Chartered Accountant Firm
- x. "ULB" means Urban Local Body (Corporation/ Municipal Corporation/Notified Area Council)

1.2 Eligibility Criteria/Evaluation criteria

The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/ information as specified below.

1. A Chartered Accountant firm should have Head Office or Branch Office within Odisha;
2. The firm must be on the approved panel of Comptroller and Auditor General of India (C&AG of India) for the year 2024-25 (Copy of C&AG empanelled certificate to be submitted);
3. The firm must be a Partnership or LLP having minimum 5 years of existence (Copy of registration of CA firm to be submitted);
4. The firm should have minimum 5 partners in association of a continuous period of 5 years with the Firm as on 01.04.2024 (Details to be given in Form-1 with firm constitution certificate);
5. Average annual turnover of the firm during last three years (2021-22, 2022-23 and 2023-24) should not be less than Rs. 50 Lakhs (Proof of turnover i.e. Audited P&L Account & Balance Sheet to be submitted);
6. The firm or any partner of the firm should not have been black listed by or any other organization in respect of any assignment or behavior. Authorized signatory(s) of the firm shall submit an under taking to this effect.
7. For this assignment the firm should deploy the following Experts for Internal Audit Cell on full time basis:
 - One qualified Chartered Accountant having as Senior Consultant with at least 7 years of post-qualification experience in accounts & audit. The C.V. of him/her is to be submitted (Form -4); One Nos
 - 3 Nos. of Accountants as Junior Consultants having minimum of 03 years of post-qualification experience in accounts/audit/consultancy assignments.

8. The firm must have conducted at least 5 nos. Internal audit/ statutory audit/ Con-current audit/ financial advisory assignment in Government entities, ULBs & PSUs during 2021-22, 2022-23 and 2023-24 (Form -3);
9. The firm shall submit relevant documents duly signed by the authorized signatory, in support of the eligible criteria given above;

The Firm shall meet all above criteria otherwise their proposal shall not be considered for further evaluation.

1.3 Disqualification

The authority may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- ii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- iii. Declared as ineligible by GoI/State entities for corrupt, fraudulent practices or has been blacklisted.
- iv. A bidder's proposal may be rejected if it is determined that the bidder has engaged in corrupt, fraudulent or unfair trade practices.
- v. Not submitted the proposal which does not satisfy each and every condition laid down in the notice and EoI documents.
- vi. Not submitted the proposal before the stipulated timeline to the inviting authority.
- vii. Not attached the required documents along with the proposal.

1.4 Amendments and Clarification for RFP

The Sambalpur Municipal Corporation, during the process of evaluation of proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further the Municipal Corporation reserves the right to modify/amend the contents of the bid before the last date of submission under due intimation to the bidders to whom this proposal is issued and the bidders may be asked to amend their proposal due to such amendments.

1.5 Submission of Proposal

The technical Proposal shall be submitted in a sealed cover super scripted "**Technical Proposal for providing Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation**" with the following documents inside:

- a) A covering Letter from the bidder on the bidder's letter head.
- b) Duly filled in technical proposal formats along with details and supportive documentary evidence with necessary details as laid down in the Annexure -3 of this RFP.

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- c) Duly filled in financial proposal formats along with necessary details as laid down in the Annexure- 4 of this RFP.
- d) The firm should submit the Tender fee of Rs.1000/-in shape of Demand Draft.

1.6 Procedure for Opening of the Proposals and Selection

- The Sealed Envelope containing "Technical Proposal" shall be opened on the due date and time specified in data sheet in the presence of the bidders wish to participate. The technical proposal furnished by the bidder shall be first evaluated based on eligibility criteria and scored on the basis specified in para 1.8 as under.
- The bidder having highest mark in the technical evaluation will be successful bidder.

1.7 Audit Fee

The audit fee shall be quoted by the firm which shall include GST as applicable. The Financial Proposal format is attached at the Annexure -4. Duly filled format is to be submitted in a separate cover.

1.8 General instructions for bidders for the submission of proposal:

- The proposal shall be submitted by Registered Post / Speed Post only to time, date and place specified in the Bidder datasheet.
- The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend.
- Bids received after stipulated timeline specified in the bidder datasheet shall not be considered and be out rightly rejected.
- The bid will be rejected out rightly, if it is found that the bidder fails to submit the requisite documents,
- Tender fees Statutory Documents as required and the information as per the formats provided in technical proposal under RFP.

1.9 Evaluation of Proposal

The evaluation process consists of 2 stages. Stage-1 is the qualifying round which carries 75 marks. The firm secures minimum 60 marks will only be moved to Stage-2, which is the presentation round carries 25 marks. The eligible firms will be asked for the presentation, may be physically/ virtually with a 7 days clear notice. The CA firm will be selected on the basis of sum of 2 stage marks & the firm who scored the highest marks will be selected. The scoring pattern has been prescribed below. The CA firm so selected has to do the assigned job with the approved bidding amount in the tender. The method of selection will be QCBS as (80:20)

The evaluation/scoring pattern for technical proposal shall be as follows:

Sl. No	Criteria	Max. Marks	Supporting documents required to be furnished Along with this form
STAGE-1			
1	No. of years of experience of the firm 5years- 10marks, For every additional 1year 1mark subject to maximum of 5marks	15	Firm constitution certificate from respective institute as on 01.04.2024.
2	Average Turnover of the CA Firm in last three Financial Years 2021-22, 2022-23 & 2023-24 having turnover upto Rs.50.00lakh - 10 marks and For every additional turnover of Rs.10 lakh- 1 mark subject to maximum of 5 marks	15	Copies of audited Balance Sheets, P&L Accounts & Service Tax Returns for the financial years 2020-21, 2021-22 & 2022-23
3	5 no. of partners having minimum 5 years of association with the firm)- 10 Marks And for each additional FCA partner- 1mark subject to maximum of 5 marks	15	Firm constitution certificate from respective Firm as on 01.01.2023.
4	<u>The proposed Internal Auditor (One Sr. Consultant, 3 nos Jr. Consultant)</u> Chartered Accountant/FCA with minimum 7 years post qualification experience & having association of minimum 3 years with the firm with expertise in accounting, auditing and financial management exposure in Govt. Agencies (preferably in ULBs/ H&UD. Dept. entities, national/state PSUs or pvt ltd company).	15	Profile & experience proof of him/ her to be enclosed. The firm should submit the CV of the proposed candidate in a format given in Form-4.
5	Firm's Exposure in Govt., ULB or PSU assignments: Minimum 5 years of experience in Internal audit/Statutory audit/ Con-current audit/accounting & other financial services- 10marks and For 1 mark for each additional year of experience subject to maximum of 5 marks.	15	The bidder is required to submit the work order copies of assignments for this purpose, otherwise it will not be considered. <i>(The information should be furnished in form annexed)</i>
STAGE-2			
6	Presentation on the approach & methodology to discharge the day to day Responsibilities by the Internal Auditor	25	To be invited by the authority.
Total		100	

i. Bids which are found responsive and satisfy as per the evaluation criteria will be evaluated against the evaluation criteria as mentioned above.

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- ii. **Technical Score:** The total score obtained by the Bidder as per **Clause 1.9** above shall be the technical score (Ts) of the Bidder.
- iii. **Financial Score:** The financial bid of the bidder would be opened after evaluation of technical bid including Technical Presentation. The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows;

$$Fs = 100 \times FM1 / F1$$

(F1=amount of Financial Proposal as quoted by the Bidder; FM 1= Lowest financial quote)

- iv. **Combined and Final Evaluation:**

Combined score shall be calculated based on Technical and Financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as **0.80** and **0.20** respectively)

Note:

The bidder who will obtain **minimum 75 marks**, will be considered as technically qualified bidder for opening of the Financial Bid

Annexure -1

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Terms of Reference

A. Introduction

Sambalpur Municipal Corporation, Sambalpur was setup under The Odisha Municipal Corporation Act, 2003. The Corporation is required to maintain the Accounts on Double Entry Accrual Based Accounting System (DEABAS) as well as to follow Accounting Standards as per Indian GAAP. Besides, Statutory Acts applicability before payments (ESI, PF, IT, GST etc.) are to be complied with. Day-to-day financial transactions are to be up-loaded in the Central Server of the State Government through "SUJOG" Web-portal. A robust Internal Control system in Accounting can enable the Corporation to enforce governance & to draw correct financial statements. In this context, an experienced concurrent internal auditor in the field of accounting, taxation & financial management is warranted to ensure proper book-keeping.

B. Qualification, Experience and Scope for the position of Internal Auditor:

a. Qualification & Experience:

The CA firm should ensure to provide the Internal Auditor as per the following qualification and experience:

- i. Senior Consultant must be a qualified Chartered Accountant or FCA . (01 Nos)
- ii. Junior Consultant must be a qualified Chartered Accountant or FCA .(03 Nos)
- iii. S/he should have minimum 7 years of post-qualification experience for Senior Consultant & Minimum 3 year post Qualification for Junior Consultant and should have minimum 3 years of association with the firm.
- iv. S/he should have basic knowledge on Govt.& ULB rules, acts and regulations.

b. Scope of work:

The CA firm shall deploy the internal auditor to accomplish the perpetual audit work throughout the year. The followings are the scope of work which shall be carried out by the Internal Auditor:

- To scrutinize day-to-day payment files con-currently before approval by the Authority. It warrants physical presence of the Senior Consultant and Junior Consultant in all working days.
- To facilitate preparation of monthly MIS, yearly/monthly Receipt and Payment Account, yearly/ monthly Income and Expenditure Account, Annual Balance Sheet, monthly bank reconciliation statement, statement of expenditures and utilization certificates on scheme & component wise;
- To check the deduction and payment of statutory dues like Tax Deducted at Source (TDS)/Professional Tax/Provident Fund etc. is made as per the respective provisions of and returns have been filed timely as per the applicable timelines. In addition to the above, Internal Auditor would check and ensure the applicability and levy of Goods and Services Tax (GST) on the transactions or any other taxes as applicable;

- To ensure that necessary supporting documents, records & accounts have been kept in respect of all program's expenditure separately. Clear linkages should exist between the books of accounts and reports presented to the Govt., SMC & others;
- To ensure effectiveness of internal control and internal check on different transactions and safeguarding of assets acquired;
- To ensure administrative & financial scrutiny of all payment proposals before approval of appropriate authority;
- To verify different tendering/procurement activities, agreements, work orders, procurement orders & to ensure compliances to different statutory laws, prudent financial norms;
- To ensure periodical reconciliation of funds position with Govt., funding agencies, SUDA & SMC;
- To verify the UCs & SOEs required to be submitted by the Corporation;
- To ensure by Updating of Books of Accounts in SUJOG portal on timely.
- To assure that funds have been used for the intended purpose and bring to the attention of the management any fraud related issues and activities including diversion of funds from intended purpose or misuse of funds;
- To check effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guidelines, MOU's and various guidelines for specific funds;
- Identify loopholes and recommend risk aversion measures and cost savings;
- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc.;
- To clarify & settlement all the legal dispute of SMC with Income Tax Authority & GST Authority.
- To verify the Statutory Compliance like EPF, TDS, TCS, GST, etc. as applicable;

C. Auditing Standards & Others

The audit shall be carried out in accordance with the "Standards on Audit" prescribed by the Institute of Chartered Accountants of India. Besides, the instructions & directions of the State Government, GOI, Funding Agencies, C&AG, Governing Body/ Executive Body of SMC & last but not least the compliances of Statutory Acts are to be adhere to while discharging the responsibilities.

D. Deliverables and reporting:

1. The internal auditor to carry out the perpetual audit work & Other Accounts Work throughout the year for SMC.
2. The draft audit report for Calendar quarter should be made ready by 20th of subsequent month & to discuss with the concerned officials responsible and the Commissioner.
3. The Final audit report for each quarter should be submitted by 30th of subsequent month.
4. As per requirement/need, the CA Firm may depute Four (4) support staff to assist the internal audit & other Work of SMC assign to them at regular basic.

Bidders Data Sheet
Annexure-2

1.	Name of the Assignment: "Hiring of a CA Firm to provide Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation "
2.	Name of the Client: The Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur.
3.	Method of selection: Quality Based Selection (QBS) Method.
4.	Language of documentation: English.
5.	Selection of consultancy firm: The bidders have to submit the technical Proposal giving their credentials, experience, financial status as per technical proposal form given at Annexure - III. The evaluation shall be made as per evaluation criteria.
6.	Technical proposal to be submitted: YES, as per the form given at Annexure -III along with all supporting documents.
7.	Address for submission of Proposals: The Municipal Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur. Pin: 768006
	Contact person: Sarat Kumar Swain, Finance-cum-Procurement Expert (Mob: 9178873835)
8.	Clarifications may be requested not later <u>06.02.2025</u> All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by electronic means within seven(7)days.
9.	Bidders Eligibility Criteria -Applicable As specified.
10.	Mode of Submission: Proposals complete in all respect should be submitted to the inviting authority through Speed Post/ Registered Post /By Hand . Authority will not be responsible for postal delay or any other consequences.
11.	While submitting the proposal the bidder has to ensure that the technical Proposal in original to be kept in sealed envelope with superscription " Technical Proposal for Hiring of a CA Firm to provide Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation "
12.	The outer envelope must be labeled with: a) Title: "Proposal for Hiring of a CA Firm to provide Internal Auditor for conducting Internal Audit of Sambalpur Municipal Corporation b) EOI Number; c) Last date of bid Submission; d) Full address of bid submission authority with contact no and email on the right; e) Full address of the Bidder with contact no and email on the left. f) On the envelope clearly write/print in bold capital letters "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT'S REPRESENTATIVE AND PRIOR To DATE

13	If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes leading to disqualification of the Bidder from the bidding process.
14	<ul style="list-style-type: none"> • Tender fee must be deposited: YES Tender fee of Rs. 1,000/-(non-refundable) to be deposited.
15	<p>Tender fee will be: in shape of demand draft in favour of the Sambalpur Municipal Corporation payable at Sambalpur.</p> <p>Bids not accompanied by tender fees shall stand rejected.</p>
16	<p>Proposals must be submitted no later than the following date and time:</p> <p>Date up to 14.00 hours(2.00PM).</p>
17	<p>Date and time for public opening of the Technical Proposals received:</p> <p>Date at 16.00 hours(4.00PM).</p>
18	Expected date/month for commencement of consulting services: Date
19	Expected date/month for completion of consulting services: Date



Annexure-3

TECHNICAL PROPOSAL
LETTER OF TRANSMITTAL

To,

Date

The Municipal Commissioner,
Sambalpur Municipal Corporation, Sambalpur.

Dear Sir,

We, the undersigned, offer to provide Internal Auditor for conducting internal audit services to Sambalpur Municipal Corporation in accordance with your request for expression of interest no....., dated..... We are hereby submitting our Proposal, having details about the firm.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to bear all costs incurred by us in connection with the deployment of internal auditor for undertaking audit and submission of the internal audit reports.

We understand that Sambalpur Municipal Corporation is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of all partners of my firm to submit this proposal.

Yours faithfully,

Chartered Accountant



FORM-1**FORM FOR TECHNICAL PROPOSAL**

Sl. No.	PARTICULARS	Supporting Documents(self-attested) required to be submitted along with this form
1.	Details of the CA Firm	
1.1	Name of the Firm	:
1.2	Address of the Firm (Head Office)	:
1.3	Phone No. Mobile no. of contact person	:
1.4	Contact Person (Office Address and Contact No)	: :
1.5	Address of Branch Office in Sambalpur :	:
2.	i. Date of establishment of the firm	:
	ii. Date since H.O & B.O are functioning at the existing station.	:
3.	Firm's Income Tax PAN No.	:
4.	Firm's GST registration No.	:
5.	Firm's Registration no. with ICAI	:
6.	CAG empanelment no.	:
7.	No. of years of firm's existence & date of establishment	:
8.	Turnover of the firm for the last Three years (in Rs.) 2021-22 2022-23 2023-24	: : : :
9.	Audit Experience of the firm	
9.1	Number and details of assignments in audit of Govt. entities & PSUs (Excluding Banks and Financial Institution)	: As per Form-3 annexed
9.2	Number & details of assignments in audit & accounts of ULBs	As per Form-3 annexed
10.	Details of Partners	
10.1	No. of full-time partners associated with the firm as on 01.01.2023	(Provide self-declaration certificate having no. of fulltime FCA .ACA)

11.	Details of Internal Auditor to be proposed	
11.1	Name of Internal Auditors to be engaged by the firm	:
11.2	Senior Consultant(01 nos) - Qualification - Date of association with the Firm - Experience(in Years) - Whether worked in Govt. Sector/ULB/PSU(Yes/No) If yes, year of experience as: - In employment(In years) - Internal Auditor (In Years) - Statutory Auditor - In other capacity Junior Consultants (3 nos.) - Qualification - Date of association with the Firm - Experience(in Years) - Whether worked in Govt. Sector/ULB/PSU(Yes/No) If yes, year of experience as: - In employment(In years) - Internal Auditor (In Years) - Statutory Auditor In other capacity	: Details to be reflected in his/her CV vide form no. 4
12	Details of Others	
12.1	Demand draft Details Tender fee Amount: DD No.: Issuing Date: Name of the Bank:	:
12.2	Whether the agency was ever blacklisted: Y/N	:
12.3	Confirm to carry assignment as per TOR: Y/N	:
12.4	Confirm to accept all term & conditions specified in RFQ documents: Y/N	:
12.5	Confirm for Presentation on	:

(Copy of supporting documents of the above all should be attached with the proposal)

Seal & Signature of Partner

Membership No

NB: Pl. give page no. for quick search to the supporting documents.



FORM- 2**Financial Turnover of the CA Firm during the last three years**

Sl.No.	Year	Turn Over in INR
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover for the last three years (INR)		

(Please provide the copies of the Balance Sheet and Profit Loss Account for the corresponding period)

Authorized Signatory [*In full and initials*]: _____
With Seal and date

FORM -3

Similar Assignment Undertaken during last 3 years (FY 2021-22, 2022-23 & 2023-24) only in each category

A. Central/State Govt./ULB/PSU Experience:

Sl. No.	Name of the Assignment	Name of the Client	Nature of Assignment (Please Specify the Work involved as detailed in scope of work)	Copy of work order /client certificate placed at page no.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



FORM - 4**Curriculum Vitae (CV) for Internal Auditors to be deployed (1 nos. of Senior Consultant, 3 nos. of Junior Consultant)**

- i. Name of Firm: [Insert name of firm proposing the staff]:
- ii. Name of Staff: [Insert full name]:
- iii. Position applied for:
- iv. Date of Birth:
- v. Nationality:
- vi. Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
- vii. Membership of Professional Associations:
- viii. Other Training:
- ix. Countries of Work Experience:
[List countries where staff has worked in the last ten years]:
- x. Languages [For each language indicate proficiency :good, fair, or poor in speaking, reading, and writing]:
- xi. Post Qualification Employment Record:
[Starting with present position, list in reverse order of every employment held by him/ her (see format here below):
From [Year]:To [Year]:
Employer:
Positions held:
Detailed Tasks Assigned [List all tasks to be performed under this Assignment/job:
- xii. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[Among the Assignment/jobs in which he/she has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point Xi.]
Name of Assignment/job or project:
Year:
Location: Employer:
Main project features:



Positions held:
Activities performed:

xiii. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Signature of staff member or authorized

Place:[representative of the staff]

[Full name of authorized representative]:

Notes:

- i. Each page of the CV shall be signed by the Authorized Representative of the Bidder firm.

Handwritten mark

Financial Proposal

To
Municipal Commissioner
Sambalpur Municipal Corporation

Subject: Financial Proposal for Selection for Implementation of Internal Audit System by Internal Auditor (Qualified CA) in Sambalpur Municipal Corporation, Sambalpur.

Sir,

I, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Financial Proposal for Selection for Implementation of Internal Audit System by Internal Auditor (Qualified CA) in Sambalpur Municipal Corporation, Sambalpur,

Request for proposal No. _____ Dated: _____ Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of 180 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [in full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

*Amount must match with the one indicated in Finance Table-1.



Finance Table-1
Financial Proposal for Selection Implementation of Internal Audit System by Internal Auditor (Qualified CA) IN Sambalpur Municipal Corporation

A.

Sl No	Name of the Position	No. of Professionals	Maximum Financial Quote per months inclusive of EPF & ESI including Operation and Administrative Cost and all taxes and GST
1	Senior Consultant	1	
2	Junior Consultant	3	
	Total		
	Service charge in percentage (To Quote) -----%		
	Total with Service Charges		
	GST @-----%		
	Grand Total with GST		

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

*Amount must match with one indicated in Finance Table-1

