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# National Capital Region Planning Board

## Section 1

### INVITATION FOR BIDS (IFB)

**Bid Reference No. B-20018(4)/2019-20/F&A/NCRPB Date: 08.08.2019**

The National Capital Region Planning Board is a statutory body under Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region and Counter Magnet Areas, invites **bids under single stage two packet system with Quality and Cost Based Selection (QCBS) system at 70:30**, from Partnership Firms or Limited Liability Partnerships (LLPs), having at least two partner / director as Chartered Accountants having requisite experience for execution of the work detailed hereinafter

#### **1.1 Name of Work: Internal Audit Services for the Financial Year 2019-20.**

#### **1.2 BID SCHEDULE/ DETAILS**

<b>a.</b>	<b>Estimated Cost of Work</b>	<b>Not disclosed</b>
<b>c.</b>	<b>Completion period of work</b>	One Year - Internal Audit for the Financial Year 2019-20
<b>f.</b>	<b>Last date of Seeking Clarifications</b>	<b>20.08.2019</b> (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged) Clarification will be uploaded on website.
<b>i.</b>	<b>Date and time of submission of Bid</b>	<b>21.08.2019</b> (Up to 14:00 Hrs)
<b>j.</b>	<b>Date &amp; Time of opening of Bid (Technical Bid only)</b>	<b>21.08.2019</b> at 14:30 Hrs.
<b>k.</b>	<b>Date &amp; Time of opening of Bid (Financial Bid only)</b>	<b>22.08.2019</b> at 11:00 Hrs.
<b>l.</b>	<b>Authority and place for submission of Bid</b>	<b>Director (Admin &amp; Finance)</b> National Capital Region Planning Board, 1 <sup>st</sup> floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi <b>Email :- ncrpb-dr@nic.in</b>

2. Bidders are advised to note the eligibility and minimum qualifying criteria specified below
  - i) **A Bidder may be a Partnership Firms or Limited Liability Partnerships (LLPs), having at least two full time partner / director as Chartered Accountants. The bidder must ensure the following:**
  - ii) Registration Certificate of LLP, if bidder is a LLP.
  - iii) Latest certificate issued by the Institute of Chartered Accountants of India, certifying Partners in the firm, in case of partnership firms.
  - iv) Should be empaneled with C&AG of India for the year 2018-19 and also continued till date of submission of bids.
  - v) Successfully undertaken Internal audit of PSU {Central / State Public Sector Undertakings / Statutory Corporations/ Government Companies (incorporated under Companies Act, 1956 or Companies Act, 2013)} / Public Sector Banks.
3. The bidder may submit any queries by **20.08.2019** (Up to 12:00 Hrs) (Queries from bidders after due date and time shall not be acknowledged).
4. **Last Date of receipt of Bids: 21.08.2019** (Up to 14:00 Hrs)
5. **Opening of Bids:** Technical Bid - **21.08.2019** at 14:30 Hrs.  
Financial Bid - **22.08.2019** at 11:00 Hrs.
6. **General Instructions:-**
  - i. Bid shall be valid for a period of **45 days** (both days inclusive i.e. the last date of submission of bids and the last date of period of validity of the bid) from the date of submission of Bids (from the revised date of submission of Bids in case revised in corrigendum/addendum).
  - ii. Board shall not be responsible for any postal delay.
  - iii. NCRPB reserves the right to accept or reject any or all bids any time without assigning any reasons. No bidder shall have any cause of action or claim against the NCRPB for rejection of bids.
  - iv. Successful bidder/their authorized representative can be present at the time of financial bids.
  - v. The Letter of Acceptance (LOA) to the successful bidder shall be informed through email/ letter and uploaded on NCRPB website.

**Director (Admin & Finance)**  
**National Capital Region Planning Board**

#### **SUBMISSION OF BIDS**

- 1) The bidder has to sign the required bid documents one by one as indicated in the bid document.
- 2) Bidders are requested to note that they should necessarily submit their financial bids in Separate cover.
- 3) The Minimum fee prescribed by ICAI for the purpose of Internal Audit is Rs.80,000/- & above, the same may be noted strictly. Although no format has been prescribed for submission of financial bid as mentioned against Part III of Section 7 of the bid document, however it is advised that the financial bid should be sealed in **separate envelop** marked as "financial bid" which should be submitted along with technical bid.

#### **ASSISTANCE TO BIDDERS**

For any queries related to bid Contact at: Tel: 011-24642284 and 011-24642287.

## Section 2

### Bid Data Sheet (BDS)

This section consists of provisions that are specific to each procurement and supplement the information or requirements included in Section I – Instructions to Bidders.

#### A. Introduction

The number of the Invitation for Bids is: <b>B-20018(4)/2019-20/F&amp;A/NCRPB</b>
The Employer is: <b>National Capital Region Planning Board.</b>
The name of the work is: <b>Internal Audit Services for the Financial Year 2019-20.</b>

#### B. Preparation of Bids

<p>The bidders are required to quote fee for the Internal Audit work for Financial Year 2019-20.</p> <p>The initial period of appointment shall be for one year which can be extended for further period of maximum two year (year on year basis) with the prior approval of Competent Authority on the same terms and conditions, if performance found satisfactory.</p> <p>The Minimum fee prescribed by ICAI for the purpose of Internal Audit is Rs. 80,000/- &amp; above, the same may be noted strictly.</p>
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#### C. Submission and Opening of Bids

<p>In case, the successful Bidder considers that they will not be able to sign, date and return the contract agreement to the employer, the successful Bidder shall inform possible date to return to the Employer not later than 7 (seven) days prior to the time limit. The modified time limit shall be subject to agreement by both the contracting parties.</p>
<p>The Courts at New Delhi shall have exclusive jurisdiction over all the disputes/issues arising under, pursuant to and/ or in connection with the bidding process.</p>

## SECTION -3

### EVALUATION AND QUALIFICATION CRITERIA

#### 1 Evaluation Sequence

Bids will be evaluated as follows:

- i) Evaluation of Administrative Requirements, Compliance and Responsiveness
- ii) Evaluation of Eligibility and Qualification Requirements
- iii) Evaluation of Technical Proposal/Data
- iv) Financial Evaluation

#### a. Evaluation of Administrative Requirements, Compliance and Responsiveness

##### 1.1 Generally

- a) The Evaluation will consist of checking the Bids to confirm whether they are substantially responsive to the administrative requirements, Compliance and Responsiveness of the Bid Documents.
- b) The following Administrative Requirements, Compliance and Responsiveness Items will be checked for substantially responsiveness:
  - i. All Bid Forms have been signed and stamped.
  - ii. All pages of Bid are initialed.
  - iii. The bid forms are not altered.
  - iv. One Bid per Bidder
  - v. Submission of separate envelope for Financial Bid.
- c) A “substantially responsive” Bid is one which conforms to all the terms, conditions and specifications of the Bid Documents, without material deviation or reservation. A material deviation or reservation is one:
  - i. which affects in any substantial way the scope, quality or performance of the Services;
  - ii. which limits in any substantial way, inconsistent with the Bid Documents, the Employer's rights or the Bidder's obligations under the Contract; or
  - iii. whose rectification would affect unfairly the competitive position of other Bidders presenting fully responsive Bids.
- d) If a Bid is not substantially responsive, it will be rejected by the Employer, and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

##### 1.2 Result of Evaluation

- a) Subject to the requirements of Clause 1.1 of these Bid Evaluation Procedures, any other deficiency found in the evaluation of the above items shall be clarified by the Employer and corrected by the Bidder. No material alteration shall be made to the Bid in rectifying the deficiency.
- b) This Stage of the evaluation shall be on a “Pass” or “Fail” basis. Each of the items listed above will be checked and if any item is evaluated to “Fail” then the entire Bid will be failed under this Stage of the evaluation.
- c) In case the Bidder does not respond in an acceptable manner to the request for Clarification, the Bid will be considered as not substantially responsive, will be rejected at this Stage and will not be subjected to any further evaluation.

## 2. Minimum Eligibility /Qualification Requirements

A bidder for his qualification in technical bid must qualify in all the requirements of Minimum Eligibility Criteria stipulated in this clause. A bidder not meeting any of the requirements of eligibility criteria shall not be considered for further evaluation. Bidders not meeting any of the minimum eligibility criteria shall not be considered for further evaluation of their technical bid.

### 2.1 Work Experience

Criteria	Compliance Requirements	Documents
Requirement	Single Entity	Submission Requirements
<b>General</b> <b>i.</b> Firm / LLP of Chartered Accountants should have at least two (2) Chartered Accountants as Partner or Directors. <b>ii.</b> The firm should have its Registered/ Head office in Delhi NCR, under control of FCA / FCMA Partner / Director. <b>iii.</b> Bidder should not have been in loss in last audited financial year (not earlier than 2017-18) and the turn over should be at least 50 lakhs in the last audited Financial Year.	Must meet requirement by the Partnership Firm / LLP  Must meet requirement by the Partnership Firm / LLP	Latest Certificate issued by Institute of Chartered Accountants of India.  Certified copy of Profit & Loss Account.

## 3. Evaluation of Technical Bid

3.1 Further evaluation of the technical package of a bidder, meeting the minimum eligibility criteria stipulated in clause 2 above, shall be done as per the marking/ scoring system enumerated below.

**a.** (i) The evaluation committee appointed by the Employer shall carry out its technical evaluation applying the evaluation criteria and point system specified herein. Each responsive bid shall be attributed a technical score. The technical bid should score at least 50% of maximum marks to be technically qualified. The Employer shall shortlist 7 (Seven) top bidders on the basis of their technical score to be eligible for financial bid opening and financial bid of balance bidders shall be returned unopened.

(ii) The Employer shall notify the finally selected bidders, **maximum upto 7 indicating** the date and time set for opening of the financial bid.

(iii) In case of tie, the firm whose year of establishment is earlier will be shortlisted.

## b. Marking /Scoring System

Item Code	Parameter	Max. Marks	Criteria
1	Year of Establishment (At least 5 year old partnership firm / LLP )	10	1 mark for each completed year
2	Internal Audit of PSU {Central / State Public Sector Undertakings / Statutory Corporations/ Government Companies (incorporated under Companies Act, 1956 or Companies Act, 2013)} / Public Sector Banks	60	5 Marks for each completed Internal Audit per company / year during last 5 years.  <b>Note -1: -</b> Each financial year shall be considered as one assignment.  (e.g.:1. in case any firm has completed Internal Audit of one company for the year 2016-17 and 2017-18, the marks will be 10. 2. in case any firm has completed Internal Audit of two companies each for the year 2016-17 and 2017-18, the marks will be 20.)  <b>Note-2:- Documentary proof in support of each work experience should be provided. No marks shall be given for non-submission of documentary proof.</b>
3	The firm / LLP should have at least two partners / directors with relevant qualification i.e. Chartered Accountant. The professionals should have experience in Internal Audit services as mentioned in clause 3.1b2 above.	30	The marks shall be awarded for the number of partners with relevant qualification i.e. Three/Four/Five partners. • 5 marks for each FCA Partner / Director.
	<b>Grand Total</b>	<b>100</b>	

## c. Score of Technical Bidder (ST)

The evaluation of the technical bids shall be done on the basis of various documents submitted by the bidder, as per the method of evaluation stipulated above in 3.1.b to arrive at technical score (St).

### 3.2 Score of Financial Bidder (SF)

Financial bid of only those who are top 7 and above 50% of maximum score in

Technical bid will only be opened for bid evaluation.

**Financial Bid evaluation**

Financial Score of the bidder (Sf)

The financial score of a bidder shall be worked out as per the following formula

$$Sf = 100 \times Fm / F$$

Where;

Sf is the financial score of a bidder

Fm is the lowest total price received in the bidding

F the total quoted price of the bidder

**3.3 Composite Score**

The composite score of a bidder which shall be the deciding factor in award of the work shall be worked out as under:

$$\text{Composite Score of a bidder} = St \times 0.70 + Sf \times 0.30$$

Where,

St & Sf are the technical and financial scores of a bidder respectively.

Bidder with the highest composite score shall be considered for the award of the work.

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**Section 4**  
**Bidding Forms**  
**Letter of Technical Bid**

Invitation for Bid No.:B-20018(4)/2019-20/F&A/NCRPB    Date: 08.08.2019

To:

Director (Admin. & Finance)  
National Capital Region Planning Board  
Core 4 B, 1st Floor,  
India Habitat Centre, Lodhi Road  
New Delhi-110003

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance;
- (b) We offer to execute the Works in conformity with the Bidding Documents;
- (c) Our bid shall be valid for a period as defined in IFB from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to deploy key personnel as proposed by us in our bid consistent with the requirements stipulated in Part II, Employer's Requirements;
- (e) We understand that Employer requires that bidders, Consultants, Sub-consultants must observe the highest standard of ethics during the procurement and execution of such contracts. We confirm and undertake that we including our constituents, any sub-consultants for any part of the contract directly or otherwise have not been / shall not be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.
- (f) We also understand that the Employer has the right to reject our bid at any stage, if it determines that we have directly or otherwise, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract and will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in Employer's activities, if it at any time determines that the firm has, directly or otherwise, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing a contract of the Employer.

- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (h) We declare and confirm that in the submission of this bid, no agent, middleman or any intermediary has been, or will be engaged to provide any services or any other item of work related to the award and performance of this contract. We further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the bid price does not include any such amount. We acknowledge the right of the Employer, if he finds to the contrary, to declare our bid noncompliant and if the contract has been awarded to declare the contract null and void.

Name .....

In the capacity of .....

Signed and Sealed .....

Duly authorized to sign the Bid for and on behalf of .....

Date.....

## Section 5 Contract Agreement

THIS AGREEMENT made the . . . .day of . . . ., between . . . . [*Name of the Employer. . . . .* (hereinafter “the Employer”), of the one part, and . . . . [*name of the Consultant*].<sup>1</sup>. . . (hereinafter “the Consultant”), of the other part:

WHEREAS the *Employer* desires that the Works known as . . . . . [*name of the Contract*]. . . . . should be executed by the Consultant, and has accepted a Bid by the Consultant for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Consultant agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - the Letter of Acceptance
  - the Letter of Technical Bid
  - Invitation for Bid
  - Instructions to Bidders with Bid Data Sheet, Evaluation & Qualification Criteria and Bidding Forms
  - Contract Forms
  - the Employer’s Requirements
  - Any other documents
3. In consideration of the payments to be made by the Employer to the Consultant as indicated in this Agreement, the Consultant hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Contract Price shall be INR \_\_\_\_\_

The above amount includes all taxes, except Goods and Services Tax (GST) which shall be paid as per the rules and guidelines of Govt. of India.

The Consultant shall complete the Works within \_\_\_\_\_ months from the date as stipulated in in the Letter of Acceptance or Notice to Proceed, issued by the Employer.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of .....on the day, month and year indicated above.

Signed by .....  
.....

Signed by.....

<sup>1</sup>In case Consultant is a Joint Venture the ‘name of the Consultant’ shall be inserted as under :  
“the Joint Venture under the name and title of ....., comprising of ....[Lead Partner] ;.....; and .....”

for and on behalf of the Employer  
in the presence of

for and on behalf the Consultant  
in the presence of

Witness, Name, Signature, Address, Date

Witness, Name, Signature,  
Address, Date

## **Part-II**

### **Section 6**

(Employers requirements)

#### **SCOPE OF WORK**

Internal audit is an important tool of management to keep watch and exercise control over activities of the NCRPB. With the specialized knowledge of professional firms of Chartered Accountants / LLP firms, NCRPB endeavors to significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient Internal Audit mechanism.

Accordingly, to strengthen the control over NCRPB's financial and other activities management will rely extensively on the reports submitted by Internal Auditors and hence responsibilities of Internal Auditors are vast and it is expected that the Internal Auditors shall apply their expertise in bringing out the deviations and irregularities and support the Board in streamlining its/ their activities. NCRPB management also desires to gather valuable suggestions from Internal Auditors to review, modify and enhance professionalism and financial discipline in the Board.

Internal audit is required to be conducted as per 'Framework Governing Internal Audit' and 'Basic Principle of Internal Audit' to the 'Standards on Internal Audit' issued by the Institute of Chartered Accountants of India.

Based upon NCRPB's requirements and working following are the broad requirements for Internal Audit of the NCRPB, (this is not an exhaustive list of requirements): –

#### **(I) AS PRIME RESPONSIBILITIES THE INTERNAL AUDITOR**

- (a) Should ensure that no transaction, agreement, act or commitment of the NCRPB is *ultra vires* to the laws prevailing and/ or applicable for the period under audit.
- (b) Should ensure that no transaction is booked in the books of accounts against mandatory accounting standards.
- (c) Should ensure that no transaction is booked in the books of accounts of the NCRPB against generally accepted Accounting Principles, fundamental accounting assumptions and accounting concepts and Ind AS.

## **(II) MAJOR FOCUS AREAS**

The Internal Auditor should check and report in respect of the following areas;

### **2. Finance & Accounts**

- i. Internal control mechanism for handling of cash and cash equivalent transactions.
- ii. Salary, advances, temporary advances and other employees related transactions. Timely recovery of advances and interest.
- iii. Timely and correct deposition of taxes and levies (direct and indirect), filing of returns and settlement of disputes as and when arise, if any.
- iv. TDS/GST TDS & all statutory compliance relating to other taxes & duties.
- v. All Statutory and tax compliances applicable on NCRPB.
- vi. Foreign currency transactions.
- vii. Bank statements & monthly bank reconciliation statements.
- viii. Proper and timely booking of revenue, expenditures, provisions, liabilities and assets.
- ix. Maintenance of Fixed Assets Register and physical verification of assets.
- x. Reconciliation of main/ general ledgers with subsidiaries for debtors, creditors, receivables and payables etc. and eliminating differences between main and subsidiary ledgers.
- xi. Recoverable and payables from/ to other govt. departments are properly and timely recorded and efficient efforts are being made to settle the transactions.

### **3. Administration and Personnel**

- i. Payroll and leave records
- ii. Test check a few individual files of employees.
- iii. Ensure compliance of GPF/NPS.
- iv. Verify the records with special attention to LTC, Medical rules, Final Settlement, Travelling allowances, Staff Loans/Advances, Foreign Service Contribution (FSC) etc.
- v. Expenses on employees welfare etc.

### **4. Other Matters;**

- i. Payment of late fees/ penalty/ demurrage, fines etc. should be audited in detail and proper approval, steps for avoidance in future etc. should be ensured.
- ii. Settling pending issues with Direct and Indirect Tax and other statutory authorities.
- iii. Resolution of Statutory and C & AG audit qualifications. The target in this regard is to bring down qualifications to zero.
- iv. Grant/ Debt received should be strictly accounted for in accordance with applicable Rules.
- v. Bank Guarantees received by NCRPB should not expire or get renewed to protect NCRPB's interest.

### **(III) INITIATIVES**

- i. Suggestions for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by government.
- ii. Suggestion for better accounting practices and business policies based on auditors' experience with practicality of uniform applicability.
- iii. Suggestions for betterment of processes, capturing of information and improving MIS.
- iv. Suggestion for improvement in internal control system for financial and non financial activities.
- v. Suggestions on any changes in Ind AS, Income Tax, GST and provision of the various Act/Rules applicable, if any, to NCRPB.

### **(IV) AUDIT REPORT**

The Audit Report should be concise, to the point and should be professionally written covering all important aspect. Above guidelines are indicative and not exhaustive. Wherever internal auditor notices issues to report he should clearly report in such a way that shall meaningfully be used by NCRPB.

The auditor is expected to prepare audit report in two parts. Part A of the report shall deal with items that requires attention of the NCRPB Management. Part B shall deal with items that can be considered and settled by the management.

The Internal Auditor is required to submit its report in four quarterly intervals as per the time schedules indicated below;

<b>Audit Phase</b>	<b>Quarter/ Period</b>	<b>Deadline Reporting for</b>
I	April to June	30 <sup>th</sup> September
II	July to September	30 <sup>th</sup> October
III	October to December	15 <sup>th</sup> January
IV	January to March	25 <sup>th</sup> April

Further, internal auditor is expected to have good working knowledge of **'Standards on Internal Audit' (SIA) issued by ICAI** from time to time and should suitably apply such standards while conducting internal audit and concluding his comments.

**(V) PERIOD OF ENGAGEMENT**

The initial period of appointment shall be for one year which can be extended for further period of maximum two year (year on year basis) with the prior approval of Competent Authority on the same terms and conditions, if performance found satisfactory.

**(VI) Payment of Fee**

Fee amount, as fixed, will be paid in four instalments (proportionately) only after submission of bill and submission of periodic audit report. NCRPB will not pay any advance to audit firm under any circumstances.



**PART III**  
**Section 7.**

**(Financial Bid)**

Financial bid should be in a **sealed and separate envelop** also marked as “financial bid”  
Financial bid should be submitted along with technical bid.