



REQUEST FOR PROPOSAL

SELECTION OF STATUTORY AUDITORS
FOR
ANDHRA PRADESH PARA VETERINARY AND
ALLIED COUNCIL

RFP Notification No.: APUIAML/AHDAP/01

ANDHRA PRADESH URBAN INFRASTRUCTURE ASSET MANAGEMENT LIMITED

For Queries: Contact –Mrs. Durga Narni,

Assistant Manager, Project Finance & Strategy

Phone No: +91 7036438607, Email ID –durga.narni@apurban.in

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SCHEDULE OF RFP PROCESS

Description	Scheduled Date
Notification No:	APUIAML/AHDAP/01, Dated: March 15, 2024
RFP Issue / Start Date	March 15, 2024
Pre-Bid meeting	<p>Date: 19.03.2024</p> <p>Time: 05:00 PM.</p> <p>Mode: Virtual Conference</p> <p>Virtual Conference link shall be shared in response to the participation request received by email to the below-mentioned mail ID latest by 19.03.2024; 04:30 PM. (Details of person/s attending along with the name of their firm, their email ID and contact details shall be required to be provided. The link shall be shared to their respective email IDs only.)</p> <p>Authority reserves its right to admission for the pre-bid conference.</p> <p>Interested Bidders are to send their pre-bid queries through email to durga.narni@apurban.in on or before 19.03.2024; 04:00PM.</p>
Bid Submission Closing Date and Time	March 21, 2024, at 05:00 PM
Submission of Hard Copy of the Bid	<p>To,</p> <p>Assistant Manager, Project Finance & Strategy Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) 4th Floor, NTR Administrative Block, Pandit Nehru Bus Stand, Vijayawada – 520013.</p>
Date & Time for Opening of Technical Bids	March 21, 2024, at 05:30 PM
Date & Time for Opening of Financial Proposal / bids	Will be informed to the Technically Qualified bidders through email from APUIAML side
RFP Application Fees (Non-refundable)	INR 1,000 + GST (Rupees One Thousand plus GST)

- Any addendum / corrigendum to the RFP Document shall be intimated to all Applicants /Bidders through Tender Page of APUIAML website www.apurban.com only.
- The Authority shall not be responsible for any non-receipt of Bids before the scheduled closing date & time of submission of bids.
- Failure to fill and sign the all the required Annexures (including incomplete information / document) shall make the Bid invalid. The bidder(s) is/are requested to submit its/their bid document in the given format only (including supporting documents). Any discrepancy in the submitted documents and/or submission of any irrelevant document shall result to disqualification of the respective bidder from the bidding process.
- Interested bidders may obtain further information with respect to this RFP from the office of APUIAML.

RFP Documents can be downloaded online by the participating bidders electronically at the Tender Page of www.apurban.com

- The RFP shall be filled in English Language and all entries must be typed / written in blue / black ink. Initials of the Authorized representative of the Bidder must be attested at all erasers and alterations made while filing the proposal. Over writing of figures in the Price Proposal is not permitted. Failure to comply with any of these conditions may lead to the Proposal invalid.
- Authority shall not be responsible for any costs or expenses incurred by the bidder(s) in connection with the preparation and delivery of Proposal, including costs and expenses related to transport etc. Authority reserves the rights to cancel, terminate, change or modify this procurement / Bid Process and / or requirements of proposal stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- The Proposal / bid shall be valid for a period of not less than 180 days from the Bid Due Date (the "BDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the Bidders to extend the period of validity for a specified additional period. The request for such extension shall be made in writing. However, bidders will not be permitted to modify their submitted bids after the BDD.
- RFP Application Fees: The participating bidder/s will have to pay RFP Application fee (non-refundable) of Rs. 1,000/-+ GST through online payment to following current account no:
 - Beneficiary Name:** Andhra Pradesh Urban Infrastructure Asset Management Limited
 - Bank Name:** Union Bank of India
 - Bank Address:** Labbipet Branch, Vijayawada 520010
 - Account Number:** 034311100004067
 - Account Type:** Current Account
 - IFSC Code:** UBIN0803430

Submit copy of the proof of payment along with payment reference number along with the Bid/Proposal. Failure to submit the copy of the proof of payment along with payment reference number, the bidder will be disqualified. No other mode of payment will be accepted.

INTERPRETATION

In the interpretation of this RFP, unless the context otherwise requires:

- i. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa;
- ii. A reference to any gender includes the other gender;
- iii. A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
- iv. The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed or defined;
- v. Any reference to a person shall include such persons, successors and assignees;
- vi. A reference to a "writing" or "written" includes printing, typing, lithography, scanned and other means of reproducing words in a visible form;
- vii. Any date or period set forth in this RFP shall be such date or period as maybe extended pursuant to the terms of this RFP;
- viii. The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article,
- ix. In case of any inconsistency between the terms mentioned in the RFP and the literary term, the meaning best construed in furtherance of the objectives of this RFP shall prevail.
- x. Where there is a discrepancy between amount in figures and in words, the amount in words shall prevail.
- xi. Statutory Auditor means a Chartered Accountant having valid Certificate of Practice issued by the Institute of Chartered Accountants of India (ICAI) and also ascribed to the meaning of Audit Firm as mentioned in xii.
- xii. Audit Firm means a Chartered Accountancy Firm registered with Institute of Chartered Accountants of India (ICAI) and as per its regulations applicable from time to time.

DISCLAIMER

- I. The information contained in this **RFP ("Document")** or subsequently provided to Bidders (Applicants / Bidders), whether verbally or in documentary or any other form by or on behalf of Assistant Manager, APUIAML (hereinafter referred to as "**Authority**") or any of its employees, representatives, advisors or Consultants is provided to Bidder(s) on the terms and conditions set out in this Document and any other terms and conditions subject to which such information is provided.
- II. This Document is neither an agreement nor an offer by the Authority to the prospective Bidder(s) or any other person. The purpose of this Document is to provide interested parties with the information that may be useful to them in the formulation & submission of their Proposal pursuant to this Document.
- III. This Document includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Request for Proposal towards **Appointment of Statutory Auditor** submitted to the selected Bidder / Agency selected through a competitive bid process. The purpose of this RFP is to provide the Bidder(s) with information that may be useful to them in formulation of their bids (including Price Bids) (the "Bids") pursuant to this RFP document and for no other purpose.
- IV. This Document may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this document. The assumptions, assessments, statements and information contained in this document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Document and obtain independent advice from appropriate sources. Information provided in this Document to the Bidders may be a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- V. The Authority and its employees/ officers/ advisors/ consultants make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Document or arising in any way in this Selection Process / RFP Process (hereinafter defined).
- VI. The possession or use of this Document in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Document shall be construed as final commercial, legal, financial or tax advice.
- VII. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements and information contained in this Document.
- VIII. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Document.
- IX. The issue of this Document does not imply that Authority is bound to select a Bidder or to award work to the Selected Bidder, as the case may be, for the subject project and the Authority reserves right to reject all or any of the Proposal without assigning any reasons whatsoever.
- X. Laws of the Republic of India are applicable to this Document.

1. LETTER OF INVITATION

To,
Whom so ever it may concern

Sub: Selection of Statutory Auditor for the Andhra Pradesh Para Veterinary and Allied Council

The broad Scope of Work / details of the services required to be provided by the Selected Bidder are given in Terms of Reference (ToR) of this document (hereinafter referred to as the "**Project**").

- 1.1** Proposal submission must be received not later than the Bid Due Date specified in the "**Schedule of RFP Process**" in the manner specified in this RFP Document.

The Original Hard Copies shall be submitted on or before the due date specified at the address given below clearly mentioning the name of the project and the services for which they are intending to bid for Selection of Statutory Auditor for the Andhra Pradesh Para Veterinary and Allied Council.

To
The Assistant Manager
Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML)
4th Floor, NTR Administrative Block, Pandit Nehru Bus Stand,
Vijayawada – 520013.

- 1.2** This RFP has following sections*:

Section – 1	Letter of Invitation
Section – 2	Instructions to Applicants
Section – 3	Data Sheet
Section – 4	Preparation, Submission and Evaluation of Proposals
Section – 5	Terms of Reference
Section – 6	Formats for Proposal Submission (Annexures)

- 1.3** The Agency for providing its services for the said Assignment will be selected on the basis of the Least Quote (L1) method. The Financial Proposals (Price Proposals) of only those Bidders, who qualify the eligibility (technical & financial capability) criteria as mentioned in this RFP shall be processed further.
- 1.4** The Proposals shall be filled in English Language and all entries must be typed and written in blue/black ink. Initials of the Individual Applicant or Signing Partner of the Applicant Firm must be attested at all erasers and alterations made while filling the Proposal. Failure to comply with any of these conditions may lead to the Proposal invalid.
- 1.5** The Authority shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to transport, postage, visits, surveys etc. The Authority reserves the rights to cancel, terminate, change or modify this procurement / RFP process and / or requirements of proposal as stated in the RFP at its sole discretion, without assigning any reason or providing any notice and without being liable in any manner for the same.
- 1.6** The Proposal shall be valid for a period of not less than one hundred and eighty (180) days from the Bid Due Date (the "**BDD**"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the Authority may request the Applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Applicants will not be permitted to modify/alter their submitted proposals post submission of bids.

2. INSTRUCTIONS TO APPLICANTS

- 2.1** The Authority has adopted a Single stage with Two-Part process (hereinafter referred to as the “**Selection Process / RFP Process**”) for selection of Agency(s), for award of the project. RFP have to be submitted hard copy in two sealed envelopes i.e., first envelope Technical Bid as Part I and in second envelope Financial Bid as Part II. The Technical Proposal to be submitted by Applicants shall comprise of technical and financial capability documents and other requisite documents/clarifications as per the terms of this RFP. The Financial Proposal, of only those Applicants whose Technical Proposal qualify the evaluation process as per terms hereof, shall be opened for further processing.
- 2.2** Applicants are encouraged to inform themselves fully about the project and other conditions before submitting their Proposals.
- 2.3** Broad description of the objectives, scope of services, deliverables and other requirements relating to this Assignment are specified in this RFP. The Applicant should not form any JVs or consortiums or the other that are not registered with ICAI, to participate in the Selection Process in any manner whatsoever in nature.
- 2.4** Proposal shall be prepared and submitted in the manner elaborated in this RFP as per the formats/annexures provided.
- 2.5** No Applicant or its Associate shall submit more than one Proposal.
- 2.6** Any individual or entity which has been blacklisted by ICAI, any Department or Agency of the Central Government, any State Government, any Statutory Authority or any Public Sector undertaking, as the case may be, from participating in any audit and the prohibition subsists as on or before the last date of submission of the Bid, would not be eligible to submit the Bid either by him or by itself or through its Associate.
- 2.7** The Bid/Proposal/Quote/ Letter of acceptance/ Consent submitted by the Signing Partner will be binding on the Audit Firm and remaining Partners of the Agency.
- 2.8** It shall be deemed that by submitting the Proposal, the Applicant has:
- I. made a complete and careful examination of the RFP;
 - II. received all relevant information requested from the Authority;
 - III. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in the RFP;
 - IV. satisfied itself about all matters, things, and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all its obligations there under;
 - V. acknowledged that the individual or the firm does not have a Conflict of Interest;
 - VI. Agreed to be bound by the undertaking and all other documents provided by it under and in terms hereof;
 - VII. Satisfied itself about the project conditions and made a complete and careful examination of the same.
- 2.9** The Authority shall not be liable for any omission, mistake, or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.
- 2.10** The Proposal of an Applicant shall be liable for disqualification in the Preparation of documentation of the following:
- a) If the Applicant refuses to accept the correction of errors in its Proposal (OR)
 - b) at any time, a misrepresentation is made or information sought is not disclosed or suppressed (OR)
 - c) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal or does not respond to any queries raised by the Authority (OR)
 - d) If the applicant submits a conditional Proposal which would affect unfairly the competitive provision of other firms who submitted substantially responsive proposal and/or is not accepted by the Authority.
 - e) If the Applicant submits more than one proposal for the same work

2.11 QUERIES AND CLARIFICATIONS

The Bidders are requested to study this entire RFP document in detail. If the Bidders have any queries related to the RFP or on the proposed Project, they may submit such queries to the Authority in writing or e-mail to durga.narni@apurban.in on or before the Clarification(s) due date specified in the "Data Sheet / Schedule of RFP". All such queries received, and clarifications provided by the Authority shall be informed by uploading on www.apurban.com mentioning as Addendum / Corrigendum for the subject title of the RFP without identifying the names of the Bidders. Bidders are requested to keep themselves updated on the same and the Authority takes no responsibility on any claims of non-information.

2.12 AMENDMENT TO RFP

- a) At any time prior to the due date for submission of Proposal, the Authority may, for any reason, whether at its own initiative or otherwise, modify the RFP document by issuing Addendum / Corrigendum.
- b) In order to provide the Bidders with reasonable time for taking an amendment into account, or for any other reason, Authority may, in its sole discretion, extend the BDD.
- c) The above changes & amendments if any will be notified at the Tender page on www.apurban.in for the Project.

2.13 CONFLICT OF INTEREST

The Authority requires that the Bidder(s) provide professional, objective, impartial advice and at all times hold Authority's interest's paramount, avoid conflicts with other projects / assignments or its own interests, and act without any consideration for future work. The Bidder(s) shall not accept or engage in any assignment / project that would be in conflict with its prior or current obligations to other Authority(s) / Client(s), or that may place it in a position of not being able to carry out the project in the best interests of the Authority.

A Bidder shall not have a conflict of interest that may affect the Selection Process (the "**Conflict of Interest**"). Any Bidder found to have a Conflict of Interest shall be disqualified.

A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- a) A constituent of such bidder is also a constituent of another bidder; (or)
- b) Such bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other bidder or its Associate; (or)
- c) Such bidder has the same legal representative for purpose of this application as any other bidder; (or)
- d) if a Bidder is engaged by the Authority to provide goods or works or services and if the Associate(s) of such firm is engaged for providing services for the same project and vice versa.
- e) If a Bidder submits multiple Proposals either individually or as a member of any Consortium and vice versa.

2.14 MODIFICATIONS/ SUBSTITUTION / WITHDRAWAL OF PROPOSALS

- 2.14.1 The Applicant may modify, substitute or withdraw its Proposal after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the BDD. No Proposal shall be modified, substituted or withdrawn by the Applicant on or after the BDD.
- 2.14.2 Any alteration / modification in the Bid or additional information supplied subsequent to the BDD, unless the same has been expressly sought for by the Authority shall be disregarded.

2.15 REJECTION OF PROPOSALS

- 2.15.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to reject any Proposals and to annul the RFP Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons. In the preparation of documentation that the Authority rejects or annuls all the Proposals, it may, in its discretion, invite all

eligible Applicants to submit fresh Proposals hereunder or may take such other steps as it may deem fit in its sole discretion in any manner.

2.15.2. Any audit assignment conducted outside India except under the instructions of Government of India shall not be considered for the purpose of the work experience.

3. DATA SHEET

RFP Details		
S. No	Key Information	Details
1	Project/Assignment	Appointment of Statutory Auditor for the Para Veterinary and Allied Council
2	Authority	Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML)
3	Assignment Location	Vijayawada, NTR District, Andhra Pradesh
Proposal Conditions and Evaluation		
4	Eligibility Criteria	<ol style="list-style-type: none"> 1. Applicant/ Firm should compulsory be empaneled under C&AG. 2. Applicant must have at least five years of experience as Statutory Auditors 3. Applicant/Firm that have previously completed statutory audit(s) for the Government organization(s) shall be preferred. 4. APUIAML reserves right to verify the completion certificates and in case, if the certificates provided by the bidding firm are observed to be false, or fabricated, then the bidding firm shall be black listed for a period of 3 years <p>5. Availability of Key personnel</p> <ul style="list-style-type: none"> • Statutory Auditor (1 no. of at least 5 years' experience) having valid Certificate of Practice issued by the Institute of Chartered Accountants of India (ICAI) • In case, the applicant is a partnership firm, the firm should contain at least two partners and out of whom the signing partner shall have at least 5 years' experience. The Firm shall have suitable ICAI registered article students/ apprentices Minimum 3 Nos. <ol style="list-style-type: none"> 6. Bidding firm/Agency to submit the CV's along with certificates of the Key personnel mentioned above.
5	Proposal Evaluation	Financial Proposal of only those Applicants meeting the eligibility criteria (S.No.4) will be considered and undertaken. Financial Evaluation: Price bids of qualified applicants will only be opened. The Financial Bid would be assessed based on the Least quote (L1) method.
6	Criteria for selection of Agency(s) (Proposal Parameter)	Criteria for selection of Agency would be based on evaluation method. If the (L1) bidder failed to accept/perform within stipulated time, (L2) bidder may be considered, provided the same accepts the L1 price as per the discretion of the Authority. The defaulted firm will be blacklisted for a period of two years for any further assignments by APUIAML.
7	Proposal Validity	The Proposal shall be unconditional, firm and irrevocable and shall be valid for a period of 180 (one hundred and eighty) days from the Bid Due Date (BDD).
8	Proposal Withdrawal	The bid can be withdrawn by APUIAML without any reasons, and it is its sole discretion to withdraw at any stage.
Proposal Submissions		

9	Offline Submission	The bidder shall submit its response through bid submission to the RFP as per the details provided in this Document
10	Technical Proposal for Eligibility Qualification	<p>The Technical proposal shall be submitted offline.</p> <ul style="list-style-type: none"> i) Signed RFP Document. ii) Checklist of Submissions ~ Annexure 1. iii) Covering letter ~ Annexure 2 iv) Similar Experience towards eligibility ~ Annexure 3 (All documents including the details of personnel as mentioned in S.No.4 of Data Sheet) v) GST registration certificate and PAN card ~ Annexure 4 vi) Financial Experience towards eligibility ~ Annexure 5 vii) Firm Registration Certificate~Annexure-6 (Not required forProprietary firm) viii) Affidavit of non-blacklisting by any client / authority in India ~ Annexure 7. ix) Any other documents as required in S.No.4 above data sheet.
11	Financial Proposal	The Applicants shall be required to submit their Financial Proposal in the format as provided in this document and should not be part of technical bid.
12	Duration of Assignment	The Assignment shall commence from the date of signing the agreement with selected bidder and shall be valid for the entire agreement period. The audit shall complete within specified timelines as per the agreement terms and conditions (or) before the last date of agreement completion period whichever is earlier. The providing of services asmentioned in this RFP shall be done without fail from the date of signing of Agreement.

4. PREPARATION, SUBMISSION AND EVALUATION OF PROPOSALS

4.1 GENERAL

- a) The Applicants shall bear all costs associated with the preparation and submission of its Proposal, including site visits, required data collection, analysis, etc., as also any discussions/negotiations. The Authority shall not be responsible or liable for any such costs incurred.
- b) An Applicant shall be an Individual or a registered partnership firm with ICAI.
- c) Adherence to Formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring a proposal non-responsive.
- d) All communication and information shall be provided in writing and in English language only.
- e) All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.

4.2 PREPARATION AND SUBMISSION OF PROPOSALS

RFP has to be submitted hard copy in two (2) sealed envelopes i.e., first envelope Technical Bid as Part I and in second envelope Financial Bid as Part II. The Technical Proposal to be submitted by Applicants shall comprise of technical and financial capability documents and other requisite documents/ clarifications as per the terms of this RFP. The Financial Proposal comprise of only financial quote in the prescribed format (Annexure – 8)

- a) The bidder is requested to download the RFP document from the Tender page of www.apurban.com and read all the terms and conditions mentioned in the RFP Document. Clarifications can be sought from the RFP Inviting Authority. Any offline bid, submission clause in the RFP document shall not be considered.
- b) The bidder has to keep track of any changes by viewing the addendum / corrigendum issued by the Authority from time-to-time in the APUIAML website (www.apurban.com). The Department calling for Proposals shall not be responsible for any claims/problems arising out of this.
- c) The bidders shall submit their eligibility and qualification documents, technical bid, financial bid etc., in the standard formats prescribed in this Document, scanned and to be submitted

Note: All the required documents are to be arranged in the serial order, (Serial Numbers and Page Numbers)

The following documents are to be submitted.

Cover-1

- I. Signed RFP Document
- II. Checklist of Submissions ~ Annexure 1
- III. Covering Letter ~ Annexure 2
- IV. Similar Experience towards eligibility ~ Annexure 3 (All documents including details / certificates of key personnel as mentioned in S.No.4 of Data Sheet)
- V. GST registration certificate and Pan card ~ Annexure 4
- VI. Financial Experience towards eligibility ~ Annexure 5
- VIII. Firm Registration Certificate ~ Annexure 6 (Not required for Proprietary firm)
- IX. Affidavit of non-blacklisting by any client / authority in India ~ Annexure 7.

X. Any other documents as required in S.No.4 of the data sheet.

Cover-2

Financial Proposal ~ Annexure 8

- a) The bidder should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given at the office of APUIAML on or before the Bid submission due date as per T&C of the RFP. APUIAML is not responsible for incomplete bid submission by bidders. Bidders may also note that the incomplete bids will not be processed further.
- b) Bidders are encouraged to inform themselves fully about the project and the other conditions before submitting the Proposal.
- c) The Authority shall not take any responsibility for any delay or non-receipt
- d) Other conditions as per RFP documents are applicable.
- e) The outer envelopes shall clearly indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".
- f) The bids shall be made in SEALED ENVELOPE.

4.2 SIGNING OF PROPOSALS

The applicant shall manually sign each page of the proposal documents along with the stamp of the Chartered Accountant / CA Firm. Applicant should sign & stamp each page of the RFP.

4.3 OPENING OF PROPOSALS

Proposals received on or before the Bid Due Date (BDD) will only be considered for opening and evaluation. Proposals other than the above will be summarily rejected.

4.4 OPENING AND EVALUATION OF TECHNICAL PROPOSAL

- a) The Technical Proposals shall be opened on the date as mentioned in the schedule of RFP and shall be evaluated.
- b) Only those proposals meeting the Eligibility Criteria, will be considered for further evaluation.
- c) Applicants not meeting the eligibility criteria will be deemed to be disqualified and will not be considered for further evaluation. No correspondence or representation will be entertained in this regard and the Authority's decision will be final in this regard.
- d) The eligible Proposals will be checked for all the mandatory documents and submissions (Mandatory Annexures and their supporting documents if any) duly signed as per the list provided above and in the prescribed formats. The Authority shall take a decision at its sole discretion with regard to proposals without any of the said documents or documents submitted in any other format other than the prescribed.

4.5 FINANCIAL PROPOSAL

- a. The bidders shall quote their rate(s) for the audit in INR (Rs.) as applicable in the given format. The price shall be applicable for entire agreement period of this assignment. The price shall be inclusive of any other taxes / levies excluding out-of-pocket expenses at actuals and GST which would be paid as per applicable rates against invoice.
- b. The Financial Proposal will only be opened of those Applicants who have qualified the Eligibility Criteria of technical proposal
- c. The bidder shall be selected based on their Technical and Financial Proposal duly adhering to the guidelines.

4.6 NUMBER OF COPIES OF PROPOSAL

The Applicant shall submit one original hard copy of the Technical Proposal, clearly marking the "Technical Proposal – Original" and one original hard copy of the Financial Proposal, clearly marking the "Financial Proposal – Original" as appropriate. Hard copy, the same shall be scrutinized for material deviation / fraud etc.

4.7 ANNULMENT OF AWARD

Failure of the Applicant to comply with the requirements set forth in this RFP Document and / or the provisions of the Contract shall constitute sufficient grounds for the annulment of the award.

4.8 AUTHORITY'S RIGHT TO ACCEPT OR REJECT ANY AND/OR ALL PROPOSALS

Authority reserves the right to accept or reject any Proposal in its sole discretion, and to annul the Proposal Process or reject all proposals without assigning any reason whatsoever at its sole discretion at any time before issuance of a Letter of Award without incurring any liability. Application fee shall not be refunded.

5. TERMS OF REFERENCE

5.1 Introduction

Government of Andhra Pradesh has established a Joint Venture company called Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) under Companies Act 2013 with the objective of development of infrastructure projects, attracting investments and financing of Urban Infrastructure Projects in the state by appointing the Chief Secretary as Chairman and Spl. Chief Secretary, MA&UD, Spl. Chief Secretary, Finance as nominees on Board of the Company.

At present, Andhra Pradesh Para Veterinary and Allied Council (APPVAC) requested to engage Statutory Auditors for providing the audit services. (Part-C), for Andhra Pradesh Para Veterinary and Allied Council, Vijayawada, NTR District, Andhra Pradesh. The details of assignment, duration of the contract and scope of work is presented below.

5.2 Duration of the Assignment:

The duration of the assignment shall be for a period of One (01) year from the date of issue of Work Order by Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML). The duration may be extended for any additional years based on the requirement by the Andhra Pradesh Para Veterinary and Allied Council (APPVAC).

5.3 Scope of the Services:

1. To examine the financial transactions, statements and accounting records of the organization.
2. Preparation of financial statements and other reports of the organization.
3. Certification of reports and give recommendations to the management.
4. Attend regular meetings with the management to review and share financial information and advice.

Location details

S. No.	Name	Address
1	Andhra Pradesh Para Veterinary and Allied Council	Vijayawada, NTR District, Andhra Pradesh

Now, the Andhra Pradesh Para Veterinary and Allied Council is intended to appoint the Statutory Auditors for providing auditing services as mentioned above,

5.4 Payment :

On selection of the bidder, Andhra Pradesh Para Veterinary and Allied Council awards the workorder to the selected bidder. The bidder should enter into a separate agreement with Andhra Pradesh Para Veterinary and Allied Council within seven 7 day from the date of award of work order and all payments will be done as per the agreement entered between the Selected bidder and Andhra Pradesh Para Veterinary and Allied Council.

Note:

- a) The fee payment for each audit year shall be released up on acceptance of client i.e., Andhra Pradesh Para Veterinary and Allied Council.

- b) All the payments to the appointed Statutory Auditors shall be paid by Andhra Pradesh Para Veterinary and Allied Council.

Payment Terms

- i. The fee to be quoted by the bidder shall be in terms of INR by the selected bidder and the same shall be payable upon satisfactory performance.
- ii. The payment towards the services provided by the Statutory Auditors shall be done up on the completion of the work.
- iii. No advance payment or any extra amount for any agreed or additional works other than the fee quoted by the bidder will not be allowed or entertained by the Andhra Pradesh Para Veterinary and Allied Council.
- iv. All Payments towards the services rendered by the Statutory Auditors will be paid by the Andhra Pradesh Para veterinary and Allied Council.
- v. In case of delay in payments no interest amount will be paid to the Statutory Auditors.
- vi. Andhra Pradesh Para Veterinary and Allied Council reserves the rights to hold the payment if the service is not provided with in the time specified in the work order/ agreement or if the Statutory Auditors' services are not satisfactory.

5.5 General terms & conditions:

1. Bidder/ Consultant shall quote the proposal as per the format provided in Annexure – 8 in a single sealed cover.
2. The last date for submission of price quote through physical submission, speed post or through courier as per the prescribed format is 20.03.2024 by 17:00 HRS to the APUIAML office address as mentioned below.

To

Assistant Manager, (Project Finance & Strategy)
Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML)
4th Floor, NTR Administrative Block, Pandit Nehru Bus Stand,
Vijayawada – 520013.

3. The date of opening of the financial quotes shall be communicated to the successful bidder(s) in due course of time.
4. The L1 bidder will be selected who shall quote less percentage or cost.
5. All payments to the selected Statutory Auditors will be made by the Andhra Pradesh Para Veterinary and Allied Council.
6. All works completed, data collected etc. shall be the property of Andhra Pradesh Para veterinary and Allied Council. The information, data shall remain confidential and shall not be disclosed to third parties except for Statutory Purposes or as required by Government
7. The required staff for the auditing are the Chartered Accountant having an experience of minimum five years in auditing, Article Students/ Apprentice those who are registered under ICAI shall be made available on demand basis to our office meetings regularly and also for our client meetings.
8. Only upon duly satisfaction of work at each milestone deliverable submitted by the selected Statutory Auditors, the work for the next milestone shall commence and payment shall be made accordingly.
9. For issuing the work order to the selected Statutory Auditors, Andhra Pradesh Para Veterinary and Allied Council may negotiate with selected bidder for the revised price quote based on the submitted financial

quote or with any other bidder for best quote.

10. Andhra Pradesh Para Veterinary and Allied Council or the Authority as per its client's advice may at any time or at any stage modify or hold or cancel the bid or scope of audit.
11. Andhra Pradesh Para Veterinary and Allied Services reserves its right to hold the payment in case, if the certificates/documents are not provided by the bidding firm and in case if the submitted certificates/documents are observed to be false, or fabricated.
12. Relevant Work-experience Certificates (whether Ongoing or Completed) shall be enclosed for technical bids and they shall be preferred to agreements in the order of preference for submission of experience proof.
13. If work is awarded, the Selected bidder should not step back and should complete the work within the timelines.

14. General Disclosures:

The Bidding entities shall disclose interest of their owners/ directors/ partners in other entities / companies / partnerships, and they should not submit multiple bids in different names for a single bid or attempt to any unfair methods.

6. FORMATS FOR SUBMISSION OF PROPOSAL (ANNEXURES)

Annexure 1

CHECKLIST OF SUBMISSIONS

S.No.	Enclosures to the Proposal	Status (Submitted / Not Submitted)	Remarks
1.	Signed RFP Document		
2.	Covering Letter (Annexure 2)		
3.	Similar Experience towards eligibility ~ Annexure 3 (All documents including details / certificates of key personnel as mentioned in S.No.5 of Data Sheet).		
4.	GST registration certificate & Pan card (Annexure 4)		
5.	Financial Experience towards eligibility (Annexure 5)		
6.	Firm/Company Registration Certificate ~ (Annexure 6) (Not required for Proprietary firm)		
7.	Affidavit of non-blacklisting by any client / authority in India (Annexure 7)		
8.	Financial Proposal ~ (Annexure 8)		
9.	Bidders should ensure KYC Documents (ID Proofs: Copy of Aadhaar, PAN Card, etc.) are submitted for the applicant, all Partners, signing partners as the case may be, representing Proprietorship/ Partnership/ along with the Bid		
10	Any other documents as required & mentioned in S.No. 4 of the data Sheet		

Annexure 2

Format for

COVERING LETTER (LETTER OF PROPOSAL)

(On Applicant's Letter Head)

Date:_____.

To,
Assistant Manager, Project Finance & Strategy,
APUIAML
4th Floor, NTR Administrative Block
Vijayawada – 520 013 (Andhra Pradesh)

Sub: - Selection of Statutory Auditors for the Andhra Pradesh Para Veterinary and Allied Council.

With reference to your RFP Document dated_____, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Appointment of Statutory Auditors for the Andhra Pradesh Para Veterinary and Allied Council.** (the "Agency(s)"). The proposal is unconditional and unqualified.

I/We acknowledge that the APUIAML, (the "Authority") will be relying on the information provided in the Proposal submitted by us and the documents accompanying the Proposal for selection of the Agency. We further certify that all information provided in the Proposal submitted by us and in the Annexures are true and correct, and nothing has been suppressed or omitted which could render such information to mislead and all documents accompanying with Proposal are true copies of their respective originals.

This statement is made purely for the purpose of the aforesaid work.

- I / We shall make available to the Authority for any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- I / We acknowledge the right of Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any ground or for any reason whatsoever.
- I / We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project/assignment or contract by any public authority nor have had any contract terminated by any public authority for breach on our part or disqualified by ICAI or having any pending disciplinary proceedings on the applicant or its audit partners in the applicant firm .
- I/We declare that:
 - a) We have examined and have no reservations to the RFP Document, including any Addendum / Corrigendum issued by Authority.
 - b) I / We do not have any conflict of interest as mentioned in 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 request for proposal issued by or any agreement entered into with Authority or any other public sector enterprise or any government, Central or State;
 - 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 will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

- 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 select the Bidder(s), without incurring any liability to the Applicants in accordance with the RFP Document.
- I / We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would 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.
- 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.
- I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Authority (and/ or the Government of India) in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above-mentioned project.
- I/We agree and understand that the proposal is subject to the provisions of the RFP Document. In no case, shall I/we have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened or rejected.
- I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the BDD specified in the RFP and also understand and abide by the selection process as mentioned in the RFP.
- In the preparation of documents of my/our firm being selected as the Agency for subject project, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and I/we shall be responsible for providing the agreed services and not through any other person or Associate.
- I/We have studied the RFP document and all other documents carefully. We understand that we will not claim, right or title arising out of any documents or information provided to us by Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of project. The Technical and Financial Proposals are being submitted along with Annexures to prove our technical & financial details. The contents provided in this regard shall be binding on us.
- I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
- I/ we hereby agree, submits, and declares that none of the APUIAML's Officials, Employees or their relatives are associated and related with the Bidder in any manner directly or indirectly and further acknowledges that APUIAML has every right to disqualify the Bidder at any stage if the information is found false in any manner and APUIAML can take any action including rejecting or stoppage of Bills of the Bidder

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

Annexure 3
(to be printed on letterhead of Bidder)
Format for

APPLICANT'S EXPERIENCE

Details of Project(s) executed

S. No	Nature of the audit work	Name of the Client(with Brief Address of Concerned Office &Contact No. and e-mail ID)	Type of Client /Owner Mention Govt./ Semi Govt./Society / Institution	Date of Agreement with Client	Location and Scope of the work	WO order value	Date of commencement per contract	Date of completion

(**Tables to be added by the bidder if required)

Signature : _

Name of the Applicant : _

Designation : _

Membership Details :-

Seal of the Applicant

Date : _

Notes: : _

Annexure 4

Enclosed copy of

GST registration certificate and Pan card

(Signature of the Key Expert /Authorized Signatory)

Place.....

ANNEXURE 5

(to be printed on letterhead of Bidder)

In support of Eligibility Criteria

Format for

FINANCIAL SUMMARY DATA

TURNOVER RELATED DATA *(All figures in INR Crores)*

Description	2022-23	2021-22	2020-21	2019-20	2018-19
Turnover					
Total					

Financial Year: 1st April to 31st March or the particular accounting year followed and audited.

Note:

1. The applicant shall submit Audited Balance Sheets/ Annual Reports.
2. The annual Turnover data should be certified by a practicing Chartered Accountant.

COMPANY
SEAL

SIGNATURE : _____
NAME : _____
DESIGNATION : _____
COMPANY : _____
DATE : _____

ANNEXURE 6

**Please Provide
here**

**FIRM REGISTRATION CERTIFICATE. List of PARTNERS NAME. (KYC – PAN AND AADHAR) AND
OTHER DETAILS**

For Company –, List of Partners and registered address of the firm, MoA, AoA, CoI

For Partnership – Firm Registration Certificate, List of Partners and address (Including sleeping partners) and Partnership Deed (latest) alongwith ID Proofs (Copy of Aadhar & PAN). Office Branches if any.

For Proprietorship Firm – PAN, Aadhaar and Address details Signed by its Proprietor

Applicant's Registration Certificate issued by ICAI with Membership Details online extracts.

ANNEXURE 7

(On a Non-Judicial Stamp Paper of Rs. 20 duly attested by notary public) Format for
AFFIDAVIT OF NON-BLACKLISTING BY ICAI/ ANY CLIENT / AUTHORITY IN INDIA

To,
Assistant Manager,
Project Finance & Strategy,
APUIAML.
VIJAYAWADA.

Dear Sir,

I/We further confirm that none of the Proprietor/ firm / Organization / Board Members of our firm have been blacklisted/ banned/ suspended by any of the Governments in AP or other States in India or by the ICAI in last three years from the date of the issue of RFP document

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the RFP / contract including termination of the contract and forfeiture of the Earnest Money / Security Deposit.

Having fully understood the RFP conditions and the above undertaking in this letter, we sign this
.....Day ofat

Yours faithfully,

Sign & Official Seal

Annexure – 8 FINANCIAL BID FORM
(to be printed on letterhead of Bidder)

To
The Assistant Manager,
Project Finance & Strategy,
Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML),
4thFloor, NTR Administrative Block, Pandit Nehru Bus Station,
Vijayawada-520013, Andhra Pradesh

Date:

Sub: FINANCIAL PROPOSAL FOR APPOINTMENT OF STATUTORY AUDITORS FOR THE ANDHRA PRADESH PARA VETERINARY AND ALLIED COUNCIL.

Sir:

For providing consultancy services for the subject assignment, we hereby submit the following Professional Fee quotation to the APUIAML.

We quote our proposal in terms of Rupees is given below:

Item	Fee Quoted (in Rs)
Provision of the audit services	

The price quoted is inclusive of transport, printing and stationery and all other expenses except applicable taxes towards our Professional fee for the subject assignment to be paid as per payment schedule specified in this TOR.

We shall abide by the above quote, terms and conditions of this ToR, if APUIAML selects us as the Consultant for this particular assignment. We also understand that, in case any difference between the quoted amount in words and figures, the quote in words will be taken as final.

We agree that this offer shall remain valid for a period of one hundred and eighty (180 days) from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature of Applicant)

For Audit Firm : Signing Partner)
(Name, Title, Address, Date)

Note: The financial proposal to be submitted strictly as per the above format. Noncompliance to the above format shall disqualify the firm's proposal.