

कार्यालय आयुक्त/पदेन सचिव

छत्तीसगढ़ राज्य स्तरीय आदिम जाति कल्याण, आवासीय एवं आश्रम शैक्षणिक संस्थान समिति
(भारत सरकार, जनजातीय कार्य मंत्रालय द्वारा प्रवर्तित एवं छत्तीसगढ़ शासन द्वारा संचालित)

ब्लॉक 4 डी, भूतल, इन्द्रावती भवन, नवा रायपुर, अटल नगर

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F.No/EMRS/G--41/2024-25/ 3741

Nawa Raipur Dt./ 6/07/2024

**Notice Inviting Expression of Interest for Project Management
Consultant to Establish in the Office Of State Society and
EMRS at Indrawati Bhavan Nawa Raipur, Atal Nagar, C.G. for
the Year 2023-24 and 2024-25**

Application are invited from eligible firms for the Project Management Consultant (PFMS, Financial Management and Taxation) of schools run under Eklavya Model Residential School Scheme. Interested firms can download the format for Expression of Interest, Terms of Reference and Scope of Work from the Website <https://eklavya.cg.nic.in> for which Rs. 5,000/- is also required in the form of the DD/FDR in favour of Commissioner/Ex Officio Secretary, Chhattisgarh State Level Tribal Welfare, Residential and Ashram Educational Institutions Committee (CG State Society and EMRS) Nawa Raipur at Raipur.

- | | | |
|---|---|----------------------|
| 1. Pre-bid meeting | - | 25-07-2024, 12:00 PM |
| 2. The last date for submission of proposal | - | 07-08-2024, 12:00 PM |
| 3. The Opening of technical bids | - | 07-08-2024, 02:00 PM |

Interested firms/thee authorized representatives can be present at the time of opening of Technical proposal. The date of opening of financial bid will be displayed only on website <https://eklavya.cg.nic.in>.


(Narendra Kumar Dugga)

Commissioner/Ex Officio Secretary

Chhattisgarh State Level Tribal Welfare, Residential and
Ashram Educational Institutions Committee

Draft-

EXPRESSION OF INTEREST

Project Management Consultant for PFMS, Financial
Management and Taxation for the Financial Year
2023-24 and 2024-25

For selection of firm for E-Navya Model Residential Schools in Chhattisgarh

**Commissioner cum Ex-Officio Secretary, Chhattisgarh Rajya
Stariya Aadim Jati Kalyan, Aawasiya evam Ashram
Shaikshnik Sansthan Samiti**

Block – D, Ground Floor, Indravati Bhawan, Naya Raipur, Raipur, Chhattisgarh
Phone: 0771 2263708; Fax: 0771 2262558; email: ctd.cg@nic.in website:
tribal.cg.gov.in

 

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**Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik
Sansthan Samiti**

Eklavya Model Residential Schools Program

**Terms of Reference for Project Management Consultant for PFMS, Financial Management
and Taxation For the Financial Year 2023-24 and 2024-25**

1. Background

EMRS started in the year 1997-98 to impart quality education to ST children in remote areas in order to enable them to avail of opportunities in high and professional educational courses and get employment in various sectors. The schools focus not only on academic education but on the all-round development of the students. Each school has a capacity of 480 students, catering to students from Class VI to XII. Hitherto, grants were given for construction of schools and recurring expenses to the State Governments under Grants under Article 275 (1) of the Constitution.

In order to give further impetus to EMRS, it has been decided that by the year 2022, every block with more than 50% ST population and at least 20,000 tribal persons, will have an EMRS. Eklavya schools will be on par with Navodaya Vidyalaya and will have special facilities for preserving local art and culture besides providing training in sports and skill development. Across the country, as per census 2011 figures, there are 564 such sub-districts out of which there is an EMRS in 102 sub-districts. Thus, 462 new schools have to be opened by the year 2022.

Eklavya Model Day Boarding Schools (EMDBS)

Wherever density of ST population is higher in identified Sub-Districts (90% or more), it is proposed to set up Eklavya Model Day Boarding School (EMDBS) on an experimental basis for providing additional scope for ST Students seeking to avail school education without residential facility.

2. Objectives of EMRS

- a) In the context of trend of establishing quality residential schools for the promotion of education and also to ensure all round development of tribal students in all areas, habitations and diversified environment throughout the country, the Eklavya Model Residential Schools (EMRS), Eklavya Model Day Boarding Schools (EMDBS) and Centre of Excellence for Sports are being established for ST and PVTG students.
- b) The schools are aimed to provide quality upper primary, secondary and senior secondary level education to ST and PVTG students in tribal dominated areas, along with extra-curricular activities, to enable them to access the best opportunities in education and to bring them at par with the general population.

3. Management and Running of EMRS

National Education Society for Tribal Students (NESTS)

- a. NESTS, as an autonomous Society under the Ministry of Tribal Affairs has been registered under Societies Registration Act, 1860.
- b. NESTS is mandated to plan, construct, establish, endow and administer the Schools and to do all acts and things necessary for or conducive to tribal education.

- c. The NESTS functions through an Executive Committee under the Chairmanship of Secretary, Tribal Affairs. The Executive Head of the administrative pyramid is Commissioner (Joint Secretary level) who shall execute the policies laid down by the Executive Committee.
- d. The NESTS is guided by a Steering Committee headed by the Hon'ble Minister for Tribal Affairs.

State EMRS Societies

- a. The State EMRS Societies to be registered under Societies Registration Act or Indian Trust Act or any other corresponding State Act.
- b. State Societies will maintain, control and manage the Schools as per the guidelines and norms formulated by the Ministry of Tribal Affairs, Government of India and undertake other responsibilities as delegated by the NESTS.

4. Objective of the Assignment

Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti intends to engage a Project Management Consultant for PFMS, Financial Management and Taxation (PMC) to provide handholding support in preparation in Financial Management, preparation of Financial Statements from PFMS and for compliance of TDS and GST provisions.

5. Scope of Work

- i. **Fund Flow arrangements:**
 - a. Review of the banking arrangements and provide recommendations for strengthening of fund flow system. PMC will further assist in implementation of the agreed improvements.
 - b. Analysis, feedback and suggestion on funds management at the State, District, Eklavya Model Residential Schools (EMRS), Eklavya Model Day Boarding Schools (EMDBS).
- ii. **Accounting Arrangements:**
 - a. Maintenance of accounts as per the accounting standards and policies agreed and documented in Financial Manual, Finance & Administrative Rules.
 - b. Preparation of monthly Bank reconciliation statements.
 - c. Preparation of annual financial statements of the Society.
 - d. Facilitate in compilation of the financial information from the computerized accounting system at and between State and Implementing Units.
 - e. Preparation of financial statements viz. Trial Balance/Balance Sheet/Income and Expenditure/ Receipts and payment (as applicable) with all the schedules.
- iii. **Financial Reporting and Analysis:**
 - a. Assistance in Preparation of annual budgets and analysis of the variances periodically.
 - b. Preparation of monthly financial reports.
 - c. Preparation of quarterly financial reports.
 - d. Assisting in submission of Financial Reports to Govt. of India and Govt. of Chhattisgarh as per the requirement.
 - e. Ensure proper maintenance of supporting documents, registers and records

iv. Support in Audits

- a. Suggestions on improvement of financial manual and rules.
- b. Monitor and support internal and statutory audit work at district and block offices. PMC will help in determination of internal audit plans, including in particular coverage of high-risk transactions. Assist in framing internal control questionnaire in coordination with internal auditor. Ensure timely compliance of the audit and assist in ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.

v. Indirect Tax (Goods and service Tax)

- a. Assistance in computation of monthly GST liability and preparing the challans.
- b. Assistance in computation of monthly GST credit and adjustments thereof.
- c. Assistance in maintenance of the GST Credit register for input services used based on documents provided by the client
- d. Reconciling of the GST liability account on regular basis.
- e. Preparation and submission of the monthly/quarterly/half-yearly returns in appropriate Form of GST.
- f. Scrutinizing documents from time to time to ensure proper compliance.
- g. Providing updates on statutory changes in GST related matters to the Client.
- h. Providing monthly information of GST liability and GST credit as applicable
- i. Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
- j. Computation of monthly GST liability for reverse tax mechanism.
- k. Provide information of law and various amendments made from time to time.

vi. Direct Tax (Withholding Tax Compliance)

- a. Prepare and review of monthly and quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.
- b. Filling of the TDS return in due time as per the provision of the Income Tax Act
- c. Generation of TDS certificate from TRACES as per the time limit of issue of the same to Contractors/ employees
- d. Prepare and review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.

vii. Others

- a. Compile all needed information required for State and Central Government and other stakeholder under its jurisdiction;
- b. Providing assistance in completion of Statutory Audit and any other audit including AG Audit.
- c. Provide necessary report, information or any document required within given timeline.

6. Deliverables and Timelines

| Sr. | Deliverable | Periodicity | Timelines |
|-----|--|------------------------------------|---|
| 1 | Quarterly, Half Yearly and Annual Financial Statements comprising Income and Expenditure Account, Receipts & Payments Account Balance Sheet as at the end of the year and Cash Flow Statement comprising all Schedules for each District Level Office. | Quarterly Half Yearly Annual | Within 30 days from end of Quarter Within 45 days from end of Half Year Within 60 days from end of Year |
| 2 | Bank Reconciliations | Monthly | Within 15 days from the end of month |
| 3 | Submission of GST Returns. | Monthly | Within 15 days from the end of month |
| 4 | Submission of Quarterly TDS Returns. | Quarter | Within 30 days from the end of month |
| 5 | MIS report, Status Report and other as required. | As Desired | As per Timelines fixed |
| | | | |

7. Experts needed

| Sr. | Head Office Experts | No of Persons | Qualification Experience |
|-----|---------------------------------------|---------------|---|
| 1 | Project Leader - Chartered Accountant | 01 | One CA having 5 years of experience in the field of accounting, auditing and taxation who will lead the work and be overall responsible for deliverables |
| 2 | Account Assistant | 04 | Minimum Qualification B.Com./M.Com. or passed CA IPCC both groups and experience of at least 2 years in the field of Accounting and Taxation (GST/Income Tax) of Government Organizations |

Note: 1) All above experts will be housed in State office throughout the month.

2) Seating Arrangement and Internet will be provided by State office.

3) Hardware and Software is to be provided by Consultant.

8. Duration of Assignment

- The period to be covered is for Financial Year 2023-2024 and Financial Year 2024-2025.
- For FY 2023-2024, the services relating to items (ii), (iii), (iv) and (vii) with respect to scope of work will be required.
- For FY 2024-2025, the all items listed above in scope of work will be covered.
- If the service given by the PMC is found satisfactory then the period of its validity may be extended with mutual consent.
- The performance will be evaluated by Commissioner cum Ex-Officio Secretary, Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti on regularly basis and if any point of time performance not found

satisfactory the agreement would be unilaterally terminated after the expiry of one month from the date of serving the notice in this regard.

9. Payment of Fees

Payment shall be made by the Office of Commissioner cum Ex-Officio Secretary, Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti on monthly basis within 30 days of submission of bill and acceptance of deliverables. Deduction of Income Tax and GST will be made as per the provisions of respective laws.

10. Instruction to Applicants.

10.1. Pre-Qualification Criteria for the applicant:

- Registered with Comptroller & Auditor General of India for Year 2022-23 and 2023-24.
- Registered with ICAI.
- In existence for at least 5 years.
- Have at least one FCA partner/proprietor.
- Average annual turnover for the last three financial years must be at least Rs. 50 Lacs.
- Completed Two assignments of Government of India funded agencies during the last 5 financial years (period 2018-19 to 2022-23)
- Head office in Chhattisgarh as on 01.01.2024.

11. Evaluation Criteria

| Sr. | Particulars | Minimum Criteria | Max Marks | Evaluation Criterion |
|-----|---|-----------------------|-----------|--|
| 1. | Number of Full Time Partners / proprietor in Chhattisgarh associated with the firm (as per certificate of Constitution issued by ICAI) | 1 FCA | 15 | For each such Partner/Proprietor 3 marks will be awarded |
| 2. | Years of existence (including deemed date) | Minimum 5 years | 5 | For each additional year above 5 years, 0.5 marks shall be given |
| 3. | Average Turnover of the firm for the last three financial years (FY 2020-2021, 2021-2022 and 2022-2023) | Minimum Rs. 50 Lakhs | 10 | 1 mark for every Rs. 10 Lakhs above Rs. 50 Lacs |
| 4. | Minimum Number of assignments with fees of at least Rs. 15,000/ from Centrally Sponsored Schemes/ State Government funded agencies in education Sector in Chhattisgarh by the firm for last 5 financial years (period 2018-19 to 2022-23) | Minimum 2 assignments | 20 | For each such additional assignment, one mark shall be given |
| 5. | Experience of TDS Filing / GST work in government sector executed by the firm during last 5 financial | -- | 10 | For each assignment, 0.5 marks shall be given |

| | | | | |
|----|--|-------------|----|--|
| | years of at least Rs. 15,000/- per year per assignment (period 2018-19 to 2022-23) | | | |
| 6. | Experience of audit/accounting in Government sector with minimum fees of Rs. 15,000/- executed by tile firm for last 5 financial years (period 2018-19 to 2022-23) | -- | 20 | For each assignment, one marks shall be given |
| 7. | Number of Offices (HO/Branches) in Chhattisgarh as on 01.01.2024 | Head Office | 20 | For Head Office in Chhattisgarh – 10 Marks For each branch office in Chhattisgarh 5 marks |

12. Supporting Documents for Technical Evaluation

Following supporting documents must be submitted by the firm along with their proposal for Technical Evaluation

12.1.1. For S. No. 1, 2 and 7, the firm must submit a self-attested copy of latest Certificate of Constitution and also as on 01.01.2024 issued by ICAI.

12.1.2. For S. No. 3, the firm must submit, a copy of the balance sheet and audit report for the last three years.

12.1.3. For S. No. 4, 5 and 6, the applicant firm will have to provide copies of relevant work orders which shall be duly numbered with a summary sheet in the format provided in Annexure A, B and C. The work of charitable trusts and NGOs will not be considered. The applicant will also have to mention the relevant page number in the summary sheet failing which marks may not be provided for technical evaluation. Assignments which are awarded marks under one criteria will not be awarded marks in any other criteria.

12.1.4. The firm should not be ever debarred or black listed ever by ICAI / Centrally Sponsored Projects / PSUs / Government Company in respect of any assignment or behaviour. The applicant is required to submit a self-declaration in this regard.

12.1.5. The contract can be renewed on satisfactory performance.

13. Compulsory Required Documents

1. CAG Empanelment letter for year 2022-2023 and 2023-2024.
2. Latest Certificate of Constitution and as on 01.01.2024 issued by ICAI.
3. PAN Card of the Firm / Proprietor.
4. Goods and Service Tax Registration Certificate and copy of GST return for a period not earlier than three month prior to the date of late date of submission of EoI.
5. Audited Financial Statements and ITR of Firm for three financial years.
6. Copy of Latest Partnership Deed in case of firms.
7. Income tax return of proprietor/partner for the financial year 2022-2023.
8. List of Work Orders in Annexure A, Annexure B and Annexure C.
9. Other documents mentioned under *Supporting Documents for Pre-Qualification and Technical Evaluation*.
10. The cost of EoI is Rs. 5,000/- payable in the form of DD and an EMD of Rs. 1,00,000/- is payable in the form of FDR in favour of Commissioner cum Ex-Officio Secretary,

Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti.

14. Security Deposit

14.1. The selected firm will be required to provide a security deposit of atleast 3% of the agreement value. After providing security deposit, the EMD will be released.

14.2. The security deposit will be released six months after submission of report.

15. Financial Bid

The financial bid shall be submitted as per Annexure D.

16. Submission of Bids

16.1. The Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". EMD and Tender Fee / original copy of receipt for purchase of tender form shall form part of Technical Bid. The original Financial Proposal shall be placed in a separate sealed envelope marked "Financial Proposal". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.

17. Selection Procedure

- a) Selection will be made on the basis of Quality and Cost Based Selection.
- b) Under QCBS selection, the technical proposals will be allotted weightage of 70% (Seventy per cent) while the financial proposals will be allotted weightages of 30% (Thirty percent). Proposal with the lowest cost will be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{High}} (1 - X)$$

where,

C = Evaluated Bid Price

C_{low} = Lowest of all Evaluated Bid Prices among responsive Bids

T = Total Technical Score awarded to the Bid

T_{High} = Technical Score achieved by Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

- c) Price bid of only those firms will be opened who score more than 50 marks in Technical Evaluation. If no bidding firm gets the minimum 50 marks, then the top three firms shall be taken into consideration for financial bid. The date and time of the opening of the financial bid shall be informed separately to the firms / proprietor which secure the specified minimum number of marks on evaluation criteria.
- d) In case price bids of two or more firms are similar, then selection will be made on technical marks.
- e) In case price bids and technical marks of two or more firms are similar, the selection of that firm will be made which has more experience of audit of Education Sector in Chhattisgarh.
- f) The selected firm will be required to deposit Security Deposit amounting to 3% of the value of work in the form of a Bank Guarantee/FDR/DD.

18. Pre-Bid Meeting and Queries

Pre-bid queries are being invited by email. All queries for the pre-bid meeting are to be sent to Commissioner cum Ex-Officio Secretary, Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti at its email mentioned within 4 days of the publication of notice inviting EoI. The Bidders are requested to send their consolidated queries only once and further queries sent by the Bidders shall not be entertained. Queries received after this date will not be entertained. Commissioner may incorporate any changes in the EoI based on acceptable suggestions received in pre-bid queries. The decision of Commissioner regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

19. Others

- 19.1. Proposals in association with other firms / joint venture will not be considered.
- 19.2. Commissioner cum Ex-Officio Secretary, Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti reserves every right, without assigning any reason whatsoever, for selection of suitable applicant; cancelling the bid at any stage or any other matter relating to this selection process.

Format of Expression of Interest for Selection of Chartered Accountant Firms for Project Management Consultant for : (a) Provide handholding support in preparation Balance Sheet and Financial Statements from PFMS; and (b) Compliance of TDS and GST provisions at the State, District, Eklavya Model Residential Schools (EMRS), Eklavya Model Day Boarding Schools (EMDBS).

Status of Firm (please tick)

| | | | | | |
|---------------------|--------------------------|-------------|--------------------------|-----|--------------------------|
| Sole Proprietorship | <input type="checkbox"/> | Partnership | <input type="checkbox"/> | LLP | <input type="checkbox"/> |
|---------------------|--------------------------|-------------|--------------------------|-----|--------------------------|

1. (a) Name of the firm (in Capital letters)
(b) Address of the Head office
(Please also give telephone no. and email address)
(c) PAN of the firm
(d) GST No. of the firm
2. ICAI Registration No.
Region Name
Region Code No.
3. (a) Date of constitution of the firm:
(b) Date since when the firms has a full time FCA
4. Full-Time Partners / Sole Proprietor of the firm as on per the latest constitution certificate attached with EoI (Please fill up Annex A-1)

| Sr. | Years of continuous association in the firm | Number of FCA | Number of ACA |
|-----|---|---------------|---------------|
| (a) | Less than one year | | |
| (b) | 1 year or more but less than 5 years | | |
| (c) | 5 years or more but less than 10 years | | |
| (d) | 10 years or more but less than 15 years | | |
| (e) | 15 years or more | | |
5. Number of Part Time Partners if any, as per the latest Constitution certificate attached (Please fill up Annex A-2)
6. Number of Full Time Chartered Accountant Employees as per Latest constitution certificate (Please fill up Annex A-3)
7. Number of audit staff employed full-time with the firm
 - (a) Articles / Audit Clerks
 - (b) Other Audit Staff (with knowledge of book keeping and accountancy)
 - (c) Other Professional Staff (Please specify)
8. Number of Branches (Please fill up Annex-B)



- | | | | | |
|----|--|------------------------------|-----------------------------------|-------|
| 9. | Fees earned by the firm from April 2018 to March 2023 in respect of: | PSU / autonomo us body | Companies in Private sector | Banks |
| | (i) Internal / Branch Audit / 6 monthly Audit Review | | | |
| | (ii) Internal / Concurrent Audit | | | |
| | Total of (i) and (ii) above | | | |
10. Whether the firm is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations etc. If yes, details may be given Annex 'C'.
11. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Standard on Quality Control and Standard on Auditing (SQC 1 and SA 220)
- (If yes, a brief note on the procedure adopted is to be given)
12. Whether there are any court /arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status)



Undertaking

I/We the sole proprietor / following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) that the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- (i) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (ii) that the constitution of the firm shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

| Sr. | Name of the partner / sole proprietor | Membership No. | PAN No | Dates of payment of membership fees for the relevant year 2023-2024 | Signature of partner / sole proprietor |
|-----|---------------------------------------|----------------|--------|---|--|
| 1 | | | | | |
| 2 | | | | | |

(Seal of the Firm)

***A For membership**

B For issue of certificate of practice

Place:

Date:

Enclosures: _____ pages

For Office Use Only

Whether firm has done

(a) Internal/Branch Audit

Yes/No

(b) Internal/Concurrent Audit

Checked by

Verified by

Date updated by



(Annex A-1)

1. Firm's name _____, CHARTERED ACCOUNTANTS

Details of Full Time Partners / Sole Proprietor of the firm (Please refer to Sr. 4 of Expression of Interest format)

| Sr | Name of the Partner / sole proprietor | Member-ship No. | Whether FCA / ACA | Date of Joining the firm (full time) | Date of becoming FCA | Station & Region where residing at present | Whether acknowledgement of Income Tax Return for the relevant year _____ attach ed Yes / No | Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification)*) |
|----|---------------------------------------|-----------------|-------------------|--------------------------------------|----------------------|--|---|---|
| | | | | | | | | |
| | | | | | | | | |

*If yes, please attach a copy of the certificate

(Annex A-2)

Details of Part-Time Partners of the firm (Please refer to Sr. 5 of the Expression of Interest format)

| Name of partners | Member ship No. | Whether FCA / ACA | Date of becoming FCA | Date of Joining partnership | No. of other firm in which he is partner | Whether practicing in his own name also (Y N) | Whether employed elsewhere (Y N) | Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification)*) |
|------------------|-----------------|-------------------|----------------------|-----------------------------|--|---|----------------------------------|---|
| | | | | | | | | |
| | | | | | | | | |

*If yes, please attach a copy of the certificate.

Annex A-3)

Details of full time Chartered Accountant Employees (Please refer to Sr. 7 of Expression of Interest format)

| S.No. | Name | Member ship No. | Whether FCA / ACA | Date of joining the firm as full time employee | Whether has ISA (Information systems Audit / CISA or any other equivalent qualification* (specify the qualification) | Signature of the employee |
|-------|------|-----------------|-------------------|--|--|---------------------------|
| | | | | | | |
| | | | | | | |

*If yes, please attach a copy of the certificate

(Annex A-4)

Details of partners and full time Chartered Accountant Employees of the firm included this year in Annex A-1, A-2 & A-3 above.

| S.No | Name | Membership No. | Whether Full Time Partner / Part Time Partner / Full Time CA Employee |
|------|------|----------------|---|
| | | | |
| | | | |



(Annex B)

Particulars of Branches (including foreign branches, if any)

| S.No | Station at which located | Complete address with PIN Code & Telephone No. | Name of the partner incharge of the branch | Date of opening of the branch | Region | Whether included in last year application (Yes / No) |
|------|--------------------------|--|--|-------------------------------|--------|--|
| | | | | | | |
| | | | | | | |

Annexure A

Number of assignments with fees of at least Rs. 15,000/ from Centrally Sponsored Schemes/ State Government funded agencies in education Sector in Chhattisgarh by the firm for last 5 financial years (period 2018-19 to 2022-23)

| Sr. | Sector | Name of the entity | Name of the centrally sponsored scheme | Year of execution of assignment | Fees charged for the assignment | Nature of assignment | Work Order in Page No. of the Technical Proposal |
|-----|--------|--------------------|--|---------------------------------|---------------------------------|----------------------|--|
| | | | | | | | |

Annexure B

Experience of TDS Filing / GST Filings in government sector executed by the firm during last 5 financial years of at least Rs. 15,000/- per year per assignment (period 2018-19 to 2022-23)

| Sr. | Name of the District / State | Name of the Central / State / Semi Govt. sponsored scheme | Year of execution of assignment | Fees charged for the assignment | Nature of assignment | Work Order in Page No. of the Technical Proposal |
|-----|------------------------------|---|---------------------------------|---------------------------------|----------------------|--|
| | | | | | | |

Annexure C

Experience of audit/accounting in Government sector with minimum fees of Rs. 15,000/- executed by the firm for last 5 financial years (period 2018-19 to 2022-23)

| Sr. | Name of the District / State | Name of the Central / State / Semi Govt. sponsored scheme | Year of execution of assignment | Fees charged for the assignment | Nature of assignment | Work Order in Page No. of the Technical Proposal |
|-----|------------------------------|---|---------------------------------|---------------------------------|----------------------|--|
| | | | | | | |

Annexure D: Financial Proposal Format

(The printout of Financial Proposal shall be taken on the letterhead of the bidder)

Date:

To

Commissioner cum Ex-Officio Secretary,

Chhattisgarh Rajya Stariya Aadim Jati Kalyan, Aawasiya evam Ashram Shaikshnik Sansthan Samiti

Block – D, Ground Floor, Indravati Bhawan, Naya Raipur, Raipur, Chhattisgarh Phone: 0771 2263708; Fax: 0771 2262558;

email: ctd.cg@nic.in Website: tribal.cg.gov.in

Subject: Financial Proposal for Appointment as Project Management Consultant for PFMS, Financial Management and Taxation For Financial year 2023-24 and 2024-25.

Dear Sir,

We, the undersigned, offer to provide our services as Project Management Consultant for PFMS, Financial Management and Taxation for EMRS in Chhattisgarh in accordance with your Request for Proposal and our Technical Proposal. Our Financial Proposal is as under:

| Sr. | | Bid amount in Rs. | In Words |
|-----|--|-------------------|----------|
| 1 | <u>For FY 2023-2024</u> | | |
| 1 a | Lumpsum Price per month for services as defined items (ii), (iii), (iv) and (vii) of the scope of work | | |
| 2 | <u>For FY 2024-2025</u> | | |
| 2 a | Price for TDS Returns/Revisions per unit per quarter | | |
| 2 b | Price for GST Returns per unit per month | | |
| 2 c | Price for GST Registration Per unit | | |
| 2 d | Lumpsum Price per month for all other services as defined in the scope of work | | |

This above amount is inclusive of all out-of-pocket expenses but exclusive of (a) Goods and Service Tax; (b) Statutory Filing Fees for submission of TDS Return, which will be reimbursed separately. (c) Filing Expenses of TDS charged by Income tax department's Intermediary - will be reimbursed Separately. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us till 180 days from the date of submission of proposal. We confirm that we shall comply with all provisions in the Tender Document.

Thank You, Regards

Name & Seal of Authorized Signatory