

Request For Proposal (RFP) For Engagement Of Chartered Accountant / Firm for Compliance Audit of Jawaharlal Nehru Pharma City (JNPC)

Andhra Pradesh Industrial Infrastructure Corporation (APIIC) intends to engage a Chartered Accountant / Firm for Compliance Audit as per the scope defined below of Jawaharlal Nehru Pharma City, Vishakhapatnam.

Section A - Scope of Work

1. Reconciliation of Land Usage in relation with Concession Agreement and VUDA approved layout.
2. Verification of Concession Agreement and Report on Compliances as per various clauses mentioned in agreement
3. Verification of latest DPR and Report on Implementation of the same
4. Examine the Financial Statement of the company ending on March 31, 2021 and report on Receipts and Expenditures and Important observations made by the Statutory Auditors in terms of Qualification and Emphasis of Matter
5. Examine the books of accounts of the company up to 31.01.2022 and report on Receipts and Expenditures and Important observations made by the Internal Auditors if any
6. Verification of the internal audit reports
7. Verification and Report on Compliances of Direct Tax, Indirect Tax, Labour Laws, Companies Act and any other applicable laws including Environment, Fire & Factory License.
8. Review and Report on Safety Audits carried out by the Company on Member Industries
9. Review of Legal Cases filed for and against the company
10. Recommendations to improve various services offered by the company and suggestions to attract further investments.
11. Suggestions on expansions and modernisation of the plant as a whole
12. Lease rentals paid to APIIC as per the terms of lease deed
13. Profits and dividends paid
14. Verify whether the buffer zone is within the park or any other plots outside the layout are affected
15. Impact of buffer zone of M/s. RPCL on APIIC industrial parks of IP-Parawada Ph-I, II on saleability of plots
16. Any other area which is connected therewith or incidental their to the above
17. **Reporting and Timing** - The final Audit Report should be submitted within 45 days from the appointment date.

Section B - Eligibility Criteria

Primary Criteria

1. The Firms must be Category 1 Firms.
2. The firms having their Head office located in a state of Andhra Pradesh or should have their Branch office in the State of Andhra Pradesh.
3. The CA Firm must have at least 50 staff including qualified/ semi- qualified/ Article.
4. The Firms who have carried Internal Audit of APIIC in preceding three years are not eligible for applying for this proposal.
5. If close relatives (parent or children) of any partner of the firm are employed in APIIC, the firm is not eligible to participate in the RFP.
6. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organisation in respect of any assignment or behaviour. [*Self attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm*].

Other Criteria

Sl.No.	Eligibility Criteria	Marks	Marking System
1	The Firms A) must be Category 1 Firms. B) The firms having their Head office located in a state other than Andhra Pradesh, should have their Branch office in the State of Andhra Pradesh.	5	
2	The Chartered Accountant Firm should have a minimum of 25 (Twenty Five) years of standing in practice.	10	For 25 years - 4 Marks For 26-35 years - Additional 2 Marks For 36-45 years - Additional 2 Marks More than 45 years - Additional 2 Marks
3	The Chartered Accounting Firm (here in after referred to as Firm) should have minimum 10(Ten) partners as on 1.1.2021 of which 50% of the partners should be FCA with relevant audit experience. Of the total number of partners, at least Three partners of the firm should have been continuously associated with the firm as partner for a minimum of 15(Fifteen) Years and Two partners should have been continuously associated with the firm as partner for a minimum of 10 (Ten) Years.	10	10 Partners as on 1.1.2021 and 50% FCA - 5 Marks 14 Partners as on 1.1.2021 and 50% FCA - 8 Marks 18 Partners as on 1.1.2021 and 50% FCA - 10 Marks
4	The CA Firm must have at least 50 staff including qualified/ semi- qualified/ Article and other staff and must be able to depute 15- 20 people at any point of time.	15	50 Staff - 7 Marks 51-100 staff - additional 2 marks 101-150 staff - additional 2 marks 151-250 staff - additional 2 marks More than 250 staff - additional 2 marks
5	The applicant must have had the exposure to minimum 10 Government audits (Statutory or Internal) of large entities out of which 3 entities should have a gross revenue in excess of Rs.1000 crores, over the preceding five financial years.(If in the case of audit of a branch/ division of an entity, such branch/ division shall alone have turnover more than Rs.1000 crores)	15	10 Government audits (Statutory or Internal) with 3 entities with gross revenue in excess of 1000 crore, over the preceding five financial years - 10 Marks For every additional company 1 marks with the maximum of 5 marks
6	The Firm must have minimum average gross receipts of at least Rs.15 Crores each in the last 3 years.	10	For 15 Crores - 5 marks For every additional 5 crore, 1 mark subject to maximum of 5 marks
7	The Firm must have exposure of handling the statutory / internal audit / special audit of minimum 5 Infrastructure Companies during previous 5 years having minimum turnover of Rs.100 Crores.	15	5 such infrastructure company - 8 marks For every additional company, one mark each subject to maximum of 7 marks.
8	The Category1 Firm must have empanelment with C&AG and during last 5 years at least 4 year audits must have been executed.	5	

Sl.No.	Eligibility Criteria	Marks	Marking System
9	The firm should have experience of conducting forensic / special investigation audit of minimum 5 companies in last 5 years	15	5 such infrastructure company - 8 marks
			For every additional company, one mark each subject to maximum of 7 marks.
10	The Firm who have carried Internal Audit of APIIC in preceding three years are not eligible for applying for this proposal.	0	
11	If close relatives (parent or children) of any partner of the firm are employed in APIIC, the firm is not eligible to participate in the RFP.	0	
	Total Marks	100	

The Firm(s) which obtain 75% of marks based on the technical criteria prescribed would be treated as 'technically qualified'. The financial proposal(s) of only technically qualified Firm (s) will be opened and will be evaluated following the Quality and Cost Based Selection (QCBS) with 80:20 ratio where, 80% weightage on technical score and 20% weightage on financial score.

Section C - Guidelines for Submitting the Proposals:

A. General Guidelines:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras :

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER COMMITTEE**". The APIIC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- ii. **Team Composition:** The team for the assignment must be headed by a qualified Chartered Accountant. The technical proposal must clearly elaborate on the team composition.
- iii. **Association with Other firms:** A firm cannot associate itself with others firms for the purposes of meeting eligibility criteria.
- iv. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- v. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

- vi. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- vii. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- viii. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- ix. **Financial Proposal :** The financial bid shall be submitted only for the professional (audit) fee to be charged by the firm. This audit fee shall be exclusive of the TA/DA and taxes as applicable. Travel Cost shall be reimbursed based on actual bills submitted by the firm.
- x. The Financial proposal shall be submitted in a sealed cover separately.
- xi. RFP Submission Date

Issuance of RFP	Date 10.02.2022	Time 3:00 PM
Submission of RFP deadline	Date 21.02.2022	Time 3:00 PM

- xii. The sealed covers shall be submitted on or before 21.02.2022 @ 03:00 PM to the following address:

The Executive Director (SB)
APIIC Limited, APIIC Towers,
Plot No-1, IT Park, Mangalagiri,
Guntur (Dist), AP-522503

Sd/-
EXECUTIVE DIRECTOR