



**Request for Proposal (RFP) for Selection of
Chartered Accountant Firm to Conduct
Internal Audit for the Financial Years 2023-24
and 2024-25**

GM

VC & MD

Ref No: RFP/APTPC/FIN/INT AUDIT/2023-24

Issued on – Date: 11.07.2023

(Techno-Commercial Bid)

**#D.No.48-9-11/2, Prasanth House, Near Power House, Gunadala, Eluru
Road, VIJAYAWADA - 520 004. E-mail- aptpc1970@gmail.com**

I. Inviting Proposals

Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada((APTPC LTD) invites proposals through this RFP from interested and eligible chartered accountant firms to conduct internal audit for APTPC Ltd. KeyInformation is as under:

Table 1: Key Information

Item	Reference
RFP Issuing Date	11/07/2023
Reference Number	RFP/APTPC/FIN/INT AUDIT/2023-24 Dt.11.07.2023
Title	Request for Proposal (RFP) for Selection of Chartered Accountant Firm to Conduct Internal Audit for Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada((APTPC LTD)
Website	http://www.tender.apeprocurement.gov.in
Proposal Fee	Rs. 5,900/- Non-Refundable
Online Download of e tender document starts	12/07/2023 by 11.00 AM
Online Download End Date and Time	25/07/2023 by 1 PM
Online Submission Last Date and Time	25/07/2023 by 2 PM
Opening of Technical Bids	26/07/2023 by 2 PM
Opening of Commercial Bids	26/07/2023 by 3 PM
Contact Person Details	Any queries please Email to: aptpc1970@gmail.com
Address for Submission of RFP	Online bids only

II. Background

Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada((APTPC LTD) is a unique organization to promote student related excise notebooks in the state of Andhra Pradesh and also in the states of Telangana and Karnataka. The Corporation serves as the 'Executive Agency' for the newly formed 'YSR NIRMAN PORTAL' for supply of Cement for ongoing projects and other works in the state of Andhra Pradesh.

APTPC Ltd invites proposals through this RFP from Chartered Accountant Firms for appointment of Internal Auditor for conducting Internal Audit for Andhra Pradesh Trade Promotion Corporation Limited.

- h) To ensure the compliance of company Risk Management policies by respective projects/units/regions/Corporate Office.
- i) Evaluation of Management Information System (MIS) Reports.

Please refer detailed scope of work as per Annexure-IV

IV. Eligibility Criteria

Only those Firms who fulfil all the below eligibility criteria are eligible to respond to the RFP. Document/s in support of all eligibility criteria are required to be submitted along with the Technical Bid. Firms meeting the below mentioned eligibility criteria will be eligible for next round of evaluation. Bids received from the firms who do not fulfil any of the following eligibility criteria are liable to be rejected.

S. No.	Criteria	Supporting Document/s	Compliance (Yes/No)
1.	The applicant should be a Chartered Accountant Firm and atleast one partner must have an experience of 10 years or more.	<ul style="list-style-type: none"> ▪ Registration certificate of the Firm. ▪ Certificate of practice confirming the same must be attached 	
2.	<ul style="list-style-type: none"> ▪ The applicant should have audited atleast 1 Statutory/Internal Audit in last 5 years as on 31.03.2023 and ▪ Among Statutory/Internal Audits one audit shall be for a company with an operating revenue more than Rs. 200 cr. in last 05 years as on 31.03.2023 and ▪ at least one internal audit for similar company/corporation like APTPC 	<ul style="list-style-type: none"> ▪ Client Certificate/ Contract with client/ Audit report 	
3.	The Applicant partnership firm must have atleast one partner having certification in Internal audit course and certification in INDIAN ACCOUNTING STANDARDS course and must have completed both certifications from recognized body Institute of Chartered Accountants of India (ICAI).	<ul style="list-style-type: none"> ▪ Certificate of internal audit issued to partner by ICAI. ▪ Certificate of Indian Accounting Standards issued to partner by ICAI. ▪ <i>Format D under Annexure-I</i> 	
4.	Applicant should have a permanent office in India and such office should be within a range of 50kms From APTPC.	<ul style="list-style-type: none"> ▪ Self-declaration along with relevant supporting documents. 	

- c) **The EMD will be returned to all the unsuccessful bidders. The EMD of H1 (Successful Tenderer / bidder) may be adjusted against Security Deposit and the balance amount has to be furnished as stipulated herein.**
- d) **Tenders received without the EMD shall be summarily rejected.**
- e) **Forfeiture of EMD: The EMD/ Security Deposit of the successful tenderer will be forfeited if the tenderer withdraws/amends/impairs/derogates from the tender in any respect within the period of validity of his tender / fails to submit security deposit/enter into a lease agreement.**

The Bid prepared by the firms should comprise the following components:

- f) *Technical Bid: The bidder has to submit their Technical bid through online in the aprocurement portal only.*
- g) *Commercial Bid: The bidder has to submit their Financial bid through online in the aprocurement portal only.*
- h) **Tender Document Cost / Fee: Rs. 5900/- (Rupees- Five Thousand Nine Hundred Only) in the form of Demand Draft / Bankers Cheque / online in favor of APTPC Ltd, VIJAYAWADA. It is a non refundable.**
- i) The uploaded Hard Copies have to be submitted in a sealed cover with superscriptions as “Request for Proposal (RFP) for Selection of Chartered Accountant Firm to Conduct Internal Audit for Andhra Pradesh Trade Promotion Corporation Limited, Vijayawada((APTPC LTD)”
 - Ref No: RFP/ (APTPC LTD)/ FIN/ INT AUDIT/ 2023-24
 - Confidential – Please do not open
- j) Any bid document not conforming to any one of the above terms will be rejected.
- k) **Bid currency:** All bid prices shall be quoted in Indian rupees.

VI. Evaluation of the bids

A. Evaluation of Pre - Qualification cum Technical Bids

- I. A Committee constituted by the APTPC will carry out evaluation of the bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, committee will examine the information supplied by the firms, and shall evaluate the same as per the evaluation criteriaspecified in this proposal.
- II. The evaluation process shall involve:
 - The Committee shall first evaluate the documents and information supplied by the firms in the proposal in order to examine the compliance status declared by the firms as per **‘Formats under Annexures-I.**

B. Procedure for Bid Submission

The Applicants shall prepare and submit their Pre-Qualification Bid, Technical bid and Commercial bid as mentioned in ‘Submission of Bids’ section and as per the formats prescribed in this RFP. The Applicant should sign on all the statements, supporting documents, certificates submitted, owning responsibility for their correctness/authenticity.

Incomplete proposals, and the proposals received after the specified time and date, and the proposals not fulfilling the specified criteria/requirement shall not be considered.

C. Period of Validity of Bids

Bids should remain valid for the period of at least 90 days from the last date for submission of bid prescribed by the (APTPC LTD). A bid valid for a shorter period shall be rejected by the (APTPC LTD) as non-responsive. In case the last date of submission of bids is extended, the applicant shall ensure that validity of bid is reckoned from modified date for submission. Further extension of the validity of the bid will be decided by the (APTPC LTD) in case of need.

D. Amendment of Bidding Documents

Prior to the last date for bid-submission, the (APTPC LTD) may, for any reason, whether at its own initiative or in response to clarification(s) sought from the prospective firms, modify the RFP contents/covenants by amendment. Clarification/amendment, if any, will be notified through (APTPC LTD)’s website <https://www.tender.apeprocurementportal.gov.in>. No individual communication would be made in this respect. (APTPC LTD) shall not be responsible for any claims/issues arising out of this.

E. Authorization to Bid

The proposal/bid being submitted would be binding on the applicant. As such, it is necessary that authorized personnel of the firm sign the bid documents. The designated personnel should be authorized by a senior official of the organization having authority.

- **Part-V:** Irregularities noticed and rectified on spot and those not rectified with reasons
- **Part-VI:** Suggestions for systems improvement.
- **Part-VII:** Comments on the Internal control framework in (APTPC LTD), its robustness and weaknesses.
- **Part-VIII:** Comments on the unusual entries/transactions, if any
 - The Auditor must discuss the draft report with the unit head before drawing up the final report and make a specific mention of this in his report.
 - Documentation: The reference of documents checked must be part of the audit report
 - The Auditor must deliver one copy of the report to the unit head for necessary compliance and send a copy of the full Report (in soft and hard both) to VC & MD.
 - The auditors to submit certificate duly signed jointly with unit head to the effect that scope of audit as defined has been duly adhered to and the issues raised, or observations made by the auditors have been discussed.
 - No para of the Internal Audit Report can be taken as closed unless satisfactorily resolved. Outstanding paras will be carried forward to the next report and need to be properly addressed in the Internal Auditor's Report.
 - Internal Auditors are encouraged to suggest solutions to rectify the errors or deficiencies and not merely confine to making observations. Internal Auditors should also give suggestions for system improvement and ensure compliance of the audit observations at the Project site itself in their presence.

G. Payment Terms and Conditions

The payment will be released 'monthly' upon submission of Internal Audit Report and Invoice.

Annexure-I

Format A: Applicant Details

S. No.	Description	Details	Documents submitted (Yes/No)
1.	Name of the Applicant Firm		
2.	Legal Status of the Firm (Proprietorship/ Partnership/LLP)		
3.	Registration Date of the Firm		
4.	Registration Number of the Firm		
5.	Registered/Corporate office address of the Firm		
6.	Branch Office Address of the Firm		
7.	Website of the Firm		
8.	PAN Number of Applicant (Self-attested copy of PAN to be enclosed)		
9.	GST Number of the Firm (Self-attested copy of GST Registration Certificate to be enclosed)		
10.	Telephone No. (with STD Code) of the Firm		
11.	Processing Fee details	DD No. and Date: Name of the Bank: Valid up to:	
12.	Name & contact details of the authorized signatory	Name: Designation: Mobile No.: Email ID: Address:	
13.	Name & Designation of the contact person to whom all references shall be made regarding this RFP	Name: Designation: Mobile No.: Email ID: Address:	
14.	Turnover Details (as per Financials) (Amount in Lakhs)		
S.no	FY 2020-21	FY 2021-22	

7.	<p>The Applicant should not have been black-listed/recommended to be blacklisted by central/state governments/PSUs or any other investigation firms/statutory authorities in India and is in compliance of all Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.</p>	<ul style="list-style-type: none"> ▪ A Self Certified letter by authorized signatory as per Format C under Annexure-I 	
8.	<p>Applicant firm must have conducted physical stock verification of books for any listed entity dealing in manufacturing and dealing of books in its own brand.</p>	<ul style="list-style-type: none"> ▪ Allotment letter or mail communication must be attached 	
9.	<p>The applicant firm must have at least one partner having certification in implementation of SAP from the recognized international body SAP S/4HANA , as on date of application of tender.</p>	<ul style="list-style-type: none"> ▪ Certificate Issued by SAP S/4HANA 	

Format C: Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,

The VC & MD,
Andhra Pradesh Trade Promotion Corporation,
#D.No.48-9-11/2, Prasanth House,
Near Power House, Gunadala, Eluru
Road, VIJAYAWADA - 520 004

1. In reference to the RFP Ref No: RFP/(APTPC LTD)/FIN/INT AUDIT/2023-24 dated 11/07/2023 as a representative(s) of (name of the applicant's firm), I/We hereby declare that our firm is having unblemished past record and was not declared blacklisted or alleged or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU or any investigating firm/statutory authority due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.
2. I/We hereby declare that our firm is in compliance with all Laws, Rules, Regulations, Bye-Laws, Guidelines, Notifications etc. issued by Institute of Chartered Accountants of India (ICAI) from time to time.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that (APTPC LTD) will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
4. We acknowledge the right of (APTPC LTD) to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the RFP.
6. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
7. 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.

For and on behalf of: Signature:

Name:

Designation: (Company Seal)

(Authorized Representative and Signatory)

Annexure-II

Format E: Commercial Proposal Submission Form

Location:

Date:

To,

The VC & MD,
Andhra Pradesh Trade Promotion Corporation,
#D.No.48-9-11/2, Prasanth House,
Near Power House, Gunadala,
Eluru Road,
VIJAYAWADA - 520 004

Dear Sir,

We, the undersigned, offer to provide the for **[Insert title of Assignment]** in accordance with your RFP Ref No: RFP/(APTPC LTD)/FIN/INT AUDIT/2023 dated 11/07/2023, and our Technical Proposal. Our attached Financial Proposal including applicable taxes is for the sum of **[Insert amount(s) in words and figures]**.

We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

{Signature}

{Stamp}

Annexure-III: Technical Evaluation Marking Criteria

S. No.	Particulars	Minimum Requirement	Max. Marks
1.	Partnership firm with atleast one partner having 10 years experience or more	10 years old (cut-off Date -31/03/2023	5
2.	Applicant firm must have conducted physical stock verification of books for any listed entity dealing in manufacturing and dealing of books in its own brand.	Atleast one organisation	15
3.	Partnership firm with atleast one partner having Internal audit , IND AS & Forensic audit and fraud detection certification from ICAI	At least 1 partner	30 (10 marks for each certification)
4.	<ul style="list-style-type: none"> ▪ The applicant should have audited atleast 1 Statutory/Internal Audit in last 5 years as on 31.03.2023 and ▪ Among Statutory/Internal Audits one audit shall be for a company with an operating revenue more than Rs. 200 cr. in last 05 years as on 31.03.2023 and at least one internal audit for similar company/corporation like (APTPC LTD) 	(at least 01 should be like (APTPC LTD)/Govt Corporation)	20
5.	Partnership firm with atleast one partner having certification in implementation of SAP from the recognized international body SAP S/4HANA as on date of application of tender.	(atleast 1 partner)	15
6.	Applicant should have a permanent office in India and such office should be within a radius of 50kms From APTPC.	Address proof of firm must be submitted	5
7.	Applicant firm must have done either internal audit or transactional verification audit of an listed entity	Audit allotment Letter must be submitted	10

5. Procurement of Goods/Services

- To review the procurement Policy containing all metrics of vendor evaluation, selection and rejection and to report deviations wherever observed in complying with the policy.
- Review of budgetary approvals for major procurement of goods or services.
- Review the approved vendor master list as per Procurement Manual and evaluation of process followed for shortlisting the vendor and issuance of Purchase/Work Order.
- Review the approvals for deviations in procurement from outside approved vendors.
- Review of vendor accounts and identification of old pending item for unduly long period of time.
- Verification of write-off and write-backs and purchase returns.
- Review of credit notes in vendor accounts.
- Review of statutory compliances by service vendors with PF, ESI etc, to verify compliance by the Corporation as Principal Employer under respective statutes.

6. Treasury Operations

- To verify the Board Approvals to operate Bank Accounts.
- Vouching of cash and bank vouchers
- Scrutiny of cash and bank accounts for exceptional transactions and balances
- Review of Bank Reconciliation statement, identifying stale cheques and verify the accounting treatment.
- Verify custodianship of unused cheques.
- Verification of bank payments to ensure compliance with cheque authorization matrix.
- Verification of all supporting documents including approvals for bank payments.
- To review the confirmation of balances from banks at the end of the financial year.
- Verify the process for identification of banks to make Fixed Deposits.
- Physical Verification of Fixed Deposit Receipts.
- Comparison of interest income with that of Form 26AS.
- To check whether timely revalidation/encashment of Fixed Deposits before expiry dates.

Knowledge resource/documents to be referred

The indicative list of the knowledge resource/documents, which are to be referred before embarking the assignment includes:

- Standards on Internal Audit issued by ICAI.
- Relevant Standards issued by ICAI
- Generic Guidelines on Internal Audit issued by ICAI including Guide on Risk-Based Internal Audit, Guide to Internal Financial Controls, Enhancing Governance through Internal Audit etc.
- Contract documents duly signed by (APTPC LTD) and training partners/vendors.
- Policies on procurement, leave & travel etc.

NOTE: Internal Audit period may be extended for a further period of 2 more years (in addition to the allotted year) by Managing Director of APTPC based upon the satisfactory in performance by internal auditors.