



CHHATTISGARH RAJYA VAN VIKAS NIGAM LIMITED

Head Office - Office Campus, Sector 24, Block- 7A, Atal Nagar, Raipur

CIN- U01135CT2001SGC14669, GSTN-22AACCC2857LAZE

Phone: Office (0771) 2972124, 2972125, 2972126,

E-mail- vanvikasnigam@yahoo.com Website- <http://rvvn.cgstate.gov.in>

VVN/ 03/2023/..3.3.92

Dated: 22/12/2023

Expression of Interest for Internal Audit

CG Rajya Van Vikas Nigam Ltd. invites Expression of Interest (EOI) from CA (Chartered Accountants) A Professional for the internal audit of head office and its various 9 Project Divisions. Interested CA Firm may download the EOI from the above site and document fees of Rs. 1000/- in the form of DD will be payable on submission with the bid.

Last date for submission of bidis 29.01.2024 at 2 PM which will be opened on the same day at 2.30 PM.

for CG Rajya Van Vikas Nigam Ltd.,



Managing Director



CHHATTISGARH RAJYA VAN VIKAS NIGAM LIMITED

Head Office – Office Campus, Sector – 24, Block- 7A, Atal Nagar, Raipur

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VVN/ 03/2023/..33.92

Dated: 22/12/2023

Appointment of CA Firm for Internal Audit Expression of Interest

The Managing Director, Chhattisgarh Rajya Van Vikas Nigam Ltd. invites Expression of Interest from suitable CA Firm for the effective internal auditing of Nigam comprising the offices of Managing Director and nine divisions across the State. The bidding is open to all for the CA Firms who qualify for bidding parameters under the terms and conditions prescribed.

Interested eligible CA Firm may download the EOI document from the above website and document Cost Rs. 1,000/- shall be payable by DD along with the technical bid, failing which EOI shall be rejected. This EOI Document is non transferable and paid cost is not refundable.

Due Dates for Submission of bid

Particulars	Date	Time	Place
(i) Last date of Submission of RFP	29.01.2024	2 PM	Chhattisgarh Rajya Van Vikas Nigam Ltd. Sector-24, Block A, Nava Raipur, Atal Nagar
(ii) Last date of opening of Technical Bid	29.01.2024 at 2.30 PM		
(iii) Opening of Financial Bid	30.01.2024 at 3.30 PM		

Due Dates for Submission of second round bid (If selection is not done in first bid)

Particulars	Date	Time	Place
(i) Last date of Submission of RFP	21.02.2024	2 PM	Chhattisgarh Rajya Van Vikas Nigam Ltd. Sector-24, Block A, Nava Raipur, Atal Nagar
(ii) Last date of opening of Technical Bid	21.02.2024 at 2.30 PM		
(iii) Opening of Financial Bid	22.02.2024 at 3.30 PM		

Due Dates for Submission of third round bid (If selection is not done in second bid)

Particulars	Date	Time	Place
(i) Last date of Submission of RFP	11.03.2024	2 PM	Chhattisgarh Rajya Van Vikas Nigam Ltd. Sector-24, Block A, Nava Raipur, Atal Nagar
(ii) Last date of opening of Technical Bid	11.03.2024 at 2.30 PM		
(iii) Opening of Financial Bid	12.03.2024 at 3.30 PM		

Note – 1. All Communication with reference to this RFP will be updated at the website: Website- <http://rvvn.cgstate.gov.in>

2. It is advised that bidder should keep active and access regularly to the website for any communication, up-dation, changes or information.

for CG Rajya Van Vikas Nigam Ltd.,


Managing Director



CHHATTISGARH RAJYA VAN VIKAS NIGAM LIMITED

Head Office – Office Campus, Sector – 24, Block- 7A, Atal Nagar, Raipur

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Appointment of CA Firm for Internal Audit

Expression of Interest

Part - I

1. Introduction :

The Chhattisgarh Rajya Van Vikas Nigam Ltd. (CGRVVNL) has been formed in pursuance of Notification No. F-5-2/Forest/ 2001/ dated 30th April 2001. As per this notification, the Nigam has been incorporated under the Companies Act, 1956 on 22nd May 2001.

Managing Director, Chhattisgarh Rajya Van Vikas Nigam Ltd. (MPRVVNL) intends to appoint a professional CA firm for the effective internal auditing of Nigam comprising the offices of Managing Director and nine project divisions across the state.

2. Activities:

Department has the following main activities:

- i. To accelerate and increase forestry production by creating plantations of -
 - Fast growing species,
 - Species of higher economic value
 - Species capable of diversified use for industrial and commercial purposes.
- ii. To bring suitable forest areas under intensive management practices in order to improve, enrich and enhance production, both in quantity and quality.
- iii. To convert existing low-quality forests into high quality productive forests by adopting intensive management system.
- iv. To formulate financially viable projects in order to draw institutional finance to execute its forestry activities.
- v. To undertake maintenance, preservation, protection and development of existing fauna.
- vi. To plant, grow cultivate, produce and raise plantations of all kinds of forest plants, trees and crops and other agricultural crops.
- vii. To convert low valued/ degraded/ poor site quality forests into high value man made forests to obtain high quality produce for diversified uses.
- viii. Conservation, development, and sustainable management of the natural forest resources.
- ix. Enhancement of productivity in Teak Plantation areas by scientific thinning.
- x. To improve the ecological status of the State by enrichment of the forest cover.
- xi. Restoration of Ecological balance in the degraded forest areas.
- xii. Harvesting and marketing teak wood across the state.

3. Objective for Selection of CA Firm :

The objective of appointment of CA Firm is to conduct internal audit of the C.G. Rajya Van Vikas Nigam Ltd. comprising the office of the Managing Director and nine Division Offices situated across the state on monthly basis and submit the report.

4. Eligibility Criteria :

Selection of CA Firm shall be based on following criteria: -

1. Should be a Practicing Chartered Accountants Firm with minimum 15 years post qualification experience i.e., should be constituted before 31.03.2008. Date of constitution as per latest ICAI firm card will be considered as the evidence for the year of experience.
2. The CA Firms should have minimum average annual turnover of Rs. 20 Lakhs during the last three financial years, i.e., 2020-21, 2021-22 and 2022-23.
3. CA Firms should have been appointed for audit/ internal audit /expenditure audit/ revenue audit of any State Government organization/ semi state government or parastatal department during last 10 years i.e., 01.04.2013 onward (Enclose work order as the evidence of being appointed for the said assignment)
4. Firm should be empanelled with Comptroller and Auditor General of India.

5. Scope of Work :

- Internal audit of the office of Managing Director and nine division offices across the state on monthly basis.
- Auditing will be done at the regional office located at Naya Raipur and Bilaspur. Related divisions will provide their books of accounts at said regional office for the auditing purpose.
- Submission of Internal Audit Report to MD, RVVN on monthly basis.
- Accounting in all divisions is being done in Tally ERP. The ERP password will be shared with the selected firms so that they can access the accounting of all divisions at any time for internal audit from any place.
- The selection of CA Firm shall be based on QCBS basis.

6. Selection of CA Firm :

6.1 Evaluation of Technical Proposals :

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's academic qualification, experience, skill and capacity. Only those applicants whose Technical Proposals score 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST). A proposal shall be rejected if the CA Firm scores less than 70% (seventy per cent) marks.



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The scoring criteria to be used for evaluation shall be as follows.

S. No.	Criteria	Particular	Maximum Marks
1	Years of experience of the Applicant CA firm	Chartered Accountant firm having experience of more than 15 years. 2 marks will be allotted in case of firm older than 15 years, maximum marks will be 20. (Date of constitution as per ICAI firm card will be considered as evidence for the year)	20
2	Experience in Auditing	i. Appointed for audit/ internal audit/ expenditure audit/ revenue audit of any State Government organization/ semi state government or parastatal department during last 10 years i.e., 01.04.2013 onward ii. Audit/ Internal audit at head office level of any Chhattisgarh State Forest department or board/federation govern by forest department during last 5 years i.e., 01.04.2018 onward. (Experience of each audit assignment will get 5 marks; maximum marks will be 20).	20 20
3	Local Presence	Head office of the CA Firm must be in Chhattisgarh as shown in their ICAI firm card.	20
4	Yearly average turnover	Minimum average annual turnover of last 3 years more than Rs.20lakhs. (If turnover exceeds Rs 20 lakhs, 1 mark will be allotted for every Rs 1 lakh of turnover.)	20
Grand Total			100

6.2 Short-listing of Applicants :

Of the Applicants ranked as aforesaid, all the pre-qualified and short-listed applicants will be selected who got more than 70 marks in accordance with the tender term & condition. Technical qualified applicants will be informed for the opening of financial proposal.

Financial bid will be opened only of those applicants who have been selected in first stage of selection process. Total fees quoted as per financial proposal Part – II will be considered for the final selection of the firm. After opening of financial bid, selection of one firm will be made on the basis of QCBC method as explain in 6.3. Opening of financial proposal will be made in front of bidders or their representative however final selection will be made after QCBS assessment made by the department later on and only successful firm will be informed through mail and telephonically.



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6.3 Final Selection :

Final selection will be done on the basis of QCBC method in which applicant who got maximum combined technical & financial scores (CTFS) weighted by 80:20 will be selected. 80 weights will be applied for the technical scores whereas 20 weights will be applied for financial scores.

7. Performance Security :

Selected CA firm will deposit Performance Security of Rs. 50,000/- through demand draft in the name of 'Managing Director' Chhattisgarh Rajya Van Vikas Nigam Ltd., Payable at Raipur. Such Performance Security will be held till the successful completion of the contract.

8. Period of contract :

The total period of contract will be for five years however it can be extended for the further period of three years or more if mutually agreed with 10% increase in fees on annual fees.

9. Minimum yearly fees :

As per rules framed out by the Institute of Chartered Accountant of India, minimum yearly fees are Rs. 10,00,000/- (Ten lakhs) excluding GST, which will be paid extra as per applicable rates. Those applicants who will quote fees below the minimum yearly fees (i.e., Rs. 10,00,000) will be rejected. Yearly audit fees for one year, quoted as per financial proposal Part – II will be considered for the final selection of the firm as per 6.3. Travelling and boarding charges for the outstation will be paid on actual basis as per the Nigam rules.

10. Clarification and Amendment of EOI Document :

CA Firms may request a clarification on any aspect of the EOI document at-least 10 days before the proposal submission date. At any time before the submission of proposals, the CGRVVNL may, for any reason, whether at its own initiative or in response to a communication from any CA Firm, issue a clarification or amend the EOI. These amendments/ clarifications /corrigenda will be placed on the website and not published in the newspaper.

11. Preparation of Proposal :

CA Firms are requested to submit relevant documents in support of minimum eligibility conditions a technical proposal and a financial proposal as specified in the EOI.

(a) Technical Proposal :

The exact information on various eligibility criteria may be furnished in a separate sealed cover with supporting documents. The technical proposals of only those CA Firms will be evaluated who meet the minimum eligibility criteria. Documents fees Rs. 1000/- in DD in the name of 'Managing Director' Chhattisgarh Rajya Van Vikas Nigam Ltd. payable at Raipur will be submitted with technical bid.



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The CA Firms are expected to provide the Technical Proposal as specified in the EOI. Material deficiencies in providing the information requested may result in rejection of a proposal.

(b) Financial Proposal :

In preparing the Financial Proposal, CA Firms are expected to take into account the requirements of the EOI for the selection as Internal Auditor. Yearly audit fees quoted as per financial proposal Part – II will be considered for the final selection of the firm.

This will exclude other reimbursable expenses incurred by the CA Firm for traveling, boarding and lodging for visits outside the station for the auditing purpose, which will be paid on actual basis. The yearly audit fees to be quoted by the CA Firm should include all the components pertaining to them (including the yearly escalations, if any) for the 5 years period excluding GST which will be paid extra as per the rule.

12. Payment to the CA Firm :

Fees will be paid on following basis:

Fees will be paid on monthly basis as per the financial proposal submitted by the firm w.e.f. 01.04.2024. Total yearly fees quoted by the firm will be divided equally by 12 months and will be paid on monthly basis after submission of internal audit report along with bill.

13. Submission, Receipt, and Opening of Proposals :

The Envelope of technical Bid shall be containing Eligibility Documents of qualifying criteria. Envelope of Financial Bid shall be containing the proposal of yearly audit fees. Bid shall be evaluated firstly based on the technical bid scrutinized by a committee. Once the Committee opines that the CA Firm fulfills the eligibility criteria and obtained at least 70 scores then only the financial bid of that CA Firm will be opened for consideration and evaluation otherwise the proposal will be rejected without any liability on CGRVVN.

Subsequently the Financial bid will be opened in the presence of the bidders. Selection of the successful CA firm will be done as per QCBS basis.

14. Modification / Cancellation :

The CGRVVN reserves the right to modify / cancel the whole process or part thereof at any stage without assigning any reasons thereof.



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15. Subletting of Assignment :

The awarded firm shall not sublet the assignment.

16. Termination of Contract :

The work order / contract can be terminated by either side at any time on giving 60 days notice in advance without assigning any reason whatsoever.

17. Jurisdiction:

In case of any dispute the decision of board will be final and will be binding. Any dispute or difference, arising under, out of, or about this work order shall be subject to exclusive jurisdiction of the competent court at Raipur (CG) only.



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Format for Covering Letter to the Proposal submitted by the firms (On Applicant's Letterhead)

To

The Managing Director

Chhattisgarh Rajya Van Vikas Nigam Ltd.
Sector 24, Atal Nagar,
Naya Raipur (C.G.)

Sub:- Submission of proposal for Selection of CA Firm for Internal Audit

Sir,

In response to the notice inviting tender, dated _____ by RVVN, we offer proposal in response to bid.

In the capacity of the applicant for the services, I/we declare that I/we am/are willing to carry the internal audit work intended to be outsourced, should the RVVN select me/us for this purpose.

I/we am/are submitting this proposal on my/our own. If selected, I/we understand that it would be on the basis of the qualification, technical, financial capabilities and experience as specified in the EOI. I/we understand that the basis for my qualification will be my/our proposal, and that any circumstance affecting my/our continued eligibility under the inquiry, or any circumstance which would lead or have led to my/our disqualification under the inquiry, shall result in my disqualification under this process.

I/we understand that you are not bound to accept any or all proposal you receive.

I/we declare that I/we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other Applicants for the Project, in connection with the preparation and/or submission of our PROPOSAL for the Work, or preparation of the bidding documents.

I/we declare that I/we am/are not facing any enquiry or investigation under Prevention of Corruption Act in India or similar enactment in any other country. I/we undertake that, in competing for (and, if we are selected, in executing) the services, I/we3 will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/we hereby confirm and declare that I/we, ----- (Name of bidder), is not blacklisted/ De-registered/ debarred by any Government / Semi-Government department or Public Sector Undertaking for which we have Executed/ Undertaken the works/ Services during the last 5 years.

I acknowledge and understand that in the event that the RVVN discovers anything contrary to my above declarations it is empowered to forthwith disqualify me and my proposal from further participation in the process.

Yours faithfully,

Signature

Name of Proprietor/ Partner

DETAILS OF CA FIRM

1. Full Name of the CA Firm :
2. Head Office Address :
3. Telephone No. / Mobile No. :
4. E-mail address. :
5. Date of commencement of Practice :

It is here by certified that the information given as above and also else where in the offer are correct to the best of my/our belief and knowledge. I/we understand that RVVN can take action against any finding of incorrectness in future appropriately. Document fees Rs.1000/- (nonrefundable) is being submitted with the technical bid.

List of the documents enclosed :

S. No.	Name of Document	Page no.
1	Covering Letter in Annexure I	
2	Detail of CA firm in Annexure II	
3	PAN card	
4	GST Registration	
5	Proof regarding head office & year of experience – as per ICAI firm card.	
6	A copy of COP of Proprietor/ Lead Partner	
7	Certificate of CAG empanelment	
8	Income Tax Returns of last 3 F.Y. i.e., 2020-21, 2021-22, 2022-23	
9	CA Certificate of annual turnover of firm as per Annexure III	
10	Resume of CA Firm	
11	Work order as per clause no. 4.3 & 6.1 s.no. no. 2 (i) of evaluation of technical proposal.	
12	Work order as per clause no. 6.1 of s.no. 2 (ii) of evaluation of technical proposal.	
13	Copy of EOI duly signed by proprietor/ partner	-

NOTE: - Relevant documentary proofs in respect of all the above requirements need to be submitted alongwith the offer. Without sufficient documentary proof about qualifying criteria, the Offer is likely to be rejected.

Signature of Proprietor/partner :

Name of CA Firm :



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Annexure III

Certificate of Turnover

(On CA Letter Head)

This is to certify that (PAN No.) Registered Head Office at is having following turnover as per their audited financial statement during the preceding 3(Three) financial years: -

Financial Details (as per audited Balance Sheets)

Sl. No.	Particulars	Total Gross receipts
1	FY 2020- 21	
2	FY 2021- 22	
3	FY 2022- 23	
4	Total for past three financial years	
5	Average of past three financial years	

This is further certified that the above turnover is in line with the audit report / return of income of respective financial year

Signature of Proprietor/ Partner of CAFirm :

Name of Firm :


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FINANCIAL PROPOSAL

Part – II

Selection of CA Firm for Internal Audit of C.G. Rajya Van Vikas Nigam Ltd. (Yearly Fee excluding GST)

Particular	Yearly Fees (Excluding GST which will be paid extra as applicable)	
	In Figure	In Words
Internal Audit Fees for one year		

Note :

1. The abovementioned yearly fees for internal audit include yearly fees as per scope of work mentioned in clause no. 5 is excluding GST which will be paid extra as per the law.
2. Above yearly audit fees will be applicable for the contract period of 5 years as per clause no. 8 of this EOI document. The same yearly fees will be payable for the 5 years of tenure of contract as per clause no 8.
3. In case of travelling outside station on behalf of RRVN, cost of travelling, lodging & boarding will be paid on actual basis as per Nigam rules.

Name & Signature of Proprietor/ Partner.

Seal.



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