

REQUEST FOR PROPOSAL

RFP No.: ASDMA. 6/2011/52

ISSUED BY: Assam State Disaster Management Authority

ISSUE DATE: From 5th to 20th April,2013.

**Last Date of:
Submission** 4th May ,2013.

Contact Person: Addl.Chief Secretary,Revenue & D.M. Deptt. &
Chief Executive Officer, ASDMA,
Assam State Disaster Management Authority,
Opp. SBI Sectt.Branch, Ancillary Block
Assam Secretariat ,
Dispur, Guwahati-06.

Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from C & AG empanelled Chartered Accountant firms for providing their services for the Statutory audit of ASDMA Funds for the year 2011-12 and 2012-13..



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1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" or ASDMA means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.



2. EXECUTIVE SUMMARY

Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 and its Secretariat has become functional from the year 2009. The Assam State Disaster Management Authority has been established as per the mandate of the Disaster Management Act 2005 which redefines the shift in approach to the concept of disaster management. The government is now committed to a holistic approach to disaster management encompassing all phases - Prevention, Mitigation and Preparedness as well as Response, Relief & Rehabilitation.

For carrying out the various activities of Mitigation & Preparedness, Grant-in-Aid is received by the Authority from the Government by way of Bank transfer and deposited to the Bank Account of Assam State Disaster Management Authority. The activities are undertaken by ASDMA as per the State Executive Committee approved Work Plan. Sanction of these funds is as per the Delegation of Financial Powers of Assam State Disaster Management Authority which has been approved by the SEC chaired by the Chief Secretary Assam.

The task ahead is to:

- Audit the fund received for the year 2011-12 amounting to Rs 6 crore.
- Audit the fund received for the year 2012-13 amounting to Rs 9 crore.

3. TERMS OF REFERENCE

- a) Audit of Accounts of ASDMA for the year 2011-12 & 2012-13.
- b) While auditing the Accounts, the chartered Accountant should also certify the following:
 - Reconciliation of the bank accounts upto the period of audit.
 - Cheque issue Register has been maintained up to date
 - Voucher Pads relating to expenditure incurred.
 - Goods and Services financed have been procured in accordance with the Government guidelines.
- c) The Audit should be completed within two months from the issue of engagement order and Audit report must be submitted to ASDMA in triplicate within two weeks from the compilation of Audit without fail.
- d) The Administrative Officer and Finance Officer of ASDMA will extend necessary help to the chartered Accountant for smooth execution of the job.
- e) The Trial Balance, Bank Reconciliation Statement and also Statement of Receipt and Payment should be prepared..
- f) All Statement of Accounts should be signed by the concerned officer and the Chartered Accountant.



4. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. Any clarifications and all information will be via e-mail only to asdmaghy@gmail.com

5. INSTRUCTIONS TO APPLICANT

A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.



- iii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

| <i>Activity</i> | <i>Date</i> |
|----------------------------------|-------------|
| Issue of RFP Document | |
| Deadline for Proposal submission | |

C. Submission of RFP

- i) Potential Applicant must complete and sign the Undertaking at Appendix A.
- ii) Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii) Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- vi) The Technical Proposal should be submitted in a sealed envelope marked "Technical Proposal". The Financial Proposal should be submitted in a separate, sealed envelope marked "Financial Proposal".
- vii) The two sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings **“Do not open”** and this envelope should be clearly marked **“Request for Proposal for Audit”**
- viii) The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- ix) The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.



