

Notice inviting Request For Proposal
For
Empanelment of a Chartered Accountancy Firm for WALMI



Last date of Submission: 09/09/2022 before 05:00 PM

M.P. Water and Land Management Institute
(WALMI), Bhopal

Address:

Website: <http://www.mpwalmi.org>

Phone: 0755-2492672, 2492432

DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to the applicant(s), whether verbally or in documentary or any other form, by or on behalf of WALMI or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP, and such other terms and conditions subject to which such information is usually provided.

This RFP is not an agreement and is neither an offer nor invitation by WALMI to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFP (hereinafter referred to as “**Application**”). The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigation and analysis to examine the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained herein, and is advised to obtain independent advice from appropriate sources in connection thereto.

Information provided in this RFP to the applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements, and should not be regarded as a complete or authoritative statement of law. WALMI accepts no responsibility for the accuracy or otherwise, for any interpretation or opinion on law expressed herein.

WALMI, its employees and advisors, make no representation or warranty and shall have no liability to any person, including any applicant or bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in the bidding process.

WALMI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any applicant upon the statements contained in this RFP.

WALMI may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that WALMI is bound to select and short-list one of the Applications for bid stage or to appoint the selected bidder, as the case may be, for empanelment and WALMI reserves the right to reject all or any of the Applications or bids without assigning any reasons whatsoever.

Each applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by WALMI or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the applicant and WALMI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the Application, regardless of the conduct or outcome of the bidding process.

NOTICE INVITING TENDER

1. Bids are invited by WALMI for the below mentioned work :

Name of the Work	Closing date and time for Online bid Submission
Request for Proposal for empanelment of a Chartered Accountancy firm for the Financial Year 2022-23.	See Key Dates as provided for in the RFP

2. The complete bidding documents can be viewed / downloaded from [*insert WALMI's portal's address*]. WALMI shall not be responsible for any postal delay, or network/system failure at bidder's end, as applicable. Bids submitted after the closing date/time shall be summarily rejected.

3. WALMI reserves the right to accept or reject any or all bids received without thereby incurring any financial or other liability to the affected Bidders.

Address for communication:

Madhya Pradesh Water and Land Management Institute,
Kolar Road, Near Kaliyasot Dam
Bhopal, Madhya Pradesh - 462016

**DETAILS OF THE REQUEST OF
PROPOSAL FOR EMPANELMENT OF A CHARTERED
ACCOUNTANT FIRM FOR WALMI**

1.	Particulars	Selection of a chartered accountant firm for empanelment thereof as designated chartered accountants to WALMI
1.a.	Validity of the empanelment	1 year from the date of award of the agency contract, and further extendable upto 3 years
1.b.	Probable amount of work	Rs. 5.00 lakh per year
2.	a. Time and Date of issue of the bid document b. Date of publication of RFP on WALMI's website i.e. www.mpwalmi.org	Time: 10:00 AM Date: 26/08/2022 Place: MP WALMI, Bhopal
3.	Website address for downloading the bid document	www.mpwalmi.org
5.	Starting date and last Date and Time for receiving the bid documents	1. Bid submission starting date and Time: 10:30 AM Date: 29/08/2022 Place: MP Walmi, Bhopal 2. Bid submission last date and Time: 5:00 PM Date: 09/09/2022 Place: MP WALMI, Bhopal
6.	Time, date and place of opening technical bid	Time: 3:00 PM Date: 12/09/2022 Place: MP WALMI, Bhopal
7.	Time, date and place of technical presentation for the shortlisted candidates	Will be intimated later through email
8.	Time, date and place of opening financial bid	Will be intimated later through email
9.	Date of Issuance of Letter of Award	Will be intimated later through email

1. INTRODUCTION

M.P. Water and Land Management Institute (WALMI), Bhopal plans to empanel a Chartered Accountant Firm for the financial year 2022-2023. The objective of such empanelment shall be to undertake internal audit and other relevant assigned tasks for WALMI as elaborated in the scope of the work, during the stipulated tenure. With respect to the foregoing, WALMI invites sealed request for proposals from well-established and reputed Chartered Accountancy Firms (Hereinafter called “**CA Firm**”) having relevant experience for providing services as per scope mentioned herein below.

2. GENERAL TERMS AND CONDITIONS:

- a) Offers in the proposal should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored.
- b) The applicants are requested to read the RFP document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the RFP exercise.
- c) Invalid bids or bids quoting predatory pricing like Rs 0/- or 1/- will be treated as void.
- d) The Bidder shall be required to submit Tender fee of Rs 1000.00 in the form of account payee DD/ Fixed Deposit Receipt/ Bank Guarantee with validity of one year from any of the nationalized bank in favour of Director, WALMI.
- e) No bid shall be accepted without the EMD and Tender fee.
- f) Bids would be rejected, if the bidder resorted to either directly or through an agent in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
- g) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be attested by signatures.

h) Submission of bid documents should not automatically be construed that the bidder is considered qualified. WALMI has the right to reject any bid on technical grounds without assigning any reason.

i) The acceptance of the quotation will rest with the Director, WALMI, who does not bind to accept the lowest quotation and reserves the right to herself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, WALMI further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the institution.

j) Director, WALMI shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding, and the jurisdiction of Court of Law shall be in the state of Madhya Pradesh.

3. SCOPE OF WORK

- a) Review of the vouchers of training head and grants, as per the cash book;
- b) Audit of ledgers and other computation in respect thereof;
- c) Preparation of Form-16 (including both Part A & B), and quarterly submission of 24Q & 26Q;
- d) Submission of monthly returns of G.S.T. challan;
- e) Submission of yearly I.T. returns for WALMI;
- f) Regular review and updating of the subordinate registers such as temporary advances, tour advances, grain advances, festival advances etc., and preparation of the schedule;
- g) Preparation of schedules according to the ledger records;
- h) Preparation of the B.R.S. of all accounts individually and separately (i.e. training and grant heads);
- i) To provide approval for various matters pertaining to the operations of WALMI, as and when called upon to do so;

- j) Internal audit of vouchers and training grants given by WALMI, preparation of the balance sheets and audit reports, individually as consolidated, within the specified time period.
- k) To prepare appropriate response to notices received by WALMI from the Income Tax Department, and to take appropriate steps for resolution thereof.
- l) To examine the proposals received in response to tenders issued by WALMI on technical and financial grounds, and to provide appropriate advice with respect to rejection or acceptance thereof.
- m) To examine the income - expenditure accounts of various projects of WALMI separately, and to further prepare and present a report on the same.
- n) Miscellaneous tasks as may be directed by the Director, WALMI, from time-to-time.

4. TIME PERIOD FOR ENGAGEMENT

The period of contract is initially for one year and further extendable up to three years (with yearly extension in each case) based on satisfactory completion of assigned work every year on mutually accepted terms and conditions, subject to price escalation not exceeding ten percent (10%) for each such yearly extension.

5. ELIGIBILITY CRITERIA

Any technically and financially eligible CA Firm that fulfills the following requirements is eligible to participate:

- a) The CA Firm must be registered with the Institute of Chartered Accountants of India, and a copy of such Registration Certificate should be submitted.
- b) The CA firm should have its place of business/office at BHOPAL as on bid due date. Relevant supporting documents in respect of the ownership / possession of the office space for address probe thereof should be submitted by the CA Firm.

- c) The CA Firm must have at least experience of 5 years in auditing and accounting of institutes of similar nature (Autonomous/Government). At least two latest copies of similar nature of satisfactory work completion certificate must be enclosed with the technical proposal.
- d) The CA Firm should be registered with GST in India.
- e) The CA Firm is required to have Income Tax Permanent Account Number (PAN) and Service Tax Registration Number.
- f) The CA Firm or any of its partners / members should not have been barred and / or be under declaration of ineligibility for corrupt or fraudulent practices or deficiencies of services or blacklisted by any of the Government agencies/PSU/Private company/Private factory, etc. at the time of bidding, and the CA Firm shall not have any litigation in any of the Court(s). The agency/consortium has to give an undertaking to this effect as per **Sub-Annexure-A-1**.
- g) The CA Firm should submit their turnover for the last three years in the format attached at **Sub-Annexure-A-2**. Further, the CA Firm should also submit a certificate from a Statutory Auditor/Chartered Accountant clearly specifying the annual turnover for the specified years, and audited and certified copies of balance sheet and profit/loss accounts for the specified years.
- h) In this respect, the minimum average turnover requirement for the last three consecutive financial years shall be INR 20,00,000 /- (Rs. Twenty Lakhs Only).
- i) The CA Firm should have been in operation for minimum of 5 years. The firm should have undertaken and completed at least 5 assignments of similar nature and scale with any Central Autonomous Body (CAB) / other organizations operating preferably in the field of water and land management / PSUs. Firms should submit details of experience required in format attached at **Sub Annexure-A-3**.
- j) The CA Firm should not have any ongoing litigation against it, and a certificate to this effect must form part of the documents.
- k) The CA Firm shall not be eligible to apply if:
 - A. The CA Firm or any of its partners has any undisclosed pecuniary or other interest in WALMI;

B. Any of the partners of the CA Firm or their relative is / was an employee of WALMI during the current year, and immediate past five years i.e., from [.] 2017 to till date; and / or

C. The CA Firm has undisclosed association with foreign audit firms.

l) The CA firm should have at least 2 partners (qualified Chartered Accountants) with relevant experience, and submit details in format attached at **Sub Annexure-A-4**.

m) **Declaration:** The CA Firm while expressing its interest shall be required to submit a declaration (see Annexure III) that it does not suffer from any of the above disqualifications, and the details furnished in this regard are true and correct. Any incorrect information furnished shall result in immediate disqualification of the application.

6. PAYMENT TERMS

a) The professional fee quoted by the firm shall be valid for the entire empanelment period. Payment shall be made on completion and submission of tasks as per scope of work.

b) Invoice should be raised in duplicate in favor of the Director, WALMI.

c) Statutory Taxes will be paid at prescribed rate during the empanelment period.

d) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments to be made by WALMI.

7. OTHER GENERAL TERMS

a) Format of proposal / other required documents must be as provided herein. Incomplete proposals not compliant herewith shall be rejected outright.

b) Please ensure that date of establishment of registered office, branch office, details of all partners into the firm should be invariably indicated in the proposal.

c) The empanelment of a firm doesn't guarantee assignment of work, and the afore-mentioned scope of work is merely indicative and tentative, and the

actual assignment of work shall be undertaken with the approval of competent authority.

- d) All submitted documents should be signed by the authorized signatory with his name and under the seal of the firm.
- e) Any proposals received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- f) CA Firms are requested to visit the office of WALMI for further clarification/ query/ exact scope of the work, etc.
- g) WALMI shall be at liberty to make any changes / amendments in the RFP Proposal document issued on web site, if required.

8. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

- h) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- i) Copy of Membership Card of the Partners issued by ICAI.
- j) Copies of appointment orders for similar work with other autonomous bodies/PSUs.
- k) Copy of PAN card of the CA Firm.
- l) Copy of Service Tax & GST Registration of the Firm.
- m) Copies of Balance sheet and Profit & Loss Account of last three years (2019-20, 2020-21 and 2021-22).
- n) Certificate of No Blacklisting as per Sub-Annexure-A-1.
- o) Director, WALMI reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.
- p) Selection of firm will be done only after detailed scrutiny of the credentials thereof.

9. EARNEST MONEY DEPOSIT

The CA Firm should submit an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) along with the Technical & Financial Bids, by way of Demand Draft in the favour of “Director, M.P. Water and Land Management Institute”, payable at Bhopal which should be valid for a period of three months, on the following conditions.

- a) Bids not accompanied by the EMD will be rejected.
- b) EMD will be returned not later than 12 days from bid due date, without any interest, to the bidders other than 3 highest-ranked bidders. EMD of the 2nd & 3rd ranked CA Firms shall be returned on signing of the agreement with the selected bidder. The Demand draft should not be older than 7 days from the Bid submission date.
- c) The EMD will be forfeited, if the CA Firm fails to abide by the conditions laid down in this RFP document or any other reasons significant in this process.

10. BIDDING PROCESS

- a) Interested CA Firms meeting all the pre-qualification criteria as mentioned in the foregoing paragraphs may submit their offer in the prescribed Annexure /sub-Annexure of the RFP.
- b) Annexure-I duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with seal of the authorized partner, should be submitted in a sealed envelope (Envelop 1) superscribed as ‘PRE-QUALIFICATION AND TECHNICAL BID FOR Request for Proposal (RFP) Reference No. [.].
- c) The Envelope-I shall contain the following:
 - a. Earnest Money Deposit in a separate sealed envelope marked “EMD”.
 - b. Bid Document duly filled up and signed with the copies of documents listed in the Bid Document.
 - c. Certified and attested copies of CA Firm registration, GST No, PAN, Technical experience, Attested copies etc.

- d) Annexure-II duly filled Financial Bid for WALMI should be submitted separately in a separate sealed cover superscribed as 'FINANCIAL BID FOR Request For Proposal Reference No. [.] (Envelop II).
- e) The Technical & Financial Bids shall be sealed in separate envelopes (Envelope I & II) and the sealed separate Technical & Financial Bid envelopes (Envelope I & II) shall be put in an outer one envelope and sealed. The outer envelope shall be marked as "Technical and Financial Proposal for Empanelment of a Chartered Accountant Firm by WALMI".
- f) The Technical bid must not contain any indication of price offered; else the entire bid shall be rejected.
- g) The RFP should reach at the following address latest by 09/09/2022 hours of 05:00 PM.

Director,
Madhya Pradesh Water and Land Management Institute,
Kolar Rd, Near Kaliyasot Dam, Bhopal, Madhya Pradesh -
462016

- h) If the envelope is not sealed and marked as prescribed above, the Authority will assume no responsibility for the misplacement or premature opening of the Bid.

11. EVALUATION OF BIDS

11.1 PRE-QUALIFICATION

- i) The Technical Bids will be evaluated by an Evaluation Committee. The Bidder shall have to fulfill all the eligibility criteria as specified in the RFP.
- ii) The Evaluation Committee shall evaluate technical proposals to determine, whether these qualify the essential eligibility criteria, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical proposal are submitted and whether proposals are completed and generally in order.
- iii) The bidder shall have to submit all the required documents as per various formats provided in this RFP document. All these documents will be scrutinized in this phase of evaluation. Those bidders who do not fulfill the

terms and conditions of the eligibility criteria as specified in this tender will not be eligible for further evaluation.

iv) The evaluation of technical bids by the evaluation committee shall not be questioned by any of the bidders. WALMI may ask bidder(s) for additional information, visit to bidder's site and / or arrange discussions with their professional, technical faculties to verify claims made in the Technical Bid documentation from the bidder on the already submitted technical proposal at any point of time before opening of the financial proposal.

v) Based upon the evaluation of these documents and the conditions specified in the RFP, WALMI shall announce the names of the bidders who have qualified for Phase - 2 i.e. Financial Evaluation of the bid. It is hereby clarified that Financial Evaluation of only the Bidders declared qualified as per the eligibility criteria shall be performed.

11.2 FINANCIAL BID EVALUATION

a) The Financial Bids of those bidders who have fulfilled the eligibility criteria and declared eligible will be opened on the prescribed date in the presence of bidder representatives.

b) If a CA Firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

c) The bidder with Lowest Total Cost in Financial Bid Form will be treated as the preferred bidder / successful bidder.

d) The bid price will include the annual fees for the performance of tasks specified in the scope of work including out of pocket expenditure except GST.

e) Any conditional bid would be outright rejected.

f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail". If the bidder does not accept the correction of errors, its bid shall be rejected.

g) In the event the financial quotes of two or more qualifying bidders are identical, WALMI shall declare the bidder having more similar project experience as the preferred bidder for award of the project. It may also take any

such measure as may be deemed fit at its sole discretion, including annulment of the bidding process.

12. AWARD CRITERIA

(i) WALMI will award the work by issuance of LOA to the successful bidder whose proposal has been determined to be substantially responsive and has quoted the Lowest Total Cost as per the process outlined above.

13. NOTIFICATION OF AWARD

(i) Prior to the expiration of the bid validity, WALMI will notify the successful bidder that its bid has been accepted. WALMI will mention the Total Value in the LOA.

(ii) The empaneled CA Firm shall commence the work on receipt of LOA / work order which shall be accepted by the CA Firm within not more than 7 days from the date of receipt thereof.

14. PERFORMANCE SECURITY:

(i) The CA Firm shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 20,000/- (Rupees Twenty Thousand only) in the form of an irrevocable bank guarantee issued by any nationalized bank in prescribed format or FDR in the favour of Director, WALMI, at the time of the agreement.

(ii) The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the CA Firm under the agreement to be executed by and between WALMI and the CA Firm.

(iii) In case the period of contract is extended further WALMI in consultation with the CA Firm, the validity of performance security shall also be extended by the CA Firm accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the CA Firm's obligations for the extended period.

(iv) Failure of the CA Firm to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money / performance security.

(v) If at any later date, it is found that the documents and certificates submitted by the CA Firm have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the CA Firm

shall be revoked, and performance security issued to WALMI shall be forfeited without any claim whatsoever on WALMI and the CA Firm shall be liable for action as appropriate under the extant laws.

15. DECLARATION: The CA Firm shall have to submit an Affidavit in the form of declaration (Annexure III) along with the tender documents.

16. MISCELLANEOUS

a) The bidding process shall be governed by, and construed in accordance with, the laws of India and the Courts at Madhya Pradesh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the bidding process.

b) WALMI, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

i. suspend and/ or cancel the bidding process and/ or amend and/ or supplement the bidding process or modify the dates or other terms and conditions relating thereto;

ii. consult with any bidder in order to receive clarification or further information;

iii. retain any information and/ or evidence submitted to WALMI by, on behalf of, and/ or in relation to any bidder; and/ or

iv. independently verify, disqualify, reject and/ or accept any or all submissions or other information and/ or evidence submitted by or on behalf of any bidder.

(c) It shall be deemed that by submitting the bid, the bidder agrees and releases WALMI, its employees, agents and advisors, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations, hereunder, pursuant hereto and/ or in connection with the bidding process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

ANNEXURE I

PRE- QUALIFICATION-CUM-TECHNICAL BID

(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING
AS INDICATED)

Part I

1.	Name, Address, Mobile No & E mail ID of Applicant with complete contact details	
2.	Type of Organization (Whether proprietorship, partnership, Private limited, limited company)	
3.	Name and Address of the Directors Proprietor /Partners	
4.	Name, Designation, E mail ID & Mob. No. of the contact person	
5.	A. Name, Designation & specimen signature of Authorized Signatory on behalf of the agency/firm (or) B. Authorized Signatory of the lead agency of consortium	
6.	Year of formation of the company/ experience as a CA firm	
7.	Details of Registration	R No
8.	PAN number	
9.	Service Tax Registration No	
10.	GST No.	
11.	Income Tax return for the last three financial years (attach copies)	Copy enclosed : Y/ N
12.	Total number of similar projects implemented in private/Government sectors by the agency/consortium in the last 5 years (work orders/completion certificate to be attached)	
13.	Total experience with the firm related to similar projects	
14.	Amount & DD no and date of Tender Document fee and EMD	
15.	Any other information	

Part B

List of major clients, including govt. Organizations / academic institutions

S. NO.	Name of the Client with contact details	Category / Nature of Work	Duration of Contract	Volume Handled

Part C

Note: - Please furnish at least two references of senior executives of any client organization as under:-

S. No.	Name with designation	Name of Company / Firm	Landline / Mobile No.	Email id	Address

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. WALMI is a liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,
The Director,
Madhya Pradesh Land and Management Institute,
Kolar Rd, Near Kaliyasot Dam,
Bhopal, Madhya Pradesh - 462016

In response to the Request For Proposal (RFP) for empanelment of Chartered Accountant Firm for WALMI for the financial year 2022-23, I/ We hereby declare that presently our firm possesses an unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited *in toto* and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

Details of CA Firm's annual turnover
(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Experience of Similar Services as per details in RFP Document (two to five years)

S. N.	Name of the assignment	Name of Assignment (start date/ End date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Partners

S. N.	Name of the Member	Designation	Membershi p No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation



ANNEXURE-II

FINANCIAL BID in respect of WALMI (To be filled by bidder)

Name & address of the CA Firm:-

(Figures in Rupees)

S.No	Description of Service	Quoted Value (In Rs.) (Excluding GST)
I	Fee to undertake the work specified in scope of work in the RFP for WALMI including out of pocket expenditure.	
	Total (I)	

(Amount in words _____ only)

Note: a) Service Tax shall be paid extra as per prevailing rates prescribed under law.

a) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.

b) The above fee is inclusive of out of pocket expenses including local travel

ANNEXURE III

DECLARATION

1. I / We have read the instructions contained in the RFP document and I/We understand that if any false/incorrect information/document submitted by me/us in this bidding process is detected at any point of time or at a later date, any contract/agreement made between ourselves and M.P. Water and Land Management Institute (WALMI), Bhopal on the basis of the information given by me/us can be treated as invalid by M.P. Water and Land Management Institute (WALMI), Bhopal, and I / We will be solely responsible for the consequences including revocation of empanelment.
2. I/We agree that the decision of M.P. Water and Land Management Institute (WALMI), Bhopal in selection of agencies/firms/companies will be final, and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if inquiries are made about the information/documents submitted by me / us here in above and/or in the accompanying sheets.

Place:

Date:

(Seal of the Bidder)

SIGNATURE

Name & Designation