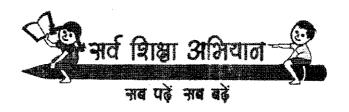


REQUEST FOR PROPOSAL

FOR STATUTORY AUDIT ASSIGNMENT FOR THE FINANCIAL YEAR 2014-15



THROUGH

SARVA SHIKSHA ABHIYAN AUTHORITY, PUNJAB PUNJAB SCHOOL EDUCATION BOARD

BLOCK- E, 5TH FLOOR, PHASE- 8, AJITGARH (MOHALI) CONTACT NO: 0172-5212313, FAX-0172-5212369,5212370



TENDER NOTICE

Sr. No.	Particulars	Details					
1	Tender Notice No	Tender No.:					
2	Name of the work	Statutory Audit for the Financial Year 2014-15					
3.	Cost of Tender Document	Rs. 1,000/- (Rupees One thousand Only) (Non-Refundable)					
4.	Earnest Money Deposit	Rs. 20,000/- (Rupees Twenty Thousand only) (Refundable)					
5.	Date & Time of Sale of Tender	6th March 2015 (Tender Notice will be given in newspapers and Tender document will be available on www.ssapunjab.org					
6.	Last date for submission of Tender	27 th March 2015 upto 12.00 hrs.					
7.	Opening of Tenders	Financial Bids will be opened on 6 th April 2015 at 1500 hrs for Statutory Audit of Financial Year 2014-15 in O/o SSA, Punjab.					

Notes: -

(i) In case the date of opening of tender falls on a holiday, tenders will be opened on the next working day at the same time.

- 1.0 Introduction
- 1.1.1 The proposals are invited from the Chartered Accountant firms from Chandigarh only empanelled by the Comptroller and Auditor General of India (CAG) hereinafter called the bidders, for the engagement of audit of accounts 2014-15 of SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB being implemented in the State of Punjab.

The rates should be quoted as per Schedule of Rates given as per Annexure -1

- 1.2 Bidders are advised to study the Terms & Conditions carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the Terms & Conditions with full understanding of its implications.
- 1.3 Sealed offers should be submitted to State Project Director, Sarva Shiksha Abhiyan Authority Punjab, Punjab School Education Board building, Block- E, 5th Floor, Phase-8, Ajitgarh (Mohali).
- 1.4 All bids must be accompanied by an <u>Earnest Money of Rs. 20,000/-(Rs TwentyThousand only)</u> in the form of Bank Draft, in favour of State Project Director, Sarva Shiksha Abhiyan Authority Punjab Payable at Mohali.
- 1.5 Schedule for Invitation to Request for Proposal (RFP)
 - 1.5.1 Time and date for receipt of Tender: 27th March,2015 upto 1200 hrs
- 1.5.2 Date, Time & Place of opening of bids: 6th April,2015 at 1500 hrs in the office of the DGSE-Cum-State Project Director, SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB, Punjab School Education Board building, Block- E, 5th Floor, Phase-8,Ajitgarh (Mohali).
- 1.6 Validity of the bid: 90 days from the date of opening of Tender.
- 1.7 Schedule for Completion and Submission of Report: On or before 31st July,2015.

Note: The Sarva Shiksha Abhiyan Authority shall not be responsible for any postal delay about non-receipt/non delivery of the documents



SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB

TENDER DOCUMENT FOR APPOINTMENT OF A STATUTORY AUDITOR FOR THE AUDIT OF ACCOUNTS OF SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB FOR THE FINANCIAL YEAR 2014-15.

BACKGROUND

The Sarva Shiksha Abhiyan Authority Punjab is a registered society under Societies Act 1860, which is implementing the centrally sponsored Programme of Sarva Shiksha Abhiyan (SSA) to attain the goal of Universalization of Elementary Education in all 22 districts of Punjab State for which funds are shared between the Government of India and State Government in the ratio of 65:35.

OBJECTIVES

The objectives of the statutory audit for the financial year 2014-15 is to seek a professional opinion on the financial statement of Sarva Shiksha Abhiyan Programme for the financial year 2014-15 and to ensure that funds received and expenditure incurred under Project activities are in accordance with the laid down financial regulations, prescribed Procurement procedures, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

SCOPE

a) The audit would cover the accounts of State Project Office (SPO), Audit of 22 District Project Office's (DPOs), and 17 District Institute of Education and Training (DIETs) funded under Sarva Shiksha Abhiyan Programme.

b) Scope of assignment also includes audit of 217 blocks, 1499 CRCs, 19486 School/SMCs, DIETs, Govt, In service Training Centers (GISTC) on sample basis so that all are covered in a three year cycles of Audit.

In addition the sample will include 1/3 schools/SMCs receiving more than Rs.1.00 Lakh per year which are approximately 2500.

The total number of VECs covered in audit should be indicated in the audit report.

Audit is to be conducted by visiting Districts, DIETs, Blocks, Clusters & Schools/SMCs itself and in no case be called at any other place for the purpose of audit.

- c) Audit is required to give opinion as to whether expenditure incurred under SSA is strictly within limits of Annual Work Plan & Budget of the society as approved by PAB and financial norms prescribed in the SSA framework or any other clarification issued by the competent Authority from time to time. In case the budget allocation is exceeded, whether re-appropriation has been duly approved by the competent authority.
- d) Comments of Audit are required on the fact that Sarva Shiksha Abhiyan funds are used efficiently and economically to the purpose for which they are intended.
- e) Bank Reconciliation Statement is regularly and monthly carried at all the levels.
- f) The Chartered Accountant firm so appointed will be required to give:-
 - (1) Audit Certificates, Utilization certificates, and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.
 - (2) Statements in annual report that describes the work of Sarva Shiksha Abhiyan Authority Punjab. The responsibilities of the audit also include reporting on the adequacy of statements.
- g) Internal controls, compliance with generally accepted accounting principles & procedures, accuracy and propriety of Procurement transaction, method of accounting and safeguarding various Assets, and level of compliance with Sarva Shiksha Abhiyan financial norms and State Government procedures along with compliance with Manual on 'Financial Management and Procurement' as issued by GOI.
- h) Audit shall be required to ensure that Goods, and services have been procured in accordance with relevant provisions of manual on financial Management and Procurement, and



related document, namely, purchase orders, tender documents, invoices, vouchers, receipts etc. are maintained and linked to the transactions and retained till the end of the Programme.

- i) Audit will be required to give its opinion as to whether Balance Sheet, Income & Expenditure account and Receipts & Payment account of period of under Audit, read with Accounting policies give True and Fair view of State of affair of the Society, Grants utilized by the authority and Receipts & Payments of the Authority for the year respectively.
- j) The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted on latter stage, to settle the audit qualifications in the Statutory Audit report of this assignment.

TIME SCHEDULE

Audit is required to complete the Audit assignment with in a period of three months from the date of allotment of audit work. Audit of State Project Office (SPO), all DPOs, all DIETs, Blocks Clusters, GISTC and SMCs/Schools shall have to be carried out at State Project Office, District Project Office, DIETs, Block, Cluster, SMCs/Schools respectively.

OUTPUTS THAT WILL BE REQUIRED FROM THE AUDITOR

On completion of audit, the Chartered Accountant firm so appointed should submit the following separately for SSA & KGBV:-

- 1. Component-wise Income and Expenditure statements of SPO, all 22 DPOs including therein Income and Expenditure of their respective DIET, Blocks, Clusters and SMCs/Schools.
- 2. Consolidated component-wise Income and Expenditure statement for project as a whole.
- 3. Components-wise Receipts and Payments account separately for SPO, 22 DPOs and 17 DIETs.
- 4. Consolidated component-wise Receipts and Payments account for project as a whole.
- 5. Consolidated Balance Sheet, with details of all schedules components wise and level wise and Annual Consolidated Financial Statement (Annex-XVIII), Procurement audit certificate & FMR-I, II, & III.



- 6. Utilization Certificates (UCs) separately for Capital, General & 13th Finance commission for State Project Office and for all 22 Districts including therein utilization at their respective DIET, Blocks, Clusters and SMCs/Schools in the prescribed format.
- 7. Consolidated Utilization Certificate for project as a whole in a prescribed format.
- 8. Bank Reconciliation Statement separately for State Project Office, 22 DPOs and 17 DIETs.
- 9. List of sub-units i.e. blocks, CRCs, School/SMCs, DIETs, Govt, In service Training Centers (GISTC) covered during Audit on sample basis
- 10. Report on all discrepancies noticed in the financial accounts and procurement procedure.
- 11. Failure to complete audit work in time bound manner and not upto mark will entail forfeiture of entire audit fees, performance security and imposition of legal action.

GENERAL

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of GOI and State Govt and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

AUDIT JOB ALLOCATION

Firm appointed as the statutory auditors of Sarva Shiksha Abhiyan Authority, Punjab for financial year 2014-15 would be allotted assignment as under:-

Audit Report of Districts comprising its respective DPOs, DIETs, Blocks, Clusters, SMCs/Schools, GISTCs, State Project Office (SPO), and Consolidation of report for State as a whole.

TA/DA & AUDIT FEE

- A fixed traveling allowance of Rs. 6.00 per Km. (car) will be provided subject to submission of actual bill with the SPO,DPO.
- A fixed dearness allowance and hotel accommodation charges will be given as below:-

/ .		D \
(Amount	ın	Rs.)

Category	Dearness allowance (per day)	Hotel accommodation (per day)*
Qualified	300/-	900/-
Unqualified	195/-	675/-

^{*} Subject to submission of original bills with the State Project Office of Sarva Shiksha Abhiyan Authority, Punjab or respective DEO.

PERFORMANCE BANK GUARANTEE (PBG)

The successful bidder will have to deposit a performance security in shape of bank guarantee FDR/Demand Draft for an amount equivalent to 10 % of the contract value within 7 days of the issuance of LOI/Order. The Performance security would be valid for a period 6 months post warranty, failing which the LOI/order shall be withdrawn at the discretion of the SSA Authority and the EMD of the bidder shall be forfeited and the work will be allotted to the next bidder.

PAYMENT TERMS

50% of audit fees within 15 days of the receipt of Audit Report and all other related documents and balance audit fees shall be paid on confirmation of utilization certificate of the society by the Govt. of India.

TAX LIABILITY

That any tax liability whatsoever in respect of this agreement shall be the sole responsibility of the second party.

PROGRAMME FINANCIAL STATEMENTS

Programme Financial Statements should include:

- (a) A summary of funds received from Government of India and State Government separately;
- (b) Any other receipt accruing separately;
- (c) A summary of expenditure shown under the main programme heading both for the current fiscal year and accumulated to date; and



- (d) A Balance Sheet showing accumulated funds of the programme, bank balances, other assets of the programme, and liabilities, if any.
- (e) Utilization Certificate

AUDIT OPINION

The primary audit opinion should include the Programme Financial Statements, and the annual audit report of the Programme Accounts. The financial statement, including the audit report should be received by the State Implementing Society not later than (two to four) months after the end of the accounting period to which the audit refers. The auditor should submit the report to SPD of the Society well in advance who will take further action to have two copies of the Audit of Accounts and report forwarded to Government of India.(E.E. Bureau)

MANAGEMENT LETTER

In addition to the audit reports, the auditor will prepare a "management letter", in which the auditor will:-

- (a) Give comments and observations on the accounting records, systems, and internal controls that were examined during the course of audit;
- (b) Identify specific deficiencies and areas of weakness in system & internal control and make recommendations for their improvement;
- (c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal & external matters affecting such compliance;
- (d) Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the programme; and
- (e) Bring to the implementing Agencies' attention any other matters that the auditor considers pertinent.

PENALTY

In case the work is not completed by the specified date or any extension thereof, Penalty 0.5% (zero point five percent) of the order value or part thereof the incomplete portion of



the assignment for each calendar week of delay shall be recovered from the bills. However, the total penalty shall not exceed 10% (ten percent) of the total value of the work.

The penalty will be calculated on weekly basis. In case the delay exceeds one month, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages.

The above provision is notwithstanding the right of the Sarva Shiksha Abhiyan Authority Punjab to get the work executed at the risk and cost of the Bidder and to avail of other remedies/provisions laid down in the terms of bid/contract.

TERMINATION FOR DEFAULT:

The SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the contract in whole or in part. if:

The qualified Bidder fails to deliver any or all of the obligations within the time period (s) specified in the contract, or any extension thereof granted by the SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB

The qualified Bidder fails to perform any of the obligation(s) under the contract

The qualified Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued to the SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB.

FORCE MAJEURE:

Notwithstanding the Terms & Conditions, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or failure to perform its obligations under the contract is the result of an event of Force Majeure.

For the purposes of this Clause, 'Force Majeure' means an event beyond the control of the Bidder like acts of the Government of Punjab/ SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB either in its sovereign or contractual capacity, war or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.



If a Force Majeure situation arises, the qualified Bidder shall promptly notify the SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB in writing of such a condition and the cause thereof. Unless otherwise directed by the SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The SARVA SHIKSHA ABHIYAN AUTORITY, PUNJAB may terminate this contract, by giving a written notice of minimum 15 days to the Bidder, if as a result of Force Majeure, the Bidder is unable to perform a material portion of the services for a period of more than 30 days.

STANDARD OF PERFORMANCE

The qualified Bidder shall carry out the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The Bidder/ bidders shall also adhere to professional standards recognized by international professional bodies. The Bidder/ bidders shall employ appropriate advance technology and safe and effective equipment, machinery, material and methods. The Bidder/Bidders shall always act in respect of any matter relating to this contract, as faithful advisors to the Authority and shall, at all times support and safeguard the Authority legitimate interests in any dealings with the third party.

ARBITRATION

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Principal Secretary/ Secretary to Government of Punjab, Department of Primary Education. This is notwithstanding the fact that the sole arbitrator may be connected in any manner with the official process of finalizing the Contract. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.



JURISDICTION

In all matters and disputes arising hereunder the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.

CONFIDENTIALITY:

The Bidder (s) and their personnel shall not, either during the term or after expiry of this contract, disclose any proprietary or confidential information relating to the services, contract or the SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB business or operations without the prior written consent of the Society.

ALLOCATION OF WORK

The work can be split between more than one bidders. In such a case, (based on the lowest quoted rates) the Bid Evaluation Committee will decide a benchmark Price and the short listed bidders will have to match the so decided benchmark price.

OTHER TERMS AND CONDITIONS

- (i) The bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.
- (ii) Bidder shall not work in association with some other party to meet the conditions.
- (iii) All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder and he shall submit proof of payment thereof every month
- (iv) The SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose
- (iv) The SARVA SHIKSHA ABHIYAN AUTHORITY PUNJAB reserves the right to carry out the capability assessment of the Bidder. The Society's decision shall be final in this regard.

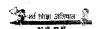


- (v) The successful bidder will have to deliver and shall receive payments according to the time schedule and terms agreed upon in the contract.
- (vii) All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.
- (viii) The Bidder or a person/persons duly authorized by the Bidder shall sign the Financial bid with his seal. All pages of the bid, where signature required is not mentioned, shall be initialed by the Bidder with his seal.

Bids not received in the specified format or conditional bids would entail rejection without any correspondence to be dealt in this regard by this office.

Total Audit fee would be paid by State Project Office subject to deduction of Tax at Source (TDS) as may be applicable from time to time.

State Project Director,
Sarva Shiksha Abhiyan Authority, Punjab
Punjab School Education Board
Block- E, 5th Floor, Phase- 8, Ajitgarh (Mohali)
Contact No: 0172-5212313



Detail of Chartered Accountant firms for the Statutory Audit assignment of Sarva Shiksha Abhiyaan Authority Punjab for the financial year 2014-15

Status	of Firm	Partnership	Sole Prop	prietorship				
1.	(a)	Name of the firm (in Capital letters)						
**)	(b)							
d probability was as a	(c)	PAN No. of the firm	·					
2.	ICAI R	egistration NoRegion Name	R	egion Code No	o			
3.4.	(b)	Date of constitution of the firm: Date since when the firms has a full time me Partners / Sole Proprietor of the firm		-1-2015 (Plea	se fill up Annex			
	S.No.	Years of continuous association in the	firm	Number of FCA	Number of ACA			
	(a)	Less than one year						
	(b)	1 year or more but less than 5 years		· · · · · · · · · · · · · · · · · · ·				
:	(c)	5 years or more but less than 10 years			·			
	(d)	10 years or more but less than 15 years						
	(e)	15 years or more						
6.	(Please Numbei	r of Part Time Partners if any, as on 1-1-2 fill up Annex A-2) r of Full Time Chartered Accountant Emp-1-2015 (Please fill up Annex A-3)			A .			
	Number of audit staff employed full-time with the firm (a) Articles / Audit Clerks (b) Other Audit Staff (with knowledge of book							
8.	Number	of Branches (Please fill up Annex-B)			- :			
		2015 in respect of:	PSU / utonomo is body	Companio in Private sector	es Banks			



- (i) Statutory / Branch Audit / 6 monthly Audit Review
- (ii) Internal / Concurrent Audit

Total of (i) and (ii) above

10. Whether the firm is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations etc. If yes, details may be given Annex 'C'.

Yes / No

11. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices (SAP 17)

Yes / No

(If yes, a brief note on the procedure adopted is to be given)

12. Whether there are any court /arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status)

Yes / No

<u>Undertaking</u>

I/We Account (i) (ii) (ii) (iii)	the sole proprietor / following partners of M/s						
Sl.No.	Name of the partner / sole proprietor	Membership Registration No.	PAN No	Dates of payment of the fees for the relevant yearA/B*	Signature of partner / sole proprietor		
							
*A B Place: Date: Enclos	For membership For issue of certifica	• •		Signature of the	Bidder (with Seal) (Seal of the Firm)		



Details of Full Time Partners / Sole Proprietor of the firm

S.No	Name of the Partner / sole proprietor	Member - ship No.	Whether FCA / ACA	Date of Joining the firm (full time)	Date of beco mi ng FCA	Station & Regi on wher e residing at present	Whether acknowled- gement of Income Tax Return for the relevant year attached Yes / No	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification) *
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^{*}If yes, please attach a copy of the certificate



Details of Part-time partners of the firm

				or rait-time p		****		
Name of partne rs	Membership	Whether FCA/ACA	Date of becoming FCA	Date of joining partnership	No. of other firm in which he is partner	Whether practicing in his name also (Y/N)	Whether emplyoed elsewhere (Y/N)	Whether has ISA (Information system Audit/CISA or any other equivalent qualification (specify the qualification)
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^{*} If yes, please attach a copy of the certificate



Details of Full-time Chartered Accountant Emplyoees

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Sr. No	Name of partners	Membersh ip no.	Whether FCA/AC A	Date of joining the firm as full time emplyoee	Whether has ISA (Information system Audit/CISA or any other equivalent qualification (specify the qualification)	Signatur e of the emplyoe e
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^{*} If yes, please attach a copy of the certificate



Details of partners and full time Chartered Accountant Emplyoees of the firm included this year in Annex A1,A-2 & A-3

Sr.No	Name	Membership No.	Whether Full Time Partner/Part Time Partner/Full Time CA Emplyoee				
<u> </u>							

^{*} If yes, please attach a copy of the certificate



Annexure-B

Particulars of Branches (including foreign branches, if any)

S.No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner incharge of the branch	Date of opening of the branch	Region	Whether included in last year application (Yes, No)
			, <u>.</u>			



Annexure- C

Details of internal audit work / any other accounting work of Public Sector Undertaking in hand with the firm

S.No.	Name of the PSU/Unit	Nature of assignment	Year for which appointed		
	-	·			



Annexure-1

SCHEDULE OF RATES

Lump sum audit fees (excluding service tax)

Name of the firm	Audit fees for 1 DPO & DIET	Audit fees for 1 BRC	Audit fees for 1 CRC	Audit fee for 1 School/ SMCs	SPO	Consolid ation job	Total Audit Fees