



Urban Development and Housing Department, Govt. of Bihar
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No. 7/37/2015/17-179

Date: 29th January, 2018

Subject: Request for Proposal for "Selection of Chartered Accountants firm for Internal Audit in 140 Urban Local Bodies of Bihar

ADDENDUM-1

In pursuant to Clause 2.2 of Section 2, Instructions to Consultants, the bid document stand amended with this addendum. The original copy of this addendum shall be enclosed with the original technical bid and its copy should be enclosed with the copy of technical bid.

ToR is being amended to include the following work in scope of work. Relevant clauses of ToR shall be read accordingly.

SN	Clause No. & Page No.	As per Bid Document	As amended
1	Page No 42 cluster wise name of ULBs	Earlier in RFP all ULBs are divided in 6 group	Now the all ULBs are divided in 7 group. Copy of New Cluster wise group is enclosed
2	Point 4-B of Appendix - II to data sheet	Typo graphical error 200 marks are breakup as 260 marks	Total 250 Marks. 30% i.e. 75 marks on general experience 60% i.e. 150 marks on Project Related Experience Up to 3 project 20% of 150 i.e 30 marks More than 3 up to 7 projects 60% of 150 i.e. 90 Marks More than 7 Projects 100% of 150 i.e. 150 marks 10% of 250 i.e. 25 marks on Full time and permanent employment. Copy of revised data sheet is attached
3	Point 4-A of Appendix - II to data sheet	Marks related to Team leader	Total 150 Marks 30% i.e. 45 marks on general experience 60% i.e. 90 marks on Project Related Experience Up to 3 project 20% of 90 i.e 18 marks More than 3 up to 7 projects 60% of 90 i.e. 54 Marks More than 7 Projects 100% of 90 i.e 90 marks 10% of 150 i.e. 15 marks on Full time and permanent employment Copy of revised data sheet is attached
4	As per tech 2B, to support firm's experience, completion certificate to be attached.	Completion certificate should attached for completed work	Notarized Self Declaration certificate will be required as work completion certificate but work order or copy of contract agreement must be submitted along with Self Declaration certificate.
5	Appendix -II Data sheet point no 1 (e) Net worth	Net worth Marking 50 marks	Waived off

6	Appendix -II Data sheet point no 5 PPT	PPT 200 marks	Waived off
7	Point on 3 (d) of NIP	Firm should have more than five chartered Accountants (Including Partners of the firm) as per the ICAI Norms	Firm should have 2 or more than 2 partners.
8	Appendix -II Data sheet point no 3 Approach & Methodology	Approach & Methodology for proposed assignment	Marks of Approach & Methodology increased from 200 to 300

- Enclosed Revised Data sheet as Annexure-1
- Enclosed revised cluster sheet as Annexure-2


 23/1/2019
 Principal Secretary UD&HD

Signature of Bidder

**NARRATIVE EVALUATION CRITERIA
FOR FULL TECHNICAL PROPOSAL (FTP)**

I. FIRM'S GENERAL EXPERIENCE AND EXPERIENCE IN SIMILAR ASSIGNMENTS (300Points)

Criteria: The extent and depth of experience of the firm and its associates in implementation of Double Entry Accounting Systems and internal audit in municipalities in India and abroad in terms of Technical parameters, quantum of work and required inputs and financial parameters.

Factors to consider: Each reference project included in the technical proposal will be judged against the criteria established. Higher scores will be given to a firm, which has more experiences for projects with relevant nature. A firm who has primary responsibility (i.e. the lead firm) will be given a score higher than a firm whose responsibility was secondary (i.e. associate firm).

II. APPROACH AND METHODOLOGY (300Points)

A. Understanding of Objectives (30points)

Criteria: General understanding of the project requirements; coverage of principal components as requested in TOR; and site visit assessment.

Factors to consider: The three following aspects will be considered: General Understanding- 40%

Components Coverage- 40% Site Visit - 20%

Maximum points will be given if all the three aspects are positively judged.

B. Quality of Methodology (90points)

Criteria: The degree to which the presented written methodology/approach addresses the requirements of the TOR.

Factors to consider: Assessment of the inter-relationship of work program and methodology write-up. A consistent relationship is to be given maximum points.

C. Innovativeness/Comments on Terms of Reference (30points)

Criteria: Suggestions, which could improve the quality of the project.

Factors to consider: Points will be given for workable suggestions proposed. No innovativeness will be given zero points.

D. Work Program (75points)

Criteria: A work program showing graphical presentation of activities (bar chart) and an organization chart

Factors to consider: Work program will be assessed on logical sequence of events. The organization chart is to be assessed on the firm's understanding of relationship between the firm and the relevant ULBs and client group.

E. Personnel Schedule (45points)

Criteria: Relationship between required person-months and proposed work program.

Factors to consider: The Personnel Schedule will be assessed based on phasing of activities of the work program and allocation and timing of expert's individual inputs. Total requirements close to estimated work requirements will be assessed as well as the appropriateness of time allocated to the task to be performed in terms of individual expertise. The balance between field time and home office time and the proposed number of trips will be checked.

F. Counterpart Personnel and Facilities (15points)

Criteria: Requirement for counterpart personnel, office space, transportation, equipment and services.

Factors to consider: Reasonableness and completeness of requirements and understanding of local conditions will be assessed.

G. Proposal Presentation (15points)

Criteria: Clarity and ease of assessment of the entire proposal (including material presentation).

Factors to consider if all items requested in the invitation letter are covered in a clear and easily understandable form and the proposal is assembled in a professional manner, maximum points will be given.

III. PERSONNEL (400 Points) EXPERTISE

Criteria: Separate assessment of each expert listed in the Request for Proposal. Each expert is to be evaluated against the tasks assigned in accordance with four main criteria:

- (i) General experience such as academic qualification and no. of years of related experience: (30%)
- (ii) Project related experience based on the number of relevant projects implemented: (60%) and

For assessing full time permanent employment the personnel deployed who has worked for the current UD&HD on a regular/permanent full-time basis continuously for the last 12 months

Criteria: Assessment will be done on the basis of number of personnel associates with the firm.

Factors to consider: Number of associated staffs, their qualifications, number of partners shall be considered. Higher points will be given to a firm with more partners or personals on its roll.



DETAILED MARKING SCHEME FOR TECHNICAL VALUATION

S N	Criteria	Weightage	Marks
1	General Profile of the Firm	100%	200
A.	Establishment of the Firm	33.33%	66.66
	Up to 10 Years		10
	More than 10 Years but up to 15 Years		20
	More than 15 Years but up to 20 Years		35
	More than 20 Years but up to 25 Years		50
	More than 25 Years		66.66
B.	Turnover of the Firm	33.33%	66.66
	Up to 50 Lakh		10
	More than 50 Lakh but up to 1 Cr.		20
	More than 1 crore to 1.5 Cr.		35
	More than 1.5 crore to 3 Cr.		50
	More than 3 Cr.		66.66
c.	No. of Full Time CAs associated (Including Partners)	33.33%	66.66
	Up to 2 CAs		10
	2 -5 CA		20
	6-10 CA		35
	11-15 CA		50
	More than 15 CA		66.66
2.	Firms General Experience & Experience in Similar	100%	100
A	Experience of Firm i.e. in internal audit/ DEAS/ Financial Management	25%	25
	Up to 5 Projects		0
	More than 5 Projects but up to 10 Projects		20
	More than 10 Projects		25
B	ULBs covered in Pre-audit/Internal audit	25%	25
	Up to 10 Nos.		0
	More than 10 But up to 25 Nos.		20
	More than 25 Nos.		25
C	ULBs covered in DEAS Assignment	25%	25
	Up to 10 ULBs		0
	More than 10 but up to 25 ULBs		20
	More than 25 ULBs		25

D	CAG Empanelment Status		
	For Major Category	15%	15
	For other than major category		15
			10
E	Peer review Certified by ICAI	10%	10
3.	Approach & Methodology for proposed assignment	100%	300
	Understanding of Objectives	10%	30
	General Understanding (40%)		
	Components coverage (40%)		
	Site visit (20%)		
	Quality of Methodology	30%	90
	Innovativeness/Comments on Terms of Reference	10%	30
	Work Program	25%	75
	Personnel Schedule	15%	45
	Counterpart Personnel and Facilities	5%	15
	Proposal Presentation	5%	15
4.	Qualification and Experience of Team Leader & Other Key members	100%	400
A	Team Leader (1 Nos.)	100%	150
	General experience such as academic qualification and the number of years of experience in Accounting and financial management, Internal Audit, Compilation of Accounts.	30%	75
	Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit Compilation of Accounts in Govt.Undertakings.	60%	90
	Up to 3 Projects	20 %	18 Marks
	More than 3 but up to 7 Projects	60%	54 Marks
	More than 7 Projects	100%	90 Marls
	For assessing full time permanent employment the personnel deployed who has worked for the regular/permanent full-time basis continuously for the last 12 months	10%	15
B	Other Expert's (2Nos)	100%	250
	General experience such as academic qualification and the number of years of experience in Accounting and financial management, Internal Audit, Compilation of Accounts	30%	75
	Project related experience based on the number of relevant projects implemented related to Accounting and financial Management, Internal Audit Compilation of Accounts in Govt. Undertakings	60%	150
	Up to 3 Projects	20 %	30
	More than 3 but up to 7 Projects	60%	90
	More than 7 Projects	100%	150

25

	For assessing full time permanent employment the personnel deployed who has worked for the regular/permanent full-time basis continuously for the last 12 months	10%	25
5.	Firms have to submit the following documents with technical proposal as documentary proof: <ul style="list-style-type: none">• ICAI Certificate, CAG Certificate, Audited Financial Statements, and Self Declaration/ notarized affidavit etc.) should be submitted by the firm for each condition as mentioned in NIP.		

22