

# Table of Contents

EXPRESSION OF INTEREST .....	2
1 FACT SHEET.....	3
2 BACKGROUND INFORMATION & SCOPE OF WORK.....	4
2.1 ABOUT CHIPS .....	4
2.2 ABOUT THIS EXPRESSION OF INTEREST (EOI).....	4
3. ELIGIBILITY CRITERIA .....	6
4. INSTRUCTIONS TO THE BIDDERS .....	7
ANNEXURE I - PROPOSAL COVERING LETTER.....	10
ANNEXURE II-FINANCIAL PROPOSAL FORMAT .....	11
ANNEXURE-III- DECLARATION FOR NOT BLACK LISTED .....	12
ANNEXURE IV: PARTICULARS OF THE BIDDERS .....	13



## OFFICE OF CHiPS

**S D C. Bhawan, Civil Lines, Raipur (C.G.)**

Tel: 0771-4066277, Fax: 0771-4066205

[www.chips.gov.in](http://www.chips.gov.in)

**No. 242/CEO/CHiPS/2017**

**Raipur, Dated 17/02/2017**

### **EXPRESSION OF INTEREST FOR**

Selection of External Agency (Chartered Accountant) for limited review and appraisal of  
Investment proposals

No.EOI /37/ 2017

Raipur, Dated 17 /02/2017

Chattisgarh Infotech Promotional Society, Government of Chattisgarh invites technical and financial proposals from practicing Chartered Accountant (in sealed cover), to act as resource person for appraisal, review and vetting of accounting & legal documents and ,as detailed in the Scope of Work in this EOI. Eligible interested party may apply.

The Expression of Interest document containing detailed scope of work, terms and conditions, requisite information form, documents to be attached regarding professional information and financial proposal is available at CHiPS Website [www.chips.gov.in](http://www.chips.gov.in)

## 1 FACT SHEET

1	EOI No.	EOI /37/ 2017 : Dated 17/02/2017
2	Name of the Work	<b>Selection of practicing Chartered Accountant for limited review and appraisal of investment proposals.</b>
3	Name of the issuer of this EOI	CEO,CHiPS
4	Date of issue of EOI document	17/02/2017
8	Last Date for Submission of Bids	15/03/2017
9	Date of Opening of Technical Bids	16/03/2017
10	Date of Commercial Bid opening	16/03/2017
11	Place of Submission & Opening of Bids	CEO, Office of CHiPS State Data Center Building, Civil Lines, Raipur- 492001
13	Address of Communication	CEO, Office of CHiPS State Data Center Building, Civil Lines, Raipur- 492001
14	Validity of Proposal	Proposals must remain valid 180 days after the submission date.
15	Method of Selection	Quality and Cost Based Selection (QCBS)
16	Bid Submission	Bidders must submit an <b>original</b> and <b>One</b> additional copies of each proposal Commercial and Technical bids to be submitted in separate sealed envelopes Envelope A – Commercial bid Envelope B - Technical bid

### **Note:**

1. The date of the opening of the commercial bids will be intimated to the qualified Bidders before the due date through Email or Letter.
2. CEO, CHiPS reserve the right to change any schedule of bidding process. Please visit CHiPS website mentioned in document regularly for the same. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process

## **2 BACKGROUND INFORMATION & SCOPE OF WORK**

### **2.1 ABOUT CHIPS**

CHiPS, a Registered Society promoted by the Government of Chhattisgarh, is the nodal agency and prime mover for propelling IT growth and implementation of IT plans in the State. The Hon'ble Chief Minister heads the High Powered Governing Council of CHiPS It includes Minister for Finance & Commercial Taxes, Minister for Commerce & Industry, Minister of IT, and Minister for Education, Minister for Panchayat & Rural Development, Chief Secretary, a representative from the Ministry of Information Technology in Government of India and eminent persons from IT industry.

### **2.2 ABOUT THIS EXPRESSION OF INTEREST (EOI)**

Government of Chattisgarh seeks to create an IT environment in state wherein investment in IT are not only encouraged but actively facilitated. CHiPS, as the nodal agency for promoting IT growth & implementation of IT plans in the State, is responsible for attracting investment in IT, ITes and electronics in State. Government of Chattisgarh through its IT Investment and promotion policy (2014-19) is providing various subsidies and support to investors interested in setting up IT business units in the State. CHiPS has designed various criteria and parameters to validate and identify proposals received from prospective investors.

This expression of interest invite proposal from eligible CA firms for review and vetting of legal documents submitted by proposed investors as per designed parameters.

The detailed scope of work as listed below:

- (a) To verify the legal status of prospective investors through their registration documents with various government departments (Registration certificate, PAN card, Service tax, VAT registration Partnership Deed, Trade registration certificate, Incorporation certificate and any other legal entity related necessary documents)
- (b) To verify IT/ITeS manpower deployment by proposed investor.
- (c) Verification of financial stability of company through audited financial statement and other list of documents as per designed parameters.
- (d) Verification of prepayment and other criteria as per IT policy for Land requirement proposed by investor.
- (e) Verification of lease deed and appraising the same for subsidy claim.
- (f) Verification of documents (C form, invoices, tax returns etc ) for VAT/CST related subsidies.
- (g) Verification of sanction letter, ledgers, bank certificate and other related documents for working capital interest subsidy.

(h) Verification of other documents for various other subsidies claimed by investors.

Apart from vetting the documents, the selected Chartered Accountant will be required to submit appraisal reports for each investment proposal based on incentives mentioned in IT policy and defined parameters. The CA will also act as consultant and resource person in investment promotion projects and will assist the government in legal and financial matters.

### **3. ELIGIBILITY & EVALUATION CRITERIA**

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the EOI documents. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the EOI document. The invitation to proposal is open to all bidders who qualify the eligibility standards as presented under:

#### **3.1 Evaluation Criteria:**

1. The Chartered Accountant should be a fellow member of Institute of Chartered Accountants of India having atleast 10 years professional experience post qualification.
2. The Chartered Accountant should have head office in State of Chattisgarh.
3. The Chartered Accountant should have experience in Information technology, IT enabled services and e-governance projects. Preference will be given to professional having more than 3 years experience in mentioned areas or having worked on more than 5 IT & e-governance projects in any state or central government undertaking in last 5 years.
4. The chartered accountant should have experience auditing multinational companies or work experience with MNC audit firms.
5. Preference will be given to Chartered Accountants having international working experience.
6. Preference will be given to Chartered Accountants having additional qualification of MBA/PGDM from institutes of national repute such as IIM/ISB etc.
7. The bidder should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and/or semi government entities. The bidder should not have been barred from appointment by any government and/or semi government entities.
8. The bidder should not have conflict of interest. All bidders found to have conflict of interest will be disqualified.

Note:

1. In case of partnership firm, the above criteria will be evaluated for partner/lead member proposed for this project.
2. Bidder can not make more than one bid. Particaipation by bidder in more than one bid will result in the disqualification of all bids in which the party is involved.

## **4. INSTRUCTIONS TO THE BIDDERS**

### **4.1 General**

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about services required. Bidders and recipients of this EOI may wish to consult their own legal advisers in relation to this EOI.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment on the basis of this EOI.
- c) No commitment of any kind, contract or otherwise, shall exist unless and until a formal written contract has been executed..
- d) This EOI supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

### **4.2 Compliant EOIs / Completeness of Response**

- a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the EOI documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - i. Comply with all requirements as set out within this EOI.
    - ii. Submit the forms as specified in this EOI and respond to each element in the order as set out in this EOI.
    - iii. Include all supporting documentations specified in this EOI

### **5.4 Evaluation Process:**

- (a) Bid will be evaluated on technical grounds and will be selected for financial bid opening based on recommendation of committee.  
The whole process of EOing can be cancelled without giving any prior notice or information by CEO, CHIPS.
- (b) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.

- (c) Quotation shall be in two cover, the first cover shall be marked "Technical Bid ".  
The same shall contain details as under:
  - i. Status of Card issued by ICAI as on 01.01.2017.
  - ii. Details of personnel and capability of firm in carrying out the work.
  - iii. Declaration that the Firm have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities.  
The financial bid should be in second cover marked "FINANCIAL BID"
- (d) The technical bid will be opened first and will be evaluated by a committee constituted in the office of the CEO.
- (e) The technical and financial bids must reach the CEO, CHiPS by either registered post AD/ speed post/hand delivery. No cover shall be entertained if the cover is received after the time limit.
- (f) The documents as required in technical evaluation to be attached with the technical bid for scrutiny of the proposal. Proposal without necessary documents will be rejected.
- (g) CA Firm will be required to quote the lump sum amount as per the format for the financial bid attached herewith. The rates invited will be inclusive of TA/DA survey charge photocopy charges stationary cost and all other out of pocket expenditure relating to the said assignment. However the service tax shall be paid separately at the applicable rate.

## **5.9 Prequalification and Technical Proposal**

### **i. Prequalification/Eligibility Criteria:**

Pre-qualification document as per **eligibility criteria specified under Section -3 above** along with the following documentations:

- a. The profile of the bidder along with required certifications that the period of validity of bids is 180 days from the last date of submission of proposal.
- b. Power-of-attorney granting the person signing the proposal.
- c. A copy of the EOI Document, all pages duly-signed by the authorized signatory towards acceptance of the terms and conditions of the EOI Document.

### **ii. Technical proposal**

- a. Proposal particulars
- b. Proposal letter
- c. All relevant documents for Technical Evaluation
- d. Annexure for Technical Qualification



**iii. Commercial proposal**

- a. Proposal letter
- b. Proposal particulars including detailed pricing as per provided format.

**5.5 Proposal Forms**

- a. Wherever a specific form is prescribed in the Proposal document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the required information.
- b. For all other cases, the Bidder shall design a form to hold the required information.

**5.6 Duration of the contract:**

The CONTRACT shall initially valid for a period of Two Years from the date of signing of the Agreement. CEO, CHiPS may extend the Agreement for another two (2) year period with as mutually agreed.

**5.7 Prices**

Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period. CEO, CHiPS however, reserve the right to review and negotiate the charges payable.

**5.8 Special Conditions of Contract**

Amendments of, and Supplements to, Clauses in the General Conditions of Contract.

**5.9 Payment Schedule**

All bills will be submitted to CEO, CHiPS in accordance to procedure mentioned in this EOI document. The fee amount will be based on to the amount specified in Format for EOI Response – Commercial Proposal and subsequent contract. Payments will be released on satisfactory acceptance of the deliverables for task.

**ANNEXURE I - PROPOSAL COVERING LETTER**

(A copy to be enclosed with each part of the proposal)

Date:.....

To,

**The CEO,**

**Chattisgarh Infotech Promotion Society**

Government of Chattisgarh

Raipur, Chhattisgarh-492001

Dear Sir,

We..... (Name of the bidder) hereby submits our proposal in response to notice inviting EOI date..... and EOI document no. .... and confirm that :

1. All information provided in this proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of the proposal, and
4. We are quoting for all the services mentioned in the EOI.
5. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. CHiPS, Raipur may contact the following person for further Information regarding this EOI:

a.Name and full address of office, Contact No., Email ID, Company Name

We are submitting our Eligibility Criteria proposal, bid documents and technical bid documents

Yours sincerely,

Signature

Full name of signatory

Designation

Name of the bidder (firm, etc.)

## ANNEXURE II-FINANCIAL PROPOSAL FORMAT

To be submitted in original along with the Proposals (ENVELOP - A)

EOI Document No.

To

The CEO,

Chattisgarh Infotech Promotion Society

SDC Building, Civil Lines,Raipur- 492001

Sir,

I/We hereby submit our Proposal for the **“Selection of practicing Chartered Accountant as resource person for limited review and appraisal of investment proposals”** mentioned in the EOI document within the time specified and in accordance with the special Terms and Conditions as well as Scope of work. The rates are quoted in the prescribed format given below:

Proposed Fee	Professional Fee/day (exclusive of taxes)
--------------	---

### **Please note the following:**

1. All quoted prices should be exclusive of all taxes and duties prevailing on the date of proposal submission.
2. Prices are valid for a period of 180 Days from date of submission of the Bid.
3. For each company bidder will evaluate complete proposal of company and all subsidy claims.
4. As per ICAI Guidelines No. 1-CA(7)/03/2016 minimum fee is to be prescribed in EOI document. As per ICAI guidelines minimum fee for similar assignment is Rs.10,000/day.

Signature of the bidder with seal

**ANNEXURE-III- DECLARATION FOR NOT BLACK LISTED**

(To be provided in original as part of Techno-Commercial Proposal (Envelope – B))

Date.....

To,  
CEO, CHiPS  
State Data Center  
Civil Lines Raipur, Chhattisgarh– 492001

Dear Sir,

Ref.: EOI No.

I / We..... hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution /Court /Public sector Unit /Central Government.

Signature of Bidder.....

Place:

Name.....

Date:

Designation.....

Seal

#### ANNEXURE IV: PARTICULARS OF THE BIDDERS

(To be provided in original as part of **Techno-Commercial Proposal (Envelope – B)** duly signed by bidder for the EOI)

<b>SI No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>
1	Name and address of the bidder	
2	Registration status of the firm (With ICAI)	
3	Year of Establishment	
4	Date of registration	
5	Registraion No.	
7	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

