

# ROURKELA SMART CITY LIMITED

(A SPV of Government of Odisha, RMC & RDA)

**UDITNAGAR,ROURKELA-769012**

CIN: U74999OR2016PLC026168, E-mail Id.: rourkelascl@gmail.com

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NIT No. 03

Date.14.04.2017

## **Request for Proposal (RFP) for Empanelment of Chartered Accountants Firms for Internal Audit, Taxation and other related works of Rourkela Smart City Limited (RSCL).**

Rourkela Smart City Limited (RSCL), a SPV Company formed to develop Rourkela as a smart city as per the guidelines of the Ministry of Urban Development, Government of India, invites proposals from eligible Applicants in response to the Request for Proposal (RFP) for Empanelment of Chartered Accountants Firms for Internal Audit, Taxation and other related works of the RSCL. The detailed job requirements, eligibility, other terms and conditions for submission and evaluation of bids is provided in the RFP document. The RFP document can be downloaded from <http://smartcities.gov.in> or [www.smartnet.niua.org](http://www.smartnet.niua.org) or [www.rmc.nic.in](http://www.rmc.nic.in). Applicants are required to submit duly filled Proposal as per the prescribed formats on or before 01/05/2017 by 3:00 PM. RSCL reserves the right to accept or reject bid process without assigning any reasons thereof.

For any clarification, following official may be contacted by prospective applicants :  
Telephone : (0661) 2500388, Fax (0661) 2500388, E-mail: [rourkelascl@gmail.com](mailto:rourkelascl@gmail.com) or [rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com), Contact person: Ms.Monisha Banerjee, IAS, Director & CEO, RSCL.

Sd/-

Director & Chief Executive Officer,  
Rourkela Smart City Limited,Rourkela.

NIT No.03

Date: 14.04.2017

# **EXPRESSION OF INTEREST (EOI) FOR**

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**Empanelment of Chartered Accountants Firms  
for Internal Audit, Taxation and other related works of  
Rourkela Smart City Limited**

**14<sup>th</sup> April 2017**

## **ROURKELA SMART CITY LIMITED**

(A SPV of Government of Odisha, RMC & RDA)

**UDITNAGAR, ROURKELA-769012**

CIN: U74999OR2016PLC026168

e-mail: rourkelascl@gmail.com

## **Schedule**

Period of availability of

Eol document: **Dt. 14. 04. 2017 to Dt. 31. 04. 2017**

(Downloadable from website : <http://smartcities.gov.in> or [www.smartnet.niua.org](http://www.smartnet.niua.org) or  
[www.rmc.nic.in](http://www.rmc.nic.in))

Last date for receipt of Eol: **Dt. 01. 05. 2017 by 3 P.M.**

**(Through Speed / registered post or Courier only. No drop box facility available)**

Place of submission of Eol :

**Director & CEO,**

**ROURKELA SMART CITY LIMITED,**

UDITNAGAR,

ROURKELA-769012,

Dist. Sundergarh (Odisha)

Date and Time of Eol opening:

**Dt 02.05.2017 at 4:00 P.M.**

For further information:

**Director & CEO,**

**ROURKELA SMART CITY LIMITED**

**UDITNAGAR,ROURKELA-769012**

**Dist. Sundergarh (Odisha)**

**1. Rourkela Smart City Limited (RSCL) –An introduction**

As per the Notification No.25965 dated 04.11.2016 of H & UD Department, Govt. of Odisha, a Special Purpose Vehicle (SPV) company namely M/s Rourkela Smart City Limited (RSCL) was incorporated as a public limited Company under the provisions of the Companies Act, 2013, with the Registrar of Companies, Odisha on 21st December, 2016 with equity participation of Govt. of Odisha, Rourkela Municipal Corporation (RMC) and Rourkela Development Authority (RDA). The Company has been formed to develop Rourkela as a smart city as per the guidelines of the Ministry of Urban Development, Government of India. The company has been incorporated with the Authorized Capital of Rs.500 crores consisting of 5,00,00,000 equity shares of Rs.100/- each and Paid up capital of Rs.250 crores consisting of 2,50,00,000 equity shares of Rs.100/- each.

**2. Assignment Objective**

In order to enhance the operational efficiency and assisting RSCL, the Company wishes to empanel local Chartered Accountants Firms (CA Firm) for a period of 5 years for its Internal Audit, Taxation and other related work. RSCL shall select the Chartered Accountant Firm from the empanelled list. The selected Chartered Accountant Firm (CA Firm) will be appointed initially for a period of 1(one) year and may be renewed for a further period based on performance and on mutually agreed terms and conditions.

**3. Scope of Services**

An indicative list of services which would be expected to be offered by the shortlisted CA Firm are as follows:

- (i) To prepare and finalize Books of Accounts of the Company as required under the Companies Act,2013 and the Rules made there under including areas of Internal Finance Control and Income Tax Act.
- (ii) Verification of the Cash Book and Bank book on monthly basis.
- (iii) To prepare quarterly receipt and payment statement to be placed before the Board.
- (iv) Preparation of the Details, Verification of accuracy of TDS deduction and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS.
- (v) To ensure proper tax compliances like direct tax, indirect tax, GST, Tax Planning, filing of various returns/ reports from time to time under the statutes as applicable to the company.
- (vi) All financial day to day transactions to be pre-Audited.
- (vii) To verify daily report submitted by operators.
- (viii) To give advice/suggestion for the deposit of Advance Tax to avoid penalty.
- (ix) Internal Audit to be done on a daily basis during office hour and to provide assistance on requirement basis by deputing a qualified personnel/professional.

- (x) To prepare Quarterly Internal Audit Report for Audit Committee/BOD meeting.
- (xi) Statutory Compliance like EPF, TDS, VAT, TCS etc.
- (xii) Training and Guidance to the Staff in the area of Taxation matter related to RSCL.
- (xiii) To appear before the Income Tax Authorities in the matters relating to Income Tax / TDS & TCS
- (xiv) To make compliances to the notices received by RSCL in all matters relating to the Income tax / TDS / TCS/VAT/GST including the assessment /reassessment proceedings.
- (xv) To advise the Board of Directors and Management in the matter of Income Tax and other tax related matters including GST.
- (xvi) To File and appear before the appellate authorities in all matters relating to Income Tax and other tax related matters including GST.

#### **4. Eligibility Criteria**

Chartered Accountants Firms (CA Firms) fulfilling the following eligible criteria as listed below shall be empanelled with RSCL .

Any form of Joint Venture / Consortium of Firms will not be allowed for participation in the empanelment process. The eligibility criteria are as follows:

- The CA (Chartered Accountants) Firm should be a Partnership Practicing Firm of Chartered Accountants registered with ICAI.
- The CA Firms should be in Practice for a period of 10 Years or more and empanelled with C&AG of India for the Financial Year 2016-17.(as per the latest Certificate of ICAI as on 01/01/2017 Firm Status Card & C&AG empanelment letter )
- Have at least 3 (three) fulltime FCA partners who are associated with the firm for more than 3 (three) years, out of which 1 (one) FCA partner should be stationed at Rourkela .
- Have average professional fees of Rs.50 (Fifty) Lakhs or above in the last 3 financial years 2013-2014, 2014-2015 2015-2016, (Audited financial statements & ITRs to be submitted).
- Have Head Office at Rourkela. Proof as approved by the ICAI must be produced.
- 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/Autonomous entities.
- Should not have been barred from appointment by any government and/or semi government entities.

**5. Submission Requirement**

To be eligible for Empanelment, the applicants fulfilling the above eligibility criteria shall provide satisfactory evidence to RSCL of their eligibility. In addition, all applications submitted along with covering letter (Format given at **Annexure-1**) shall include the following information:

**A. Technical Proposal (Envelop- A)**

- Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation document).
  - Name of Firm;
  - Year of establishment;
  - Address and contact details ;
  - Address and contact details of Head Office & Branch Office(s),if any;
  - Proof of C&AG Empanelment.
  - Details of Contact person(s)
- Details of Full Time Partners of the Firm containing following information:
  - Name of Partner
  - Address and Contact details of each Partner
  - Educational Qualification
  - Specialization in professional experience
  - ICAI Membership no.and its category like FCA/ACA (supported by its details reflected in the firm status as on 01-01-2017 )
- Average Annual Turnover of the Firm for last 3 financial years 2013-2014, 2014-2015 and 2015-16 (supported by Audited Accounts/ Annual ITRs) as per **Annexure-2**
- Name of major clients in Orissa, others states and nature of services provided /assignments undertaken by the Firm as per **Annexure-3**
- All documents should be self-signed & sealed.

**B. Financial Proposal (Envelop - B)**

Financial Proposal is to be submitted as per Annexure-4 format in a separate sealed envelope.

**6. Language of Application**

The language of the Application as well as the supporting documents shall be in English.

**7. Pre- Bid Meeting**

Applicants requiring any clarification with regard to the RFP may send their queries to the address of Director & CEO, RSCL in writing before 1 day prior to pre-bid meeting through mail.

A pre-bid meeting shall be held on 28.04.2017 at 05:00 PM to clarify the queries that the applicants may have. The venue of pre-bid meeting will be:

**Conference Hall,**

**Rourkela Development Authority,**

**Udit Nagar,**

**Rourkela-769012,**

**Dist. Sundergarh(Odisha)**

The minutes of pre-bid meeting incorporating the clarifications will be uploaded on website <http://smartcities.gov.in> or [www.smartnet.niua.org](http://www.smartnet.niua.org) or [www.rmc.nic.in](http://www.rmc.nic.in) and shall form part of RFP.

**8. Submission of EoI-Packing, Sealing and Marking**

8.1. An applicant is required to submit only **one EoI**.

8.2. The EoI must be inserted in 2(Two) separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelopes and super scribed therein in-

1.“**Expression of Interest for Empanelment of Chartered Accountants Firms for providing Internal Audit, Taxation and other related works to Rourkela Smart City Limited (RSCL)- Technical Proposal**”.

2.“**Expression of Interest for Empanelment of Chartered Accountants Firms for providing Internal Audit, Taxation and other related works to Rourkela Smart City Limited (RSCL)- Financial Proposal**”.

- 8.3. Both of these sealed envelopes should be inserted in another envelope and sealed again along with applicant's name and address in the left hand corner of the envelope and super scribed therein -

**“Expression of Interest for Empanelment of Chartered Accountants Firms for providing Internal Audit and Direct Tax Consultancy Job to Rourkela Smart City Limited (RSCL)”.**

- 8.4. The EoI envelope shall be addressed to RSCL, Rourkela at the following address:

**Director & CEO,  
ROURKELA SMART CITY LIMITED,  
UDITNAGAR,ROURKELA-769012,  
Dist. Sundergarh (Odisha)**

*If the envelope is not sealed and marked as mentioned above, then RSCL will assume no responsibility for the misplacement or premature opening. e-mail, cable or facsimile EoI will not be accepted and will be rejected, if received.*

**9. EoI Submission Date**

EoI submitted in all respect must reach RSCL at the specified address on or before Dt. 01.05.2017 by 3 P.M. through Speed / Regd. Post or Courier only. If the specified date for the submission of EoI is declared as a holiday for RSCL, Rourkela, the EoI will be received up to the appointed time on the next working day. Hand delivery is not allowed.

**10. Late Submission:**

EoI received after the deadline for submission prescribed by RSCL will be rejected.

**11. Modifications and Withdrawal of EoI**

No modifications to the EoI shall be allowed once it is received by RSCL, Rourkela.

**12. Clarification:**

Every applicant shall be responsible for providing all information as required in this EoI document. For evaluating the EoI of the applicant, RSCL may ask any further information, clarification or document from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written form and will be communicated to the applicant by RSCL. The applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information /clarification/document, RSCL will evaluate the EoI based on the available records/documents and as per the terms of this EoI documents. RSCL reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

**13. Award of Work**



Procedure for the award of work shall be as follows:-

- On the basis of application received from the CA Firms RSCL shall evaluate the applications and prepare a list of eligible Chartered Accountants firms, who shall be called for personal discussion and presentation.
- The fees shall be fixed for this assignment on L1 basis i.e eligible and selected Chartered Accountants Firm, who have quoted the least monthly retainership fees in their Financial Proposal as per Annexure-4. However, the CA firms shall be reimbursed with the travel and other incidental expenditures on actual (on production of satisfactory documents), which shall be incurred by them for under taking the work of RSCL only outside the city limits of Rourkela.
- RSCL will communicate through a written intimation to the selected firm from and among the empanelled firms along with detailed scope of services and period of engagement and on receipt of the written consent from the said selected firm the appointment process shall come to an end. However, the empanelled firms shall continue to be empanelled for a period of five years so that their services can be availed by RSCL for any other work if it is needed in future.

**14. Final decision making authority:**

The RSCL reserves the right to accept or reject any application; and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the RSCL's action.

**15. Period of Empanelment:**

The empanelment would be for a period of 5(Five ) years and can be extended by RSCL at its own discretion. Notwithstanding anything contained in the EoI document, RSCL would have sole irrevocable right to terminate the empanelment and /or increase the number of such empanelment and /or issue fresh invitation for similar empanelment at any reason.

**16. Rate and Payment Term**

The payment of fees structure is on Monthly basis. The said fees shall be excluding of communication expenses and all other related out of pocket expenditure relating to the said assignments like photocopy charges, binding charges etc. which is incurred by the CA Firm only and exclusively for undertaking the work of RSCL on production of supporting documents. However, the service tax shall be paid extra on the monthly fees at the applicable rate.

**17. Termination of Empanelment:**

If in the review of RSCL the performance of a Firm is not satisfactory, or if in its view the Firm has failed to safeguard the interest of RSCL, the Director & Chief Executive Officer, RSCL may at her sole discretion, terminate the engagement of the Firm with the RSCL

by giving one month notice period. The Director & CEO, RSCL in doing so, shall intimate the Firm in written termination letter. The decision of RSCL in this matter shall be final and binding.

**18. Jurisdiction**

All disputes arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, Odisha and will be governed by the laws of Odisha and India as the case may be.

**19. Submission Check List:**

- Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation documents
  - Name of Firm;
  - Year of establishment
  - Address and contact details of Head Office;
  - Address and contact details of Branch Office(s), if any;
  - Proof of C&AG Empanelment
  - Details of Contact person(s) with contact Numbers
- Details of Full Time Partners of the Firms containing following information:
  - Name of Partner
  - Address and Contact details of each Partner
  - Educational Qualification
  - Specialization in professional experience
  - ICAI Membership no. and its category like FCA/ACA (supported by its details reflected in the firm status as on 01-01-2017)
- Average Annual Turnover of the Firm for last 3 years 2013-2014, 2014-2015 and 2015-16 (supported by Audited Accounts of the Firm)
- Name of major clients in Orissa and nature of services provided by the Firm.

**ANNEXURE-1**

**Covering Letter**

(On the Letterhead of the applicant)

To

Date:\_\_\_\_\_

**Director & CEO,**

**ROURKELA SMART CITY LIMITED**

*(A SPV of Government of Odisha, RMC & RDA)*

**UDITNAGAR,ROURKELA-769012,**

**Dist. Sundergarh (Odisha)**

**SUB: SUBMISSION OF EOI FOR “EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR PROVIDING INTERNAL AUDIT, TAXATION AND OTHER RELATED WORK TO ROURKELA SMART CITY LIMITED (RSCL).**

Madam/ Sir,

Having examined the EOI Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection for **EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR PROVIDING INTERNAL AUDIT, TAXATION AND OTHER RELATED WORK TO ROURKELA SMART CITY LIMITED ( RSCL)**

We understand that RSCL reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorised Person)

Date:

**Annexure - 1**

**(Part of Covering Letter)**

**Information of Applicants**

Name of the Firm (In full): .....

Address:.....

TelephoneNo(s):.....

E-mail address:.....

Year of establishment:.....

( Enclose Certificate of Practice issued by ICAI)

C&AG Empanelment Details: .....

(Enclose copy of C&AG Empanelment)

Place of practice:.....

Contact Person:.....

No of Partners: .....

Names, Address and Contact Details of individual Partners to be given:

1.Name, Address and Contact Details: .....

Educational Qualifications: .....

ICAI Membership No. and its Category: .....

2.Name, Address and Contact Details: .....

Educational Qualifications: .....

ICAI Membership No. and its Category: .....

3.Name, Address and Contact Details: .....

Educational Qualifications: .....

ICAI Membership No. and its Category: .....

4.Name, Address and Contact Details: .....

Educational Qualifications: .....

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Empanelment of Chartered Accountants Firms

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ICAI Membership No. and its Category: .....

**(Signature of Authorised Person)**

Date:

**Annexure - 2**

**Turnover**

Annual Turnover for the last three financial years, 2013-14, 2014-15 & 2015-16 along with audited balance sheet for last three years.

<b><u>S.No</u></b>	<b><u>Year</u></b>	<b><u>Turnover in INR Lakhs</u></b>
<b>1</b>	2013-14	
<b>2</b>	2014-15	
<b>3</b>	2015-16	
<b>Average Turnover</b>		INR _____ Lakhs

**(Signature of Authorised Person)**

Date:

**Note:** It should be attested by Chartered Accountant not belonging to the applicant firm.

**Annexure - 3**

**Applicant's Experience of Relevant Assignments**

1.	Client Name	
2.	Location	
3.	Start Date	
4.	End Date	
5.	Description of Actual Services Provided	
6.	Present Status of the Assignment	

**N.B:** Separate forms for each Company/Client may be used. Copies of Assignment orders shall be attached along with the application.

**(Signature of Authorised Person)**

Date:

**Annexure - 4**

**Financial Proposal**  
(On the Letter head of Applicant)

Ref. No.

Date: 00/00/2017

To  
**The Director & CEO,**  
**Rourkela Smart City Limited ,**  
**Udit Nagar,**  
**Rourkela- 769012,**  
**Dist. Sundergarh (Odisha).**

Sir,

We, the undersigned, offer to provide the services to RSCL, as per the Scope of work, in accordance with your Request for Empanelment of Chartered Accountants Firms for Internal Audit, Taxation and other related works of Rourkela Smart City Limited (RSCL) dated 14.04.2017. Our attached Financial Proposal is **Monthly Quotation Fee in Rs.....** (**In Words:** Rupees .....) inclusive of all taxes, duties, levies, service charges, Cess etc. other than Service tax at applicable rate.

Our Financial Proposal is without any condition and shall be binding upon us up to expiration of the validity period of the Proposal, i.e. 180 calendar days from the last date of submission of this Proposal.

We understand you are not bound to accept any Proposal you receive. We, further, acknowledge that the amount as quoted above in words shall be treated final in case of any discrepancy between the figure and words.

Thanking You,

Yours faithfully,

**(Signature of Authorised Person with Seal)**

Date: