



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & DLI Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H.-37, Guwahati-781029

From : Shri S. Das
Secretary-cum-P.F. Commissioner

No: PF/Estt-I/AFM/TENDER/2020-21/ 63-67
Dated Guwahati, the 18/05/2020

Sub : EXPRESSION OF INTEREST :- FOR PREPARATION OF ACCOUNTING & FINANCIAL MANUAL.

Dear Sir/Madam,

Assam Tea Employees Provident Fund Organization, invites Expression of Interest for appointment of Qualified Chartered Accountants having expertise in preparation of Accounting and Financial Manual. The prescribed Bid format and other information is available alongwith RFP document.

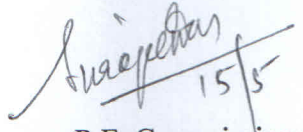
Encl : RFP Document.

Yours faithfully

Secretary-cum-P.F. Commissioner

Copy to :-

1. Addl. P.F. Commissioner (Esst-I) for information and necessary action.
2. Addl. P.F. Commissioner (Esst-II) for information and necessary action.
3. Addl. P.F. Commissioner (Computer Cell) to upload on ATEPFO website.
- ✓ 4. Addl. P.F. Commissioner (Advertisement & Publicity Cell) for information and necessary action.
5. Notice Board.


Secretary-cum-P.F. Commissioner

Request for Proposal (RFP) Document

for

Preparation of Accounting & Financial Manual

of

Assam Tea Employees Provident Fund Organization

Key Activities and Date(s) & Time :-

Sl No	Key Activities	Date(s) & Time
1.	Last date of Submission of Bid	02/06/2020 (5:00 PM)
2.	Opening of Technical Bid	03/06/2020 (11:00 AM)
3.	Opening of Financial Bid	To be notified to successful bidders qualified technically.

The Technical Bid is to be opened by the Committee on 03/06/2020 in the Conference Hall, ATEPFO, Nidhi Bhawan, Guwahati – 781029, Assam.

- A) Assam Tea Employees Provident Fund Organization (ATEPFO) reserves the right to change any date/ time mentioned in the schedule above.
- B) Applicants are invited to be present either in person or through their Authorized Representative at the time of opening of Technical Bid and Financial Bid.

Proposal for appointment of Chartered Accountants for preparation of Accounting and Financial Manual should also be hoisted in ATEPFO website <http://www.atppf.nic.in>

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1. Introduction

- 1.1 The Assam Tea Employees Provident Fund Organization (ATEPFO) is a Statutory Body under the Ministry of Labour Welfare, Govt. of Assam. The main objective of the Organization is to provide social security to the Workers/ Employees of the Tea Gardens and Tea Factories of Assam.

- 1.2 The Assam Tea Plantations Provident Fund and Pension Fund and Deposit Linked Insurance Fund Scheme Act, 1955 was enacted by the Assam State Legislature and it came into force from 1955. Presently, the following schemes are in operation under the Act :-
 - 1.2.1 The Assam Tea Plantations Provident Fund Scheme, 1955.
 - 1.2.2 The Family Pension Scheme, 1972.
 - 1.2.3 The General Pension Scheme, 1968.
 - 1.2.4 The Deposit Linked Insurance Scheme, 1984.
 - 1.2.5 The Assam Gratuity Scheme, 1993

- 1.3 The Accounts of ATEPFO is closed every year on 31st March, i.e. at the close of the Financial Year and the Financial Reporting of Assam Tea Employees Provident Fund Organization is done and presented in the Form of Annual Report and the Audit Report of the Books of Accounts of ATEPFO.

The Financial Statements of ATEPFO includes :-

- 1.3.1 BALANCE SHEET and its SCHEDULES etc.
- 1.3.2 ADMINISTRATION ACCOUNT
- 1.3.3 INTEREST DISTRIBUTION ACCOUNT.

This Office is now in the process of transition from Manual system of Accounting to computerized system of Accounting. In this regard, the Accounting and Financial Manual is to be prepared and implemented for smooth and effective process of transition and compilation of Annual Accounts at this end.

2. Terms of Reference of the Valuer

2.1 ATEPFO invites Expression of Interest for appointment of Qualified Chartered Accountants for the preparation of Accounting & Financial Manual to carry out a smooth & effective transition from Manual system to computerized system.

The appointed Chartered Accountant Firm shall prepare the Accounting Manual taking into consideration all the Accounting and Financial aspects of the Organization and the **Generally Accepted Accounting Principles (GAAP)** prevalent in India. The job of preparing the Accounting & Financial Manual will require a systematic and organized study of the working process and functionality of the Organization.

2.2 While most of the communications between ATEPFO and the appointed Chartered Accountant can be through posts and e-mails, the presence of Appointed Chartered Accountant Firm may be required in some cases in Head Office – Guwahati, Assam and even in the Field Offices under the jurisdiction of Head Office.

2.3 The job of the appointed Chartered Accountant Firm shall be to prepare the Accounting and Financial Manual and provide technical and Accounting support to the employees of our Organization and conduct necessary training program etc. required for the officials of ATEPFO.

2.4 The Accounting and Financial Manual should be dynamic and shall have the scope of incorporating any changes in the working pattern, Organizational changes of ATEPFO in future if required.

3. Qualifications / Disqualifications

3.1 The Applicant Chartered Accountant may be a Sole Proprietorship Firm/Partnership Firm/ Limited Liability Partnership registered and incorporated under The Institute of Chartered Accountants of India (ICAI) and should be in existence for at least five (5) years.

3.2 At least one Chartered Accountant / one Member of the Chartered Accountants firm shall be a Fellow Member of the Institute of Chartered Accountants of India and shall possess the required qualification valid and recognized by the Institute of Chartered Accountants of India.

3.3 At least a Chartered Accountant / one Member of the Chartered Accountants Firm must have a post qualification/ Professional work experience of at least five (5) years with total work experience of ten (10) years.

3.4 The Chartered Accountants should have expertise in carrying out such works for any reputed Govt. Organization/Pvt. Organization/PSU etc. in the past.

3.5 The Chartered Accountants / any Member of Firm should not have been held guilty of Professional Misconduct under The Institute of Chartered Accountants of India or there under or in any other such proceedings of The Institute of Chartered Accountants of India or by any Court of Law.

3.6 The Chartered Accountants / any Member of the Firm should not have been Blacklisted / Debarred/ Disqualified by ICAI/ any Regulator / Statutory Body or Govt. Entity for corrupt or fraudulent practices.

4. Terms and conditions for Remuneration

4.1 The Chartered Accountant Firm shall state the Remuneration / Fees for the preparation of Accounting and Financial Manual separately in the Financial Bid. The Fees quoted should be inclusive of all the Govt. Taxes or levies as on the date of filing the Bid. The Fees and the Break-up of the taxes & levies should be shown separately along with the total Fees.

4.2 The Chartered Accountant Firm is expected to have an initial meeting with ATEPFO after award of the Contract and a final closure Meeting after preparation of the Manual and submission of Report. These meetings will take place in the Head Office – Guwahati, Assam.

4.3 Most of the communication between ATEPFO and the Appointed Chartered Accountant / Chartered Accountant Firm shall be through posts or E-mails.

5. General Conditions

5.1 Submission of Bid :

The Bid should be submitted in two separate parts:- Technical Bid and Financial Bid, in two separate sealed covers to the following address :-

**The Secretary cum P.F. Commissioner,
Assam Tea Employees Provident Fund Organization,
Nidhi Bhawan, Basistha, Lalmati,
NH-37, Guwahati – 781029, Assam.**

The last date for submission of Bid is 02/06/2020 (5:00 PM).

The Tenders submitted after the deadline will not be entertained at all and / or shall be returned un-opened.

5.2 Rejection of All Proposal & Re-invitation :

ATEPFO will have the right to reject any or all proposals and invite Re-Bids without explaining any reasons thereof.

5.3 Payment Terms :

The payment shall be released after completion of the job to the satisfaction of the Competent Authority and within 30 days of the submission of the Bill by the Chartered Accountant Firm.

5.4 Professional Liability :

The Chartered Accountants will be expected to carry out the Assignment with due diligence and in accordance with the prevailing standards of the Profession as issued by the Institute of Chartered Accountants of India from time to time.

The Chartered Accountant is also expected to observe highest ethical standards and shall not indulge in any corrupt, fraudulent or coercive Practices. The Chartered Accountant is also expected not to engage in activities in conflict with the interest of ATEPFO and should provide Professional Objective and Impartial Advice and at all times hold the interest of ATEPFO paramount without any consideration for future work.

5.5 The Chartered Accountant shall take sufficient care for data protection measures to ensure confidentiality of Data & Reports. The report is to be provided solely for ATEPFO's use.

5.6 The Chartered Accountant shall be required to enter into a “**Confidentiality Aggrement**” with ATEPFO for non-disclosure of Data and other information to any party upon appointment. The Data shall not be used by the Chartered Accountant for any other purpose.

5.7 Delivery Period :-

The Chartered Accountant Firm will be required to prepare and submit the Accounting and Financial Manual to ATEPFO within 90 days of getting all the data and information from ATEPFO.

5.8 Pre-Bid Meeting :-

A Pre-Bid meeting will be held on 29/05/2020 in the Chamber of the Secretary-cum-P.F. Commissioner, ATEPFO, Nidhi Bhawan, Basistha, Lalmati, NH-37, Guwahati-781029, Assam at 11:00 AM to brief the quantum of work and expectations of ATEPFO. The confirmation for participation may be sent via e-mail to the following e-mail ID's : atppf@live.com and atppf@nic.in by 28/05/2020.

6. Process of Finalization

- 6.1 The Technical Bid will be opened by the Committee on 03/06/2020 (11:00 A.M) in the Conference Hall of ATEPFO, Nidhi Bhawan, Guwahati – 781029, Assam. The Technical Bid of all the applicants will be evaluated as per the qualifications specified in the RFP Document.
- 6.2 All applicants, who qualify in Technical Bid would be shortlisted for the evaluation of Financial Bid.
- 6.3 The Proposals shall be valid for a period of six (6) months from the date of opening of the Financial Bid.
- 6.4 The Chartered Accountant will be finalized based on the Evaluation Criteria as prescribed above and the successful Chartered Accountants will be informed accordingly. ATEPFO reserves the right to cancel the Appointment process, call for a re-bid without assigning any reason thereof.

7. RFP Documentation Requirements

7.1 The Proposal submitted by the Applicant shall comprise of the following documents:-

- 7.1.1 Technical Proposal as per the prescribed format including all the Technical information filled in along-with all attachments / Schedules completed along-

with a covering letter dully signed by the Authorized Representative of the Applicant.

- 7.1.2 Financial Proposal as per the prescribed format along-with a covering letter duly signed by the Authorized Representative of the Applicant.
- 7.1.3 Any deviation from the requirements of the RFP must be included in a separate statement.
- 7.1.4 Any other information to be submitted during the course of proposal process.

7.2 Technical Bid Format :

SI No	Description	Data required
1.	Name of the Applicant/ Chartered Accountant Firm	Full Name
2.	Address with Telephone No., E-mail ID etc.	All the relevant Addresses
3.	Registration No. and date of the Firm/ Member of Firm with The Institute of Chartered Accountants of India	Attach copy of Registration
4.	Details of the Chartered Accountant intended to be assigned the task by the Applicant Firm / Company a) Name :- b) Registration with The Institute of Chartered Accountants of India :- c) Experience :-	Full Name Attach copy of Registration Attach list of clients with Contact Person along-with details reflecting all relevant Information.
5.	Income Tax PAN	Attach copy
6.	GST No.	Attach copy
7.	Affidavit (as per Para 3.5, 3.6 & 5.6)	Attach original

7.3 Financial Bid Format :

Sl No	Description	Amount (in Rs)	
		(in figure)	(in words)
1.	Lump-sum Fee for preparation of Accounting & Financial Manual	_____	_____
2.	Taxes etc.	_____	_____
Total		_____	_____

8. Disclaimer

- 8.1 This document is being published by the ATEPFO in connection with the proposed appointment of Chartered Accountants for preparation of Accounting & Financial Manual.
- 8.2 This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of Chartered Accountants described herein.
- 8.3 This document is meant to provide information only and upon the express understanding that recipients will use it only for the purpose of furnishing a Proposal for being appointed as a Chartered Accountant for the preparation of Accounting & Financial Manual of ATEPFO. No representation or warranty, expressed or implied, will be made as to the reliability, accuracy or the completeness of any of the information contained herein.
- 8.4 The ATEPFO reserves the right to reject any or all proposal or cancel/withdraw the Request for Proposal (RFP) without assigning any reason whatsoever and in such case no intending submission of proposals, the ATEPFO may modify, for any reason deemed necessary, the RFP by amendment notified in writing or by email to all the Applicants who have received this RFP and such amendment shall be binding on them.
- 8.5 The recipients of the RFP should carry out an independent assessment and analysis of the requirements for appointment as Chartered Accountant for preparation of the Manual and of the information, facts and observations contained herein.
- 8.6 This document has not been filed, registered or approved in any jurisdiction, Recipients of this document should inform themselves of any applicable legal requirements and conform to the same.
- 8.7 This document confers neither a right nor an expectation on any party to offer for appointment.
- 8.8 The ATEPFO reserves the right to not consider for the purpose of qualification, a proposal which is found to be incomplete in content and/or attachments and/or authentication etc. or which is received after the specified date and time, or not delivered as per the specified procedure.
- 8.9 Without prejudice to any other rights or remedies available to the ATEPFO, the Chartered Accountants may be disqualified and their proposals rejected for any reason whatsoever including those listed below :
 - 8.9.1 Material misrepresentation by the Applicant in the Proposal.

- 8.9.2 Failure by the Applicant to provide the information required to be provided in the proposal pursuant to relevant sections of this document.
- 8.9.3 If information becomes known, after the Applicant has been appointed, which would have entitled the ATEPFO to reject or disqualify the relevant Chartered Accountants, the ATEPFO reserves the right to reject the applicant at the time, or at any time after such information becomes known to the ATEPFO and no compensation, whatsoever, shall be payable to the applicant so rejected.
- 8.10 The Chartered Accountant failing to satisfy the eligibility and requisite qualification criteria specified herein are not eligible to have their applications considered.
- 8.11 All proposal and accompanying documents received within the stipulated time will become the property of the ATEPFO and will not be returned. The hardcopy version will be considered as the official proposal.

Contact Details :-

1. **Shri Jayanta Kumar Sarmah,
Additional P.F. Commissioner,
Assam Tea Employees Provident Fund Organization,
Nidhi Bhawan, Basistha, Lalmati,
NH-37, Guwahati – 781029,
Assam.
Mobile :- 9435550931**

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