



Infrastructure Corporation of Andhra Pradesh Limited (INCAP)

Request for Proposal

For

**Selection of Chartered Accountant Firm or LLP for conducting
special audits/forensic audit for PPP Port(s) in the State of Andhra
Pradesh**

(OCTOBER 2019)

(This document is meant for exclusive purposes of submitting a response to the RFP document and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued)

**Chairman and Managing Director,
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)
D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,
N.T.T.P.S Road , Ibrahimpatnam- 521456
Email: incap@incap.co.in, md@incap.co.in.
Web: www.incap.co.in**



Infrastructure Corporation of Andhra Pradesh Ltd.

(Under the control of Industries, Infrastructure, Investment &
Commerce Dept., GoAP)



**Request for Proposal for Selection of Chartered Accountant Firm or
LLP for conducting special audits/forensic audit for PPP Port(s) in the
State of Andhra Pradesh.**

RFP Notice No. INCAP/P/ Audit of PPP Ports/CA/17/2019, Dt: 17-10-2019

Infrastructure Corporation of Andhra Pradesh (INCAP) invites RFP from interested Chartered Accountant Firm(s) or LLP for conducting special audits/forensic audit for PPP Port(s) in the State of Andhra Pradesh.

Interested Applicants may download the RFP from the website: www.incap.co.in, from 17.10.2019

All other details including any date extensions, clarifications, amendments, etc., will be uploaded only to the website of INCAP and will not be published in newspapers. Hence, Applicants shall regularly visit the website of INCAP to keep themselves updated.

How to Apply: Interested Applicants are requested to submit RFP no later than 1500 hours IST on or before 24/10/2019.

For any queries please send e-mail to: incap@incap.co.in or Contact: +91 9440358973

Acknowledgement

This document shall be returned duly signing each page by the authorized person accepting the terms and conditions.

It is expressly understood that the party has subscribed to this document with an express understanding that they will use this document only for the sole purpose of participating in the Qualification process for the **Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for PPP Port(s) in the State of Andhra Pradesh** and must not be used for any other purpose. This document must not be passed to a third party except professional advisers assisting with this Proposal submission. The document may not be reproduced or communicated, in whole or in part, and its contents may not be distributed in written or oral form without written permission from the issuing Entity undertaking bid process (INCAP).

Signature of the issuing official

Chairman & Managing Director

Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)

D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,

N.T.T.P.S Road , Ibrahimpatnam- 521456.

Email: incap@incap.co.in, md@incap.co.in.

DISCLAIMER

The information in this document has been prepared to assist the Applicants in preparing the non-binding RFP and it is clarified that:

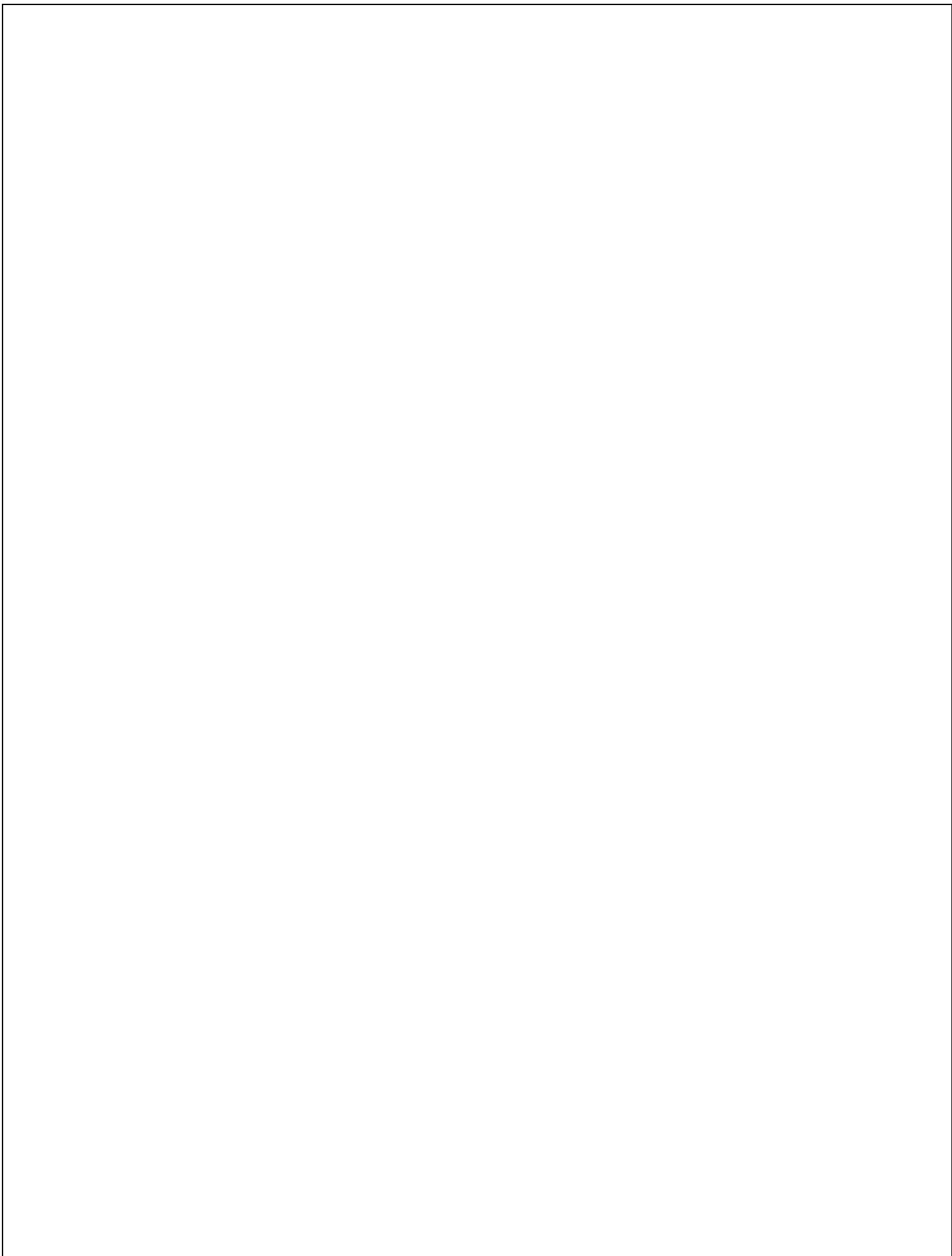
- a) The notice is issued only to elicit Request for Proposal from parties interested in the Project and does not constitute any binding commitment from INCAP to proceed with the Project or invite any or all the Applicants in the subsequent bidding process.
- b) It does not constitute an invitation to offer or an offer in relation to the transaction.
- c) This document does not constitute any contract or agreement of any kind whatsoever.
- d) This document does not, and does not purport to contain all the information that interested firms and their advisors would desire or require in reaching decisions pertaining to any transaction. Interested Applicant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- e) Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. INCAP nor its employees or advisors shall responsible / liable to any party in any way for costs associated in preparation & submission of RFP.
- f) INCAP is not bound to accept any or all of the RFPs. INCAP reserves the right to reject any or all RFPs without assigning any reasons. No Applicant shall have any cause of action or claim against INCAP or its officers, employees, advisors, agents, successors or assignees for rejection of this RFP. INCAP shall be entitled to invite proposals from entities other than the Applicants who have submitted RFP.
- g) Failure to provide information that is essential to evaluate the Applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the Applicant from the RFP process.
- h) It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither INCAP nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by INCAP or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Notice No. INCAP/P/Audit of PPP Ports /CA/17/2019, Dt:17.10.2019

Request for Proposal Document

1.	Name of the Consultancy assignment	Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for PPP Port(s) in the State of Andhra Pradesh.
2.	Last date & time for submission of Proposal (Proposal Due Date) (PDD)	15.00 Hours IST on 24.10.2019
3.	Date & time for opening of Proposal	16.00 Hours IST on 24.10.2019 in the Office of Infrastructure Corporation of Andhra Pradesh, # D.No. 7-104, A Block, I floor, Sri Anjaneya Towers, N.T.T.P.S Road, Ibrahimpatnam- 521456.
4.	Date & Time for Opening of Financial Proposal	To be intimated later, only to the technically qualified applicant agencies.
5.	Last date for receipt of queries	18.10.2019
6.	Response to queries	21.10.2019
7.	RFP Processing Fee (Non-Refundable)	(Non- refundable) Rs.1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft issued by one of the Nationalised/ Scheduled Banks in India in favour of INCAP Ltd., payable at Vijayawada valid till 90 days from Proposal Due Date.
8.	Bid Security	Rs.5,00,000/- (Rupees five lakh only) In the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of INCAP Ltd., payable at Vijayawada valid till 90 days from Proposal Due Date
9.	Method of Selection (QCBS)	The selection shall be on the following basis: <ol style="list-style-type: none">1) The Applicants should meet the minimum eligibility criteria2) Technical proposals of Applicants who meet the minimum eligibility criteria shall be evaluated3) The financial bids of the qualified applicants only will be opened4) The Selected Applicant shall be the first ranked Applicant (having the highest combined score)

Note: Validity of Proposal shall be 120 days from PDD.



INVITATION OF PROPOSALS

1. Introduction

- 1.1. Infrastructure Corporation of Andhra Pradesh (INCAP) is the nodal agency to carry out the bidding process for selection of a private entity/consultant(s)/developer for development of various infrastructure projects in the State of AP.
- 1.2. Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP) invites proposals through this RFP from interested and eligible Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) in the State of Andhra Pradesh for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019. The time period can be extended beyond five years, if required on a separate terms of reference agreed upon.

2. Release of RFP Document

- 2.1. The RFP document will be made available in the website of INCAP from the date of publication of RFP notification in the News Papers.
- 2.2. The Applicant agency needs to furnish, as part of its Proposal, a fee of Rs. 1,00,000/- (Rupees One lakh only) in the form of a Demand Draft issued by one of the Nationalised/ Scheduled Banks in India in favour of INCAP Ltd., payable at Vijayawada towards non-refundable Bid Processing Fee (the “**Bid Processing Fee**”). The Bid Processing Fee shall have its validity up to 90 (ninety) days from the Proposal Due Date (the “**Proposal Due Date**”).

3. Validity of the Proposal

- 3.1 The proposal shall remain valid for a period of minimum 120 (one hundred and twenty) days from the last date of submission of the RFP with a provision for extension on mutual consent basis.
- 3.2 The selection of the Consultant may get terminated even before validity period of 120 (one hundred and twenty) days for any reason whatsoever.
- 3.3 Selection is also liable for cancellation if at any stage it is found that the documents/information submitted in the Proposal is fraudulent.
- 3.4 INCAP shall have the right to terminate the selection by giving a written notice to the Consultant without any compensation if the selected Consultant becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to INCAP.

4. Schedule of Bidding Process

INCAP would endeavor to adhere to the following schedule:

	Event Description	Date
1.	Issue of RFP	17.10.2019
2.	Proposal Due Date	1500 hours IST 24-10-2019
3.	Opening of Technical Proposals	1600 hours IST 24-10-2019
4.	Opening of Financial Proposals	To be intimated later to technically qualified Applicants

5. Eligibility Criteria

Chartered Accountant Firm or LLP meeting the below mentioned eligibility criteria should only apply

S. No.	Item	Reference
1.	The applicant should be a Chartered Accountant Firm or LLP and in existence for at least 20 years. Additional weightage will be given for the firm or LLP having experience beyond the stipulated experience.	Registration certificate of the Firm or LLP.
2.	Applicant should have a branch office in Vijayawada or Hyderabad.	Copy of evidence
3.	Applicant should have minimum of 10 Partners exclusively working for the firm (out of which at least 5 partners should be FCA) and 40 full-time professional staff as on 01.01.2019 . Additional Weightage will be given for firm having more partners and staff. "Professional Staff" means full-time staff with minimum qualification of Chartered Accountant and on the payroll of the Chartered Accountant Firm or LLP	Self-declaration along with relevant supporting documents from the concerned institute.
4.	Applicant must have been empaneled with C&AG. Additional weightage will be given based on C&AG scoring for the firm or LLP.	Copy of the certificate issued by concerned institute and Scoring Proof
5.	Applicant should have been a Statutory auditor and signed Large PSU's or Navaratna PSU's or Maharatna PSU's of turnover size of Rs.2000 crs. Applicant experience with more than one PSU's, Navaratna PSU's or Maharatna PSU's will be given weightage.	Client Certificate/Contract with client/Audit report

6.	The applicant should have completed at least two government/quasi government/ PSU projects in Andhra Pradesh government.	Client Certificate/Contract with client/Audit report
7.	Applicant should have experience in the following areas: - (1) Revenue Assurance (2) Project Assurance (3) Infrastructure experience	Self-certified copy of Client list and turnover details to be provided.
9.	The Applicant should not have been black-listed by central/state governments/PSUs or any other investigation Chartered Accountant Firm/statutory Chartered Accountant Firm and is in compliance of all Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc. Applicant is required to submit a self-declaration in this regard in the technical bid.	A Self Certified letter by authorized signatory as per From B under Annexure-I
10.	The Applicant should have a minimum average turnover for Rs.10 crores in every financial year for the last three financial years ending 31.03.2017, 31.03.2018 and 31.03.2019.	Certification from the Auditor/Chartered Accountant as per From C under Annexure-I

6. Scope of Work:

6.1 The following will be the broad scope to be carried out on the subject company: -

6.2 Examine the accounting policies to ensure compliances with the concessionaire agreement.

6.3 Accounting has been done in accordance with the Concessionaire agreement.

6.4 To examine all relevant policies, procedures, accounting to ensure that there has been no diversion of income at source diminishing the revenue of the government.

6.5 Scrutinizing related party transactions and ascertaining the genuineness of the transaction, pricing and business justification of such transactions.

6.6 To check all relevant points to ensure that there is no leakage of government revenue.

6.7 Review of financial statements for the last five years looking at the financial affairs of the company.

6.8 Review of all expenses accounted from the perspective and look at forensically whether any expenses are inflated / identify suspicious transactions.

6.9 Review the profitability of the entity and see its application of funds from profits.

6.10 Review of Balance sheet to look for any possible inflation / understatement of Asset or liability.

6.11 Review the Governance standards adopted while conducting business.

- 6.12 Analysis of various internal / external reports submitted to the subject company.
- 6.13 Analytical review of the financial statements over last five years
- 6.14 Review of adherence to statutory compliances and its non-compliances.
- 6.15 Examination of Key personnel engaged in the various activities relating to financial statement preparation.
- 6.16 Analysis of soft data /physical data for any patterns / information.
- 6.17 Any other checks and balances required during the course of course of review to be performed on need basis.

7. Key Personnel

The Applicant shall propose mandatory key personnel for the following positions:

Sl. No.	Position	Minimum Qualification	Total Experience
1.	Sr. Resource	Sr. Resource Expert - Minimum 15 years having Audit Experience who have conducted special audits/forensic audits who has relevant educational qualification experience.	15 years
2.	Middle level Resource	Middle Level Resource - Minimum 10 years having Audit Experience who have conducted special audits/forensic audits who has relevant educational qualification experience.	10 years
3.	Junior Resource	Junior Resource - Minimum 5 years having Audit Experience who have conducted special audits/forensic audits who has relevant educational qualification experience.	5 years

Note: 1) No Key Personnel should have attained the age of 75 (seventy five) years at the time of submitting the Proposal

2) The aforementioned key personnel shall not be substituted during the selected period. However, substitution shall be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority administering this consultancy assignment

8. Acknowledgement by Applicant

8.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- a) made a complete and careful examination of the RFP;

- b) received all relevant information requested from INCAP;
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of INCAP;
- d) Acknowledged that it does not have a Conflict of Interest in providing consultancy services to the Authority Administering this consultancy assignment.

8.2 INCAP shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by INCAP.

9. Support from the Authority:

The Authority (**the ‘Director of Ports, Kakinada’**) will identify and provide requisite information relating to “RFP for Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019” for the Director of Ports, Kakinada.

10. Deliverables and Timelines

- a. The Deliverables shall be submitted to the Director of Ports, Kakinada as per the specific scope of work
- b. The Selected Chartered Accountant Firm or LLP shall complete assigned work in 3 Months from the date of work order or from the date of commencement of work. The contract can be extended as per requirement of the work.

11. Right to reject any or all Proposals

11.1 Notwithstanding anything contained in this RFP, INCAP reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

11.2 INCAP reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by INCAP, the supplemental information sought INCAP for evaluation of the Proposal.

11.3 Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

11.4 Receipt of Proposal beyond the Proposal Due Date shall result in disqualification.

11.5 Additionally the Proposals may lead to disqualification under, inter-alia, any of the following circumstances:

- a) Prior suspension by Government of Andhra Pradesh, whether in a capacity as a consulting firm or individual consultant.

- b) A record of unsatisfactory past performance, particularly non-compliance with contract terms, plans and specifications or abandonment of work and similar deficiencies.

12. Preparation and Submission of Bids

12.1 Interested Chartered Accountant Firm or LLP fulfilling eligibility conditions as mentioned above can submit their detailed proposal as per Annexures “**Conducting special audits/forensic audit for all the PPP Port(s) for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019**”, to Infrastructure Corporation of Andhra Pradesh Ltd. to the following address:

Chairman & Managing Director,
Infrastructure Corporation of Andhra Pradesh Ltd.
D.No. 7-104, A Block, I floor, Sri Anjaneya Towers,
N.T.T.P.S Road , Ibrahimpatnam- 521456.

12.2 The Bid prepared by the Chartered Accountant Firm or LLP should comprise the following components:

Technical Bid: A separate sealed cover comprising of prescribed formats under Annexure-I with superscription as “Technical Bid – “RFP for Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019” for the Director of Ports, Kakinada.

Commercial Bid: A separate sealed cover comprising of prescribed formats under Annexure-II with superscription as “Commercial Bid – “RFP for Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019” for the Director of Ports, Kakinada.

Chartered Accountant Firm or LLP to keep both Technical Bid and Commercial Bid in a single separate sealed cover with superscriptions as “RFP for Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) for the financial year ended 31-03-2015, 31-03-2016, 31-03-2017, 31-03-2018 & 31-03-2019” for the Director of Ports, Kakinada.

12.3 Any bid document not conforming to any one of the above terms will be rejected.

12.4 The Applicant shall prepare 1 (one) set of the Application (Hard Copy). The Applicant shall also provide 1 (one) soft copy (Pen Drive) in PDF formats.

12.5 The Application shall be typed or written in indelible ink. It shall be signed by the authorized signatory of the Applicant who shall also initial each page of the Application in blue ink. In case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the Application shall be initialed by the person(s) signing the Application. The Application shall contain page numbers and shall be bound together in a manner that does not allow replacement of any page.

- 12.6 Along with the Application, the Applicant shall pay to INCAP a non-refundable sum of Rs. One Lakh only (Rs.1,00,000/-) (Bid Processing fee) in the form of DD issued by any Nationalized Bank/Scheduled Bank in the favour of “Infrastructure Corporation of Andhra Pradesh Ltd” payable at Vijayawada. The DD should be submitted along with proposal. Bids received without DD, will be summarily rejected.
- 12.7 Bid Security of Rs. Five Lakh only (Rs. 5,00,000/-) in the form of DD issued by any Nationalized Bank/Scheduled Bank in the favour of “Infrastructure Corporation of Andhra Pradesh Ltd” payable at Vijayawada. The DD should be submitted along with proposal. Bids received without DD, will be summarily rejected.
- 12.8 Applicants interested in the Project are required to submit their Request for Proposal in writing on or before Application due date i.e., 1500 hours IST on 24.10.2019 and the same will be opened at 1600 hours IST on 24.10.2019 in the presence of the Applicants who choose to attend at the following address:

Chairman & Managing Director,

D.No. 7-104, A Block, I floor, Sri
Anjaneya Towers, N.T.T.P.S Road
Ibrahimpattanam- 521456

- 12.9 The Applicants are advised in their own interest to ensure that completed Request for Proposal reaches the office INCAP at the address mentioned well before the dates stipulated in the document. Sealed RFP submitted through Speed post/ Registered Post / Courier / Hand delivered shall be accepted. RFP submitted through Telex / Telegraphic / Fax / email will not be considered and summarily rejected.
- 12.10 Applications received after the date and time stipulated in this RFP shall not be considered and shall be summarily rejected.
- 12.11 In case, the Application Due Date is an unscheduled holiday, the application has to be submitted latest by the next working day. The time and venue of submission will remain unchanged.
- 12.12 The Official Website of INCAP is www.incap.co.in. All details viz., any due date extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this notification will be uploaded only to the website of INCAP and will not be published in Newspapers.

12.13 No communication in this regard will be entertained with any individual, however, all updates or change in date/ time shall be uploaded on corporation website i.e. www.incap.co.in

12.14 All communications, including the envelopes, should contain the following text, to be marked at the top in bold letters:

RFP Notice No. INCAP/ P/Audit of PPP Ports/CA/17/ 2019, Dt: 17-10-2019

Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) in the State of Andhra Pradesh

13. Opening and Evaluation of Applications

13.1 The Authority shall open the Applications at 1600 hours IST on the Application Due Date, at the office of INCAP and in the presence of the Applicants who choose to attend. In case, the Application Due Date is an unscheduled holiday, the Applications shall be opened on the next working day. The time and venue of submission will remain unchanged.

13.2 To facilitate evaluation of Applications, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

13.3 Only those Applicants who meet the eligibility criteria specified in Clause 5 shall be qualified and Shortlisted. Financial proposals of Applicants who fulfill the aforementioned technical and financial capacity criteria would be evaluated.

13.4 Applications of firms who do not meet these criteria shall be rejected. The rejection of application shall be informed to the Applicants through e-mail.

14. Performance Security

14.1 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by this Authority as the mutually agreed pre-estimated compensation and damages payable to this Authority for, inter alia, the time, cost and effort of this Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- a. If an Applicant engages in any of the Prohibited Practices specified in Clause 18 of this RFP;

- b. if the Applicant is found to have a Conflict of Interest as specified in Clause 15; and
- c. if the Selected Applicant commits a breach of the Agreement.

14.2 An amount equal to 5% (five per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this Clause 14, which may be forfeited and appropriated in accordance with the provisions hereof.

15. Conflict of Interest

INCAP requires that Consultants provide professional, objective, and impartial advice and at all times hold INCAP interests paramount, strictly avoid conflicts with other Projects or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited.

16. Confidentiality

The selected Consultant and its personnel shall not, either during the term or after expiration of this proposal, disclose any proprietary or confidential information relating to the services, contract or business or operations of the INCAP, without the prior written consent of the INCAP. All documents submitted by the Consultant will be treated as confidential, and will not be returned to Consultant.

17. Negotiations

The Selected Applicant(s) may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, INCAP and the Authority (the Director of Ports, Kakinada) reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

INCAP and the Authority (the Director of Ports, Kakinada) will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.

18. FRAUD AND CORRUPT PRACTICES

18.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the INCAP shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, INCAP shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to INCAP for, inter alia, time, cost and effort of INCAP, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

18.2 Without prejudice to the rights of INCAP under Clause 4.1 hereinabove and the rights and remedies

which INCAP may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by INCAP to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by INCAP during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by INCAP to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

18.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of INCAP who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of INCAP, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of INCAP in relation to any matter concerning the Project;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by INCAP and the authority administering this consultancy assignment with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

19. Number of Applications and costs thereof

19.1 No Applicant shall submit more than one Application for the said Project. An Applicant applying individually shall not be entitled to submit another Application either individually.

19.2 The Applicants shall be responsible for all of the costs associated with the preparation of their Application and their participation in the Bidding Process. INCAP will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

20. Clarifications

20.1 Any queries or request for additional information concerning this RFP shall be submitted in writing by e-mail to incap@incap.co.in by the 18/10/2019. The e-mail subject line shall clearly bear the following identification/ title: “Queries/Request for Additional Information: RFP for Selection of Chartered Accountant Firm or LLP for conducting special audits/forensic audit for all the PPP Port(s) in the State of Andhra Pradesh”.

20.2 INCAP shall endeavor to respond to the queries latest by 21/10/2019. The responses will be uploaded in the website of INCAP – www.incap.co.in.

20.3 However, INCAP reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

20.4 INCAP may also on its own motion, if deemed necessary, issue interpretations and clarifications which shall be uploaded in INCAP website. All clarifications and interpretations issued by the INCAP shall be deemed to be part of the RFP. Verbal clarifications and information given by INCAP or its employees or representatives shall not in any way or manner be binding on the INCAP.

21. Amendment of RFP

21.1 At any time prior to the deadline for submission of Application, INCAP may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP by the issuance of Addenda/Amendment.

21.2 Any Addendum/Amendment thus issued will be uploaded on the INCAP website (www.incap.co.in)

21.3 In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, INCAP may, in its sole discretion, extend the Application Due Date.

22. Award of Consultancy

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority (the Director of Ports, Kakinada) to the Consultant and the Consultant shall within 3 (three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the

stipulated date, the Authority may, unless it consents to extension of time for submission thereof, consider the next high ranked Applicant.

Annexure-I

S.No.	Description	Details	Document submitted		Page No.
			Yes	No	
1.	Name of Applicant Firm or LLP				
2.	Status of the Firm or LLP				
3.	Registration Number				
4.	Date of Registration				
5.	Registered Address				
6.	Corporate Head Office Address				
7.	Website				
8.	Whether Firm or LLP has branch office in Vijayawada or Hyderabad				
9.	PAN Number of Applicant (PAN Copy to be enclosed)				
10.	Self-attested photocopies of GST Registration Certificate				
11.	The applicant should have completed at least two government / quasi government/ PSU projects in Andhra Pradesh government.				
12.	Applicant should have been a Statutory auditor and signed Large PSU's or Navaratna PSU's or Maharatna PSU's of turnover size of Rs.2000 crs. Applicant experience with more than one PSU's, Navaratna PSU's or Maharatna PSU's will be given weightage.				
13	Applicant firm or LLP should have experience in handling Revenue assurance, Project assurance and Infrastructure audits of reasonably big size companies.				
13	No. of Partners (along with supporting documents)				
14.	No. of full-time professional staff as on 01.01.2019 "Professional Staff" means full-time staff with minimum qualification of Chartered Accountant and on the payroll of the applicant				
15.	Undertaking regarding the firm or LLP not been charge sheeted or blacklisted				
16.	Name & contact details of the authorized signatory	Name: Designation: Mobile No.: Email ID: Address:			

17.	Name & contact details of organization's point of contact:	Name: Designation: Mobile No.: Email ID: Address:			
18.	Peer Review Certificate of the Firm or LLP				

Form B: Self-declaration for not being blacklisted

(The Declaration Letter is to be submitted by Authorized Representative and Signatory on Firm or LLP Letterhead with his/her dated Sign and Seal)

To,

The Chairman & Managing Director,

D.No. 7-104, A Block, I floor,

Sri Anjaneya Towers, N.T.T.P.S Road ,

Ibrahimpattanam- 521456

1. In reference to the *RFP No. INCAP/P/Audit of PPP Ports/CA/17/2019, dated 17.10.2019* as a representative(s) of (name of the applicant's firm or LLP), I/We hereby declare that our firm or LLP is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU or any investigating agency/statutory authority due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.
2. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that INCAP/Director of Ports will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid program, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. We acknowledge the right of INCAP/Director of Ports to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the RFP.
5. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
6. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Firm Seal)

(Authorized Representative and Signatory)

Form C: Turnover Details

(Declaration by Chartered Accountant on Letterhead with his/her dated Sign and Seal)

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Firm or LLP) having registered office at (Office address) has an average annual revenue of INRand average annual net profit of INR....in the past three consecutive financial years (2015-16, 2016-17, 2017-2018). The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Revenue (INR)	Annual Net Profit (INR)
1	2015-2016		
2	2016-2017		
3	2017-2018		

Note: Audited financial statements for the past three years (FY 2015-16, 2016-17, 2017-2018) should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name Registration

No Contact No.

Seal Date:

Annexure-II

Form D: Format for Commercial Bid

S. No.	Description of Service	Total Price without taxes (in INR)	All applicable taxes & other duties etc. on total price (in INR)	Total Price (in INR)
A	B	C	D	E=C+D
1.	As per Scope of Work mentioned in this RFP			

Annexure-III Evaluation Matrix

S.No	Criteria	Sub Criteria	Document to be submitted	Max marks	Admissible Marks
1	Establishment of the firm and age as on 01.01.2019	If 20-30 Yrs.	Registration certificate of the Firm or LLP.	15	10
		If 31-35 Yrs.			13
		If > 36 Yrs.			15
2	Branch Office located at Hyderabad / Vijayawada		Copy of evidence	5	5
3	Number of full time working partners as on 01.01.2019	If 10 – 12	Self-declaration along with relevant supporting documents from the concerned institute.	10	6
		If 13 - 15			8
		If >16			10
4	Number of full time working professional staff as on 01.01.2019	If 40 – 50		10	6
		If 51 – 60			8
		If >61			10
5	C&AG Empanelment and Scoring	If 100-120	Copy of certificate issued by concerned institute and Scoring proof	15	10
		If 121-140			13
		If >140			15
6	Statutory Audit of PSU Maharatna / Navaratna (with operating turnover of more than Rs. 2000 cr.)	Audit Assignment will carry 2 marks for each Co	Client Certificate/Contract with client/Audit report	10	10
7	Experience in projects executed with Government or Quasi Government or PSU in Andhra Pradesh	If 2	Client Certificate / Contract with client/Audit report	10	6
		If 3-5			8
		If > 5			10
8	Applicant should have experience in the following areas:- (1) Revenue Assurance (2) Project Assurance (3) Infrastructure experience	One area	Self certified copy of Client list and turnover details to be provided.	15	5
		Two areas			10
		All areas (3 areas)			15
9	Minimum Annual Turnover of applicant in each of the last three immediately preceding financial years, i.e. 2016-17, 2017-18 & 2018-19	If 10 Crs – 20 Crs	Certification from the Auditor/Chartered Accountant per Form C under Annexure-I	10	6
		If 21 crs – 30 crs			8
		If >31 crs			10
Total Marks = ST (Score Technical)				100	

The minimum qualifying marks is 70% on technical evaluation

The total score value in Technical Part is 100. A bidder has to secure a minimum of 70.00% (value rounded off to two decimal) score out of the total value to be qualified in Technical Part. Only the bidder who will qualify accordingly, be invited to submit the Price Bid on

Financial Evaluation

The formula for determining the financial scores (FS) is as below:

$$FS = 100 \times FM/F$$

Where,

FS = Financial Score,

FM = FM is the lowest price quoted by any firm/bidder and

F = F is the price quoted by the firm

The weights given to the technical and financial proposal are: Technical (T) = 0.7 and Financial (F) = 0.3

$$\text{Total of all Score} = ST \times 0.7 + FS \times 0.3$$



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N.T.T.P.S Road , Ibrahimpatnam- 521456

Email: incap@incap.co.in, md@incap.co.in.

Web: www.incap.co.in