

**The Board of Trustees,  
The Jute Corporation of India Limited  
Contributory Provident Fund (C.P.F)**

**15N, NELLIE SENGUPTA SARANI,  
KOLKATA – 700087.**

**INVITEES**

**Request for Proposal (R.F.P)**

**RFP Ref. No. – RFP/JCI-CPF/Audit/2018-2019 Date: 01.07.2020**

**Last Date of Submission: 22/07/2020 till 02:00 p.m.**

**Date of Opening: 22/07/2020 at 3:00 p.m.**

**REQUEST FORM OF PROPOSAL (RFP)**

**1. OBJECTIVE:**

JCI Contributory Provident Fund, an exempted trust under Income Tax Act 1961, and having a total accumulated fund about RS. 82.00Crore for the purpose of Audit 2018-2019, with member bases of about 465 Nos. employees for both regular,casual, desirous to appoint a firm of Chartered Accountants preferably Kolkata based, to conduct an audit of its payments transactions (Post payment involvement) for the period 2018-2019 to the said trust.

Intended Firms of Chartered Accountants having requisite experience in conducting CPF Trust Audit are requested to have a visit to the office of the Additional Chief Manager (F), JCI-CPF in the above stated address.

The scope of work as highlighted above are placed below for reference to RFP.

**2. SCOPE OF AUDIT:**

1.	Type of Audit	Audit of Accounts JCI –CPF Trust.
2.	Period to be covered	Financial Year 2018-2019.
3.	Scope of Audit	As per audit programme given below.
4.	Duration of Audit completion	Within 10(Ten) days from the date of assignment.
5.	Duration of submission of Draft Report	Within 7 (Seven) days of Audit Completion.
6.	Duration of submission of Final Report	Within 3 (Three)days from the date of reply by the appropriate authority of the JCI-CPF Trust.
7.	Release of Payments.	Within one month from the date of submission of Invoice.

3. The Selection procedure based on Two bidding system, i.e. Technical Bid and Financial Bid. Details of Proposal Formats are as given below; -

**(i) TECHNICAL:**

Sl. No.	Technical Criteria	Provide information in detail
A	Copy of Firm's Registration Certificate along with copies of certificate of practice for all the partners and qualified employees of the Firm duly signed and stamped by proprietor/partner	
B	Copy of Pan Card and GST Registration Certificate of the firm.	
C	Exposure to CPF audit in PSU or other Govt. organisation with supporting proofs (not older than five years)	
D	The firm must have their Head office/Branch office in Kolkata with address.	

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**(ii) Financial:**

Sl.No.	Particulars of Financial Bid	Bid Amount (Rs.)
1	Professional fees for the job No. of person engaged: (a) Qualified @ Rate Rs...../- Per day. For .....days (b) Assistants @ Rate Rs...../- Per day, for.....days. (Inclusive TA & DA etc.)	
2	Report preparing cost (In speaking form)	
3	Applicable Taxes , if any – GST @ 18%	
4	Total Amount (Quoted)	

**Note:**

- (i) Firms are requested to submit financial proposal in above details only otherwise it should not be considered.
- (ii) Evaluation should be made on proposal received at lower rates in total with above details. However mere satisfying of minimum quote will not constitute any basis of awarding of audit assignment. Authority has every right to reject, accept or cancel any RFP without assigning any reason thereof.
- (iii) If report is not submitted within stipulated dates as mentioned in scope of work, a deduction to be made from fees payable to the firms @ Rs.100/- per day from the date of submission.

**Transaction Audit Programme (JCI-CPF) For the Year 2018-2019.**

Areas	Aspect	Type of Audit	Scope of Audit
Loan Disbursement to members during the period (Refundable and Non-Refundable loans)	Checking and vouching of all loans disbursed to members (Scope of improvement if any)	Entries made to members account to be verified from sanction documents and bank statement including system review and suggestion.	100% Check
90% advance release to members before superannuation.	Checking and vouching of all 90% advance disbursed to members (Scope of improvement if any)	Entries made to members account to be verified from sanction documents and bank statement including system review and suggestion.	100% Check
Full and final payments to Members.	Checking and vouching of all superannuated/death/resigned members (Scope of improvement if any)	Entries made to members account to be verified from sanction documents and bank statement including system review and suggestion.	100% Check

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**3. Submission of RFP:**

Interested Chartered Accountants firms are requested to submit their proposals in two envelope containing one for technical bid and other for financial bid. The same two should be covered in a big size envelope stating explicitly as “RFP for statutory Audit of JCI-CPF for the Financial Year 2018-2019” duly addressed to “The Secretary, The Jute Corporation of India Limited Contributory Provident Fund”, Head office at address stated above. Firms can send their proposals either by persons or by couriers, speed post so as to reach the office on or before submission date. The Corporation will not be held responsible for any postal delay. JCI-CPF Trust reserves the right to reject any RFP without assigning any reason. The bidder shall submit the RFP document stamped and signed in all pages along with other documents.

**4. Termination:** Either party can terminate the contract by giving prior seven (7 days) prior notice period.

For JCI-CPF Trust

Secretary

