**Chhattisgarh State Co-operative Marketing Federation Ltd, 6th Floor, C Tower, Commercial Complex, CBD, Sector 21, Head office, Nava Raipur Atal Nagar, Raipur - 492002**

Tel No 0771-2425420, 2425421

**E-**mail: mf_ctrlroom_raipur@gov.in,

Website:www.markfed.cg.nic.in

Markfed/Audit/2023-24/5388/Raipur, Dated 01.03.2024

**Expression of Interest (EOI)**

Kind attention to all that with respect to EOI Tender No. S-39680/1 MARKFED has invited applications for doing statutory audit work for FY 2023-24 and 2024-25 which has been cancelled due to some unforseen reason. Thus fresh applications are again invited from Chartered Accountant firms having Head office in Chhattisgarh and branch office in Raipur and empanelled with Registrar Co-operative Societies for doing Statutory Audit under Chhattisgarh Co-operative Act, 1960 for the financial year 2023-24 & 2024-25

Interested C.A.firm may submit prescribed application form as per below schedule:

Last date of submission of EOI – 11/03/2024 Time-4.00pm

Date of opening of EOI – 11/03/2024 Time-5.00pm

Any modification/amendment, if any, will be published in website only.

Detail information can be seen in our website www.markfed.cg.nic.in

**Chief Accounts Officer / FC**

## Terms of References

**Back Ground :**

Chhattisgarh MARKFED : The Chhattisgarh State Cooperative Marketing Federation (MARKFED) is an Apex level Federation of Cooperative Marketing Societies in the State of Chhattisgarh. Chhattisgarh State Cooperative Marketing Federation Limited, Raipur (Registration No. 216 dated 31.10.2000) came into existence simultaneously with the creation of new Chhattisgarh State on 1st November 2000. Markfed executes the work of paddy procurement under Price Support Scheme and supply of chemical fertilizers and plant protection material to the farmers of the state as per the instructions of State Government. Chhattisgarh Markfed has an extensive network of branches in the state:

i. Head Office -01
ii. District Marketing Offices -33
iii. Cattle Feed Factory - 01

which are located at almost all the district of Chhattisgarh. These offices undertake bulk of business and are well equipped with infrastructure and are manned with experienced staff. Markfed turnover for the financial year 2022-23 was Rs 27,931.95 Cr.

**2. Main Objectives:**

2.1. To assist and strengthen its member marketing and other marketing societies in the state.
2.2 To provide agricultural inputs to the farmers through member of societies numbering over one thousand to promote the production of their agricultural produce.
2.3. To procure the agricultural produce from farmers in regulated Procurement Center's.
2.4. To carry out welfare activities as per the state government directives.
2.5. To construct godowns to increase the storage facilities in the state.
2.6. Supply of inputs like Fertilizers, pesticide and insecticides.
2.7. Price Support operations.
2.8. Acting as an agent to the Govt for procurement, supply and distribution of paddy, Commodities and also nodal agency for supply of inputs.
2.9. Undertaking commercial operations of agricultural produce .

**3. Major Activities of Chhattisgarh Markfed:**

3.1. Marketing of Agricultural inputs such as Chemical Fertilizers.
3.2. Paddy procurement on PSS scheme for each Kharif marketing year.
3.3 Milling of procured paddy
3.4. Storage facilities
3.5. Cattle Feed Factory

**4. Scope of Work:**

The Statutory Audit will be carried out for financial year 2023-24 and 2024-25 in accordance with the provision of by-laws of Markfed and Chhattisgarh Co-operative Act, 1960 Rules there under, notifications, circular, guidance etc. issued by the Registrar, Generally Accepted Auditing principles and will include tests and controls, as the auditors feel necessary under the circumstances with 100% vouching.

**5. Audit Report:**

After completion of the assignment, the Auditors will submit the Audit Report as per the provision of Chhattisgarh Co-operative Act/Rules there under/notification/circulars etc issued by Registrar for reporting.

During the course of audit if any financial irregularity, fraudulent payment found which is/are made against the provisions of Co-operative Act/Rules there under, by-law of the Federation, order of Registrar etc. by the auditor in that case special audit report quantifying the amount of loss to Federation to be given by Auditor along with the above report without any additional fee.

**6. Reporting and Timeliness:**

The final Audit Report should be submitted within **timeline as decided by markfed whose letter will be provided separately by markfed after issuance of work order.** The audit report along with all the annexure, statements, stock account, certificates and Bank Reconciliation must be submitted in 7 hard copies with binding original.

**7. Guidelines for Submitting the Proposals:-**

**7.A** General Guidelines: CA firms are required to submit the proposal (EOI) (in two separate & sealed cover / envelops) **mentioning clearly technical and financial bid separately and writing** on Top as proposal for statutory auditor & Last date ..... by 4 pm as per the guidelines and formats detailed out in the following paras:

A-i The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked **"FINANCIAL PROPOSAL".** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, Markfed will not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

A-ii Format for Application form attached along with technical proposal format attached as per **Annexure - A.**

A-iii The interested firm should submit the proposal form in the name of Managing Director, Chhattisgrah State Cooperative Marketing Federation Ltd, ....., which will evaluate the Technical proposal and finalize the same for opening of financial bids of eligible firms.

A-iv All applicants must comply with the Technical Specification, General conditions and format/Requirements for Technical and Financial proposal.

A-v Financial proposals submitted by the firm as per **Annexure-B** and it should be valid for 6 months from the date of submission of the proposal by the firm and financial rate should be quoted on yearly basis exclusive of GST.

A-vi Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.

A-vii All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

A-viii The Technical bid will be opened on ..... at 4 pm and for opening of financial bid will be informed separately to the qualified firm.

A-ix Markfed reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.

**7. B- Minimum eligibility criteria:-**

B-i The Firm must be empanelled with Registrar Co-operative Societies Chhattisgarh, Raipur **under the category of Major Audit** for doing statutory audit work and having **Head office** in Chhattisgarh and Branch office in Raipur District as per ICAI constitution certificate. **(Attach Certificate)**

B-ii Offerer CA Firm must have minimum 10 years of work experience of which 05 years of experience must be from Govt./Semi Govt. organisation.

B-iii Offerer Firm's average annual net receipts from Chartered Accountant related work must be minimum 100 lacs in last 3 financial years (2020-21 to 2022-23)

B-iv Offerer Firm must have experience of minimum 3 statutory audit **in hand or completed work** with/undertaken in any Government department/ Government owned or controlled undertakings (e.g. Apex Co-operative societies, Companies, etc)/PSU's having minimum net sale value/receipts of 500 crores per year per organization in last 5 financial years (2018-19 to 2022-23).

B-v For Partnership firms - Minimum 5 CA partners in which 2 FCA on full time basis.

B-vi Atleast 30 Professional Staffs with article.(Annexure-A)

B-vii Knowledge of Hindi language is mandatory.

**7.C- Document to be submit:-**

Applicant firm must submit copy of all following self attested documents with proper paging to establish minimum eligibility criteria otherwise the application form will be rejected:

C-i Firm constitution certificate downloaded from ICAI's website indicating year of establishment, number of partners. etc,

C-ii PAN of Firm,

C-iii GST Registration Certificate,

C-iv Audited accounts in support of annual net receipts of the firm for 3 financial years. (2020-21, 2021-22 and 2022-23)

C-v Work order for statutory audit of any Government department/ Government owned or controlled undertakings (e.g. Co-operative societies, Companies, etc)/PSU's in hand **or completed work** with/undertaken by the firm having minimum net sale value/receipts of Rs. 500 crores in financial years (2018-19 to 2022-23).

C-vi Undertaking to be furnished by the Firm as per Annexure-B.

C-vii The application form along with Annexure-A and Annexure-B may be signed by any of the authorized partner on behalf of the firm, provided valid power of attorney is submitted with application.

C-viii Tender Cost: The Applicant firm should enclose the demand draft of any schedule bank of Rs. 2000/- (Two Thousand Only) for tender processing fees which is non-refundable. Demand draft shall be drawn in favor of **Chhattisgarh State Cooperative Marketing Federation Limited,** payable at Raipur.

C-ix Application in sealed envelope with title **"Statutory Audit offer for financial year 2023-24 & 2024-25"** addressed to **Managing Director, Chhattisgarh State Cooperative Marketing Federation (MARKFED), Ltd. Raipur (C.G.)** must be submitted before CAO/FC of this office by ..... **(before 4.00 PM)** positively. Applications reaching after the stipulated date and time will not be considered.

**8. Selection/Appointment of Auditor:-**

Those CA Firms which fulfill minimum eligibility criteria as shown in **"7-B"** and attached all documents as shown in **"7-C"**will be declared eligible and financial bid will be opened only for those firms. Selection of auditor will be based on lowest financial L-1 bid. If more than one **same** lowest quote received then selection will be done on the basis of lottery. **Incase L-1 firm does not accept the work order in given time limit then committee will be free to offer the work order to L-2 party at L-1 rate and so on..**

**9. Reporting and Audit Fee:-**

9.1 The Firm have to submit the audit report as per Chhattisgarh Co-operative Act, 1960 and rules their under only.

9.1.1 For above assignment minimum Audit Fees will be Rs 5 lacs per annum inclusive of all taxes.

9.2 80% of Payment of Audit Fee will be made only after satisfactory and timely completion of audit and submission of Report and rest 20% will be paid once report gets approved by AGM.

9.3 No TA/DA will be separately paid to selected CA firms.

**10. Others:-**

10.1 Audit firm should follow all the instructions as specified by RCS for statutory audit

10.1.1 Incase offer received is below minimum prescribed amount the offer shall be summarizing rejected.

10.2 In case of any dispute or unforeseen circumstances the decision of Managing Director, Chhattisgarh Marketing Federation would be final and acceptable to all.

10.2.1 Any additional information/amendment/ terms and condition and pre bid information can be gone through in our official website i.e. **www.markfed.cg.nic.in**. Any amendment in the tender document will be the part of the tender.

**11. Award of Contract:**

On completion of selection process, the selected firm shall be eligible for award of the contract of work initially for one year. The firm should execute a Contract with Markfed within 1 week of the award. **If found work satisfactorily then assignment for 2nd year work order can be issued. Any disputes related to work order will be finally settled by Managing Director of markfed.**

(On Firm's Letter Head)

APPLICATION FORM

Details of Chartered Accountant firm for the Audit of Chhattisgarh State Cooperative Marketing Federation Limited, Raipur for the financial year 2023-24 & 2024-25 :-

| S.No. | Particulars | Details |
|---|---|---|
| 1 | Name of the firm | |
| 2 | Address of the Head/Branch office in Raipur District. | |
| 3 | Telephone no. and e-mail address | |
| 4 | ICAI Registration No. | |
| 5 | Registrar Co-operative Society under Major Audit category and its Chhattisgarh empanelled No. | |
| 6 | Date of establishment of the firm & No. of completed years as on 01-04-2023. | |
| 7 | PAN of firm/ GST Regsitration | |
| 8 | No. of Partners (Details to be given in "Annexure-A") | |
| 9 | No. of Statutory Audit work of any Government department/Government owned or controlled undertakings (e.g. Co-operative societies, Companies, etc)/ PSU's having minimum net sale value/ receipts of Rs. 500 crores in hand or completed work certificate with/ undertaken by the firm for financial years (2018-19 to 2022-23) (details to be given in "Annexure-A") | |
| 10 | Average annual net receipt of the Firm in last 3 financial years (2020-21 to 2022-23) (details to be given in "Annexure-A") | |
| 11 | Proposed Audit Fees (excluding all Taxes/Cess) and including for all District Marketing offices including Cattle feed & Units of the DMO and , for Head Office (In figures and words) | |

Authorized Signatory
(with seal and Name)

(On Firm's Letter Head)

**Annexure- A**

1- Details of Partners of the firm:-

| S. No. | Name of the Partners | Membership No. | Whether FCA/ACA | Supporting Document Page No. |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

2- Work order for statutory audit of any Government department/Government owned or controlled undertakings (e.g. Co-operative societies, Companies, etc) / PSU's having minimum net sale value/receipts of Rs. 500 crores in hand **or completed work certificates** with/undertaken by the firm for financial years (2018-19 to 2022-23):-

| Name of Auditee organisation | Address (City and State) | Auditee's Type(e.g. Govt. Dept./Govt. owned, controlled undertaking/PSU's) | Auditee incorporated under (e.g. Co-operative society Act, Companies Act, etc) | Audited for Financial year | Sale value/receipts of Auditee organisation | Statutory audit under which Act | Page No. of work order |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

3- Average annual net Receipt of the firm in last 3 financial years:-

| Financial Year | Amt. in Rs. | St-3 Pg no. | Audited a/c pg no. |
|---|---|---|---|
| 2020-21 | | | |
| 2021-22 | | | |
| 2022-23 | | | |
| Average Annual receipts | | | |

4- Whether Power of attorney for representing the firm by the Authorized Signatory on behalf of all the partners is attached (Yes/No):- .....

(Supporting Document Page Number.....)

Authorized Signatory

(With seal and Name)

**Annexure-B**

# FORMAT FOR FINANCIAL BID

| **Item or Activity** | **Total Amount (in Rupees)** |
|---|---|
| FEE (Exclusive of GST)<br><br>Note: **Fee needs to be quoted on yearly basis** | Both in Numeric and in Words.<br>Rs._____/-<br>(Rupees _____). |

(On Firm's Letter Head)

**Annexure - C**

## UNDERTAKING

I/we the authorized/ following partner/s of M/s.....
.....Chartered Accountant's do hereby individually/jointly and severely verify and declare -

i- That all the particulars given with the application form, Annexure-A and all other documents provided are complete, true and correct and that if any of the statements made or the information/document so furnished in/with the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under,

ii- That there are no legal suit/criminal cases pending against the Firm and its partners and not black listed by any PSU or Government departments/ undertaking Registrar Co-operative Society Chhattisgarh or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force, nor the firm or partners has not been debarred or cautioned by ICAI/ during the last 5 years (if debarred, give details),

iii- That the firm or any partner is not working as Director/internal auditor/concurrent auditor/consultant/Part/Full time employee in Federation, nor we are indebted to Federation for Rs. 10,000 or more,

iv- That if our firm is appointed as Auditor, we will complied with provision of C.G. Co-operative act 1960, rules 1962, byelaws of Federation, all circulars/notifications issued by Registrar Co-operative Society Chhattisgarh and we will maintain adequate confidentiality as required by Registrar Co-operative Society Chhattisgarh for statutory audit,

v- That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949.

**(Signature of Authorized Person with Seal of the Firm)**

Place :

Date :