



Vasundhara Watershed Development Agency

Maharashtra State

Central Building, Pune - 411 001

E-mail : vslanpune@gmail.com

Tel. No : 020 - 26050020

E-mail : vsnlanpune2@gmail.com

Fax : 020 - 26130053

Advertisement for the Appointment of “AMRS” Firms

Request for proposal (RFP) are invited on single bid system from eligible Practicing Chartered Accountant firms for outsourced work of ‘Accounting’ (AMRS) for District unit of Integrated Watershed Management Programme – SLNA – Vasundhara for FY 2016 – 17 as well as for State Unit of IWMP. The professional fees for this assignment are prefixed at certain percentage of present Statutory Fees and hence no financial quote is required to be submitted by the firms.

- Proprietary firm or firm having not more than 3 partners are eligible to apply.
- Not more than 2 districts will be allotted to each firm.
- Knowledge of Marathi to proprietor/partner & Staff essential.
- Applications and information may be downloaded from website www.mahaiwmp.gov.in & www.mahaagri.gov.in
- Sealed envelope marked as CA – AMRS – IWMP – District.....(Name)..... consisting of application format (T – 1) & other formats i.e. (T - 2), (T – 3A) & (T – 3B) is to be enclosed along with any relevant information deemed fit by CA. firms and delivered to the respective District Suptd. Agriculture Office. For the State Unit, only Pune based firms need to apply at Vasundhara Watershed Development Agency, 1st Floor, Central Government – Building, Pune 411001. For all other details refer to website www.mahaiwmp.gov.in, www.mahaagri.gov.in
- Last date of receipt of application is 11/04/2016 or 10 days from date of advertisement whichever is later.

sd/-

Additional Chief Executive Officer,
Vasundhara Watershed Development Agency,
Maharashtra State, Pune-1

Annexure - I

Address of the Project Manager cum District Superintendent of Agriculture, Watershed cum Data Centre, All Districts

Sr. No.	District	Postal Address
1	Thane	District Superintending Agriculture Officer, Thane, Krishi Bhavan Road No. 16, Z lane, Wagale Estate, Thane 400 604.
2	Raigad	District Superintending Agriculture Officer-Raigad, Sagar Co. Op. Hsg. Soc, Megha Cinema, on Homi Medical, Raigad 401201
3	Ratnagiri	District Superintending Agriculture Officer Ratnagiri, Krishi Bhavan Go-down No.6, Collector compound, Ratnagiri - 415612
4	Sindhudurg	District Superintending Agriculture Officer Sindhudurg, Administrative Building, A-Block, Ores, Tal. Kudal, District Sindhudurg 416550
5	Nashik	District Superintending Agriculture Officer Nashik, Patel Building, Shivaji Road, Nashik 422001
6	Dhule	District Superintending Agriculture Officer Dhule, Old Collector Government Sankul, Dhule 424002
7	Nandurbar	District Superintending Agriculture Officer, Nandurbar, Taloda Road, Nandurbar 425412
8	Jalgaon	District Superintending Agriculture Officer, Jalgaon, Swatantra Chowk, Dist. Peth Jalgaon - 425001
9	Ahmednagar	District Superintending Agriculture Officer Ahmednagar, Krishi Chikitsalaya, Bhutkarwadi, Savedi, Ahmednagar 414001
10	Pune	District Superintending Agriculture Officer, Pune, Agriculture College Compound, Shivajinagar, Pune 411005
11	Solapur	District Superintending Agriculture Officer, Solapur, Central Administrative Building, Solapur - 413001
12	Satara	District Superintending Agriculture Officer, Satara, Zilla Parishad, Extn. Building 2 nd Floor, Krishi Vibhag, Satara - 415001
13	Sangli	District Superintending Agriculture Officer, Sangli, Vijaynagar Valnesswadi, Sangli -416416
14	Kolhapur	District Superintending Agriculture Officer, Kolhapur, Trade Center, 3 rd Floor, New Shahupuri, Kolhapur-416001
15	Aurangabad	District Superintending Agriculture Officer, Aurangabad, Agriculture Engineering Compound, Shaharu Miyya Darga Road, Aurangabad - 431001
16	Jalna	District Superintending Agriculture Officer, Jalna, Raj Building, opp. Amber Hotel, Near Shivaji Statue, Jalna - 421203
17	Beed	District Superintending Agriculture Officer, Beed, Dhanora Road, Near Water Tank, Horticulture Nursery, Near Bindusara Nursery, Beed - 431122
18	Latur	District Superintending Agriculture Officer, Latur, Administrative Building, Latur - 413512
19	Osmanabad	District Superintending Agriculture Officer, Osmanabad, Old SP Building, Osmanabad - 431601
20	Nanded	District Superintending Agriculture Officer, Nanded, New Mondha, Nanded - 431602
21	Parbhani	District Superintending Agriculture Officer, Parbhani, Jayakwadi Vasahat, Parbhani -

		431401
22	Hingoli	District Superintending Agriculture Officer, Hingoli, Hingoli – 431513
23	Buldhana	District Superintending Agriculture Officer, Buldhana, Near Gopal Cinema, S.T. stand, Buldhana
24	Akola	District Superintending Agriculture Officer, Akola, Near Sky-love Hotel, Akola – 444002
25	Amaravati	District Superintending Agriculture Officer, Amaravati, visava colony, Camp Area, Amaravati
26	Yawatmal	District Superintending Agriculture Officer, Yawatmal, Rulkar Trust Building, Shivajinagar, Yawatmal - 445001
27	Wardha	District Superintending Agriculture Officer, Wardha, Bajaj Building, Krishnanagar, Wardha – 442001
28	Nagpur	District Superintending Agriculture Officer, Nagpur , Civil Line, Kadimbag, Nagpur – 440010
29	Bhandara	District Superintending Agriculture Officer, Bhandara – Rajiv Gandhi Chowk, Bhandara – 441904
30	Gondia	District Superintending Agriculture Officer, Gondia, Gondia – 442605
31	Chandrapur	District Superintending Agriculture Officer, Chandrapur, Chandrapur – 442401
32	Gadchiroli	District Superintending Agriculture Officer, Gadchiroli, Gadchiroli – 442605
33	Washim	District Superintending Agriculture Officer, Washim , L. I. C. Building, Pusad Naka, Dist. Washim – 444505
		Check Palghar

Annexure - II

(RFP) Document

(Along with advertisement)

Providing **Accounts Management and Related Services (AMRS)** for IWMP - SLNA – Vasundhara.

District Suptd. Agricultural office District _____ (name) _____ and SLNA - Pune invites offers from eligible Chartered Accountant Firms from same or neighboring districts to provide Accounts Management and Related Services (AMRS) on 'outsourcing' pattern for the year 2016-17 .The details of the envisaged arrangement is given below:

1. **Nature of Service:** The outsourced service will be called Accounts Management and Related Services (AMRS) for IWMP.
2. **Scope of Work:** The scope of work is broadly as follows:
 - Verification of manual cash books at level 1, 2, 3, entering the same on Tally system, consolidation of the district account.
 - Finalization of District Accounts on yearly basis for FY :2016-17

- Finalisation of Consolidation of District Accounts.
- All timely statutory returns like Income Tax Returns, Charity Commissioner Returns VAT & any other statutory returns applicable to VSLNA to be filed by Auditor appointed by VSLNA.
- To derive pre decided statements on **CPSMS / PFMS** system at regular intervals. To point out major observations interpretation of these statements.
- Other work to be decided from time to time.

Note: To extent possible, standard formats and proformas will be prescribed and evolved which have to be used for above purposes.

3. Eligibility and Selection :

- Practising CA Firms, proprietary or partnership is eligible. **For partnership firm the number of partners should not exceed three.**
- The CA Firm should be headquartered in same district or a neighbouring district, for which AMRS is offered Except for Gadchiroli which can be offered by Nagpur based firms also. For SLNA Pune firm should be based at Pune.
- As far as possible only one district will be given to one firm. A firm will not be allotted maximum more than two districts.
- Firms allotted this AMRS assignment will not be eligible for conducting Statutory Audit for the Financial Year 2016 - 17 of IWMP.
- Knowledge of Marathi is essential to the proprietor or partners.
- Selection of firms will be based on marking system to each firm. Marking will be broadly based on following criteria: Total 100 marks as:
 - 1) Turnover of the firm average of last 3 years i.e; 2012 - 13,2013 - 14 and 2014 - 15 (average minimum turnover for application as Rs.10 lacs p.a as (10 marks)
 - 2) Years of Practice (10 Marks)
 - 3) Experience of work with Government or quasi Government agencies. (10 Marks)
 - 4) Vasundhara IWMP specific experience (5 marks)
 - 5) Staff profile (20 Marks)

6) A note on conducting AMRS assignment - methodology to be adopted (25 Marks)

7) Interview (20 Marks)

Note: Necessary proof will have to be enclosed, when required.

- Selection will be made by a panel identified by Government, and interaction with applicants would be held at Pune for which applicants would have to appear on their own and without reimbursement of travel costs.

4. Payment Terms

Payment pattern is worked out as below on basis of expected workload, which is a function of :

- a. Number of Watershed Committees.
- b. Number of Tehsils/Blocks/ PIA offices.
- c. Volume of IWMP expenditure in the district.

5. Other terms and conditions:

- There will be a Monitoring Agency at State level who will track the timelines and quality parameters adhered to by district firms providing AMRS.
- The above fees are all inclusive (including travel costs and stationery) but service taxes to be charged as applicable.
- Payment will be made on submission of yearly accounts as prescribed.
- Income Tax will be deducted at source as applicable.
- It is envisaged that AMRS will be continued in future years also, and pattern of working etc will be further streamlined and refined based on 2016 - 17 accounting work.
- Such of firms who demonstrate good performance for 2016 - 17 will be given weightage while assigning work for 2017 - 18.
- Firms are expected to show high professionalism and competence in the work, and give healthy advice to the client to improve their working, as IWMP is public interest activity.
- This is an outsourced assignment and there will be no liability towards the staff of the firm engaged.
- The engaged firm will execute an undertaking of secrecy and fidelity.
- The necessary computer / laptop will be provided by the outsourced agency.

- The AMRS CA firm will be responsible for submission of audit information in the consolidated form to the Statutory Auditors which will be separately appointed.
- Additional conditions may be placed if necessary.
- All rights of selection are reserved at the State Level Nodal Agency.

Form No. T – 1

Application Format

Name of the firm :

Address:

Contact No: (M)

(O)

Email

District Suptd. Agricultural Officer

District _____

Application for allotment of AMRS assignment for F.Y. 2016 - 17 of IWMP

Dear Sir,

I/we have gone through the advertisement published in _____ (name of newspaper) and also on _____ (website).

I/We are eligible to conduct the AMRS assignment for F.Y. 2016 - 17 for IWMP. The necessary details are enclosed in formats. Kindly allot the District _____ AMRS to our firm.

If allotted the assignment, we will be able to complete the same as required.

Thanking You,

Signature of the Proprietor / Partner of the C.A Firm

Seal of the C.A Firm

Date :

Place :

Form No. T - 2

Organizations audited by the C.A Firm during the last threeyears.

Sr. No.	Name of the Organization audited (year-wise) during the last 3 years'
	(Give only major organization)
1	2013 – 14
	(i)
	(ii)
	(iii)
2	2014 – 15
	(i)
	(ii)
	(iii)
3	2015 – 16
	(i)
	(ii)
	(iii)

- Authentic supporting documents to be attached.

Form T- 3A

Financial turnover of the Chartered Accountant firm for the last 3 years based on audited Balance Sheet

(Rs. In Lakhs)

Financial year 2012 – 13			
Financial year 2013 – 14			
Financial year 2014 – 15			

I hereby certify that the above information is true and correct.

(
Chartered Accountant
Proprietor/ Partner
Membership No.

- Eligibility for allotment of the AMRS District work is average 3 years turnover of Rs. 10 lakhs (Rs. Ten lakhs).
- Please attach the registration status certificate issued by ICAI along with this detail.

Form No. T – 3B

Firm Profile

Sr. No.	Particulars	Particulars
1	Name of Firm	1.
		2.
		3.
2	Name of Partner in- charge Vasundhara IWMP District work	1
3	Key persons with qualifications in the firm	1
		2
		3
4	Experience Of the Firm	1 Govt./ Semi Govt.....
		2 Vasundhara Assignments...
		3 Non Govt. ...

Signature of Authorized
Representative of Firm

Seal of the Firm