



Madhya Pradesh Tourism Board

Corporate Identification Number (CIN): U75302MP2017NPL043078
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal
Madhya Pradesh, India. Pincode – 462008
Website: www.tourism.mp.gov.in

No. 6280/169/MPTB/IP/2021

Bhopal, Dated 04/10/2023

Expression of Interest for Empanelment of Chartered Accountant Firms for Scrutiny of Eligibility of Technical Bids

The detailed EOI document will be available from the date **05/10/2023** on the website: www.tourism.mp.gov.in and <https://www.mptenders.gov.in>
Interested Applicants eligible as per qualification criteria may submit their response to the EOI by the last date **18/10/2023, 16:00 hrs.** For further information, Contact **Tel no. 0755-2780635** or email on dirtpu.mptb@mp.gov.in

**Expression of Interest for Empanelment of Chartered Accountant Firms
For Scrutiny of Eligibility of Technical Bids**



The heart of
Incredible India

Address : **MADHYA PRADESH TOURISM BOARD.**
6th Floor, Lily Trade Wing (Old Lily Talkies),
Jahangirabad, BHOPAL- 462008 (INDIA)
Contact-0755-2780600,635
Email- Dirtpu.mptb@mp.gov.in

EoI Fact Sheet

S. No	Particulars	Details
1.	Name of Issuing Authority	Madhya Pradesh Tourism Board Bhopal, Madhya Pradesh
2.	Name of Engagement	Expression of Interest for Empanelment of Chartered Accountant Firms For Scrutiny of Eligibility of Technical Bids
3.	Availability of the Document	The EOI Document is available and downloadable on following website: http://www.mptenders.gov.in EOI Document Fees (non-transferable & non-refundable) and Processing Fees must be paid online at GoMP e-Procurement portal –(http://www.mptenders.gov.in) All Subsequent changes to the EOI Document shall be published on the above-mentioned website
4.	EOI Publish Date	05/10/2023 at e-Procurement portal of GoMP: https://www.mptenders.gov.in/
5.	Last Date and Time for Submission of EOI	18/10/2023 at 16:00 Hours at e-Procurement portal of GoMP: https://www.mptenders.gov.in/
6.	EOI Document Fees	Rs 2,000 + GST and Processing Fees (non-refundable) payable through online e-Procurement portal of GoMP: https://www.mptenders.gov.in/
7.	Pre-Bid Meeting Date and Time	09/10/2023 at 12:00 Hours
9.	Pre-Bid Meeting Venue	MADHYA PRADESH TOURISM BOARD. 6th Floor, Lily Trade Wing (Old Lily Talkies), Jahangirabad, BHOPAL- 462008 (INDIA) Contact-0755-2780600 Email-dirtpu.mptb@mp.gov.in
10.	Date, Time and Place of opening of Eoi	20/10/2023 at 12:00 Hours MADHYA PRADESH TOURISM BOARD. 6th Floor, Lily Trade Wing (Old Lily Talkies), Jahangirabad, BHOPAL- 462008 (INDIA) Contact-0755-2780600 Email- dirtpu.mptb@mp.gov.in
11.	Contact Person Details	Director (Investment Promotion) Madhya Pradesh Tourism Board 6th Floor, Lily Trade Wing (Old Lily Talkies), Jahangirabad, BHOPAL- 462008 (INDIA) Contact-0755-2780600 E-mail – dirtpu.mptb@mp.gov.in

1. About EOI

Information Provided

The **Expression of Interest (EOI)** document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Madhya Pradesh Tourism Board, Bhopal (MPTB) in relation to the provision of services. Neither MPTB nor any of its officers, employees, agents, representative, contractors, or advisers gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this EOI Document.

Disclaimer

Subject to any law of the country, and to the maximum extent permitted by law, MPTB and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this EOI Document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of MPTB or any of its officers, employees, contractors, agents, or advisers.

Costs Borne by applicants

All costs and expenses incurred by applicants in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by MPTB, will be borne entirely and exclusively by the applicants.

No Legal Relationship

No binding legal relationship will exist between any of the applicants and MPTB until execution of a contractual agreement.

Applicant Obligation to Inform Itself

The applicant must conduct its own investigation and analysis regarding any information contained in the EOI Document and the meaning and impact of that information.

2. Background

The MADHYA PRADESH TOURISM BOARD (MPTB) (the "Authority") has been formed with the objective of promoting tourism in the state of Madhya Pradesh. The Government of Madhya Pradesh, Department of Tourism has issued a policy for allotment of Government land/Heritage property for development of the Tourism Project and establish operation and the maintenance thereof till the period of 90 (ninety) years in accordance with the terms and conditions of RFP documents and as per the Tourism Policy (2016) Amended 2019. The Authority has been appointed as the nodal agency for the allotment of land and Heritage Property.

Expression of Interest (EOI) is invited from experienced Chartered Accountant Firms **For Scrutiny of Eligibility of Technical Bids** received under Inviting RFP as per the terms & conditions of RFP documents and as per the Tourism Policy (2016) Amended 2019.

3.0 Scope of Work:

- 3.1 Scrutiny of Eligibility of Technical Bids received under Inviting RFP as per the terms & conditions of RFP documents and as per the Tourism Policy (2016) Amended 2019 shall be carried by CA Firms.
- 3.2 To prepare the Evaluation sheet as per Eligibility conditions of the RFP documents.
- 3.3 To submit the signed technical and financial evaluation sheet within time as mentioned in the work order.
- 3.4 To present at MPTB office on opening of technical bids and financial bids.
- 3.5 Scrutiny of Eligibility of Technical Bids documents shall be carried at MPTB office.
- 3.6 The CA firm is under an obligation to keep confidential in relation to the scrutiny, bid process, ("Confidential Information"), and Confidential Information shall not be disclosed to third party without the prior written consent of the Authority.

4.0 Scrutiny Fee

- 4.1 The Scrutiny fee shall be Rs. 2,000 per bid plus GST as applicable (inclusive of all charges).
- 4.2 The Scrutiny fees will be payable only after completion of bid process.

5.0 Eligibility criteria:

- 5.1 A Chartered Accountant firm should have head office/branch office at Bhopal (Detail address to be submitted);
- 5.2 The firm must be on the approved panel of Comptroller and Auditor General of India (CAG of India) for the year 2022-23 (Copy of CAG empaneled certificate to be submitted);
- 5.3 The firm must be a Partnership or LLP having minimum 10 years of existence (Copy of registration of CA firm to be submitted);
- 5.4 Average annual turnover of the firm during last three years (2020-21, 2021-22 and 2022-23) should not be less than Rs. 50 Lakhs (Proof of turnover i.e. Audited P&L Account & Balance Sheet to be submitted);

5.5 The firm or any partner of the firm should not have been blacklisted by or any other organization in respect of any assignment or behavior. Authorized signatory(s) of the firm shall submit an undertaking to this effect.

5.6 For this assignment the firm should deploy one qualified Chartered Accountant with relevant experience.

5.7 The firm must have conducted at least 10 nos. Internal audit/ statutory audit/ Con-current audit/ financial advisory assignment in Government sector and PSU during 2020-21, 2021-22 and 2022-23.

5.8 The firm shall submit relevant documents duly signed by the authorized signatory, in support of the eligibility criteria given above.

5.9 Joint venture firm shall not be considered for the assignment.

Note: All necessary documents in support of above eligibility criteria shall be attached with the application.

6.0 PROCEDURE FOR SELECTION

6.1 MPTB plans to empanel not more than 4 agencies .

6.2 The duration of engagement shall be for a period of three years, extendable for a further period on the same terms and conditions subject to satisfactory performance.

6.3 The applications should be complete in all criteria as mentioned in this document. Incomplete proposals will be liable for summary rejection.

6.4 All the applications received will be scrutinized to assess their eligibility based on the qualifying criteria and other requirements. Those proposals which do not meet the qualifying criteria are liable to be rejected forthwith.

6.5 **MPTB** shall shortlist the Firms based on the requirements and the responses submitted. MPTB reserves the right to call only Firms for a **technical presentation /meeting** of their proposed Work on the date and time decided by MPTB. The decision taken by the committee in this regard would be final and binding on all the applicants of EOI.

6.6 If any information or Document provided in the response to this EOI is found to be misleading subsequently, the Applicant will be disqualified.

6.7 **MPTB** may reject any or all the applications received/cancel the entire process at any stage without assigning any reason whatsoever.

6.8 The applicants who wish to submit applications to this EOI should note that they should abide by all the terms and conditions contained in the EOI. If the applications contain any extraneous conditions put in by the applicants, such applications may be disqualified and may not be considered for the empanelment/selection process.

6.9 The information exchanged between the Applicants and **MPTB** as part of this EOI shall be confidential and shall not be disclosed without the prior written consent of the **MPTB**.

6.10 Notwithstanding anything contained hereinabove, in case of any dispute, claim and legal action arising out of this EOI, the parties shall be subject to the jurisdiction of courts at Bhopal, Madhya Pradesh State, India only.

6.11 If the “Applicant(s)”, at any point of time, wishes not to participate in this EOI, the same information may be communicated to the ‘MPTB’ within one week of the receipt of this EOI by the “Applicant(s)”

7.0 Submission of applications

This EOI is advertised through selected newspapers and is posted on the website <https://www.mptenders.gov.in/>. Government of Madhya Pradesh to give wide publicity and invite a large number of eligible “Applicants” who have the capability to deliver such services, for their participation in the process of Expression of Interest. The information provided by the “Applicant(s)” will be used by the ‘MPTB’ to select potential “Applicant”. The format for submission of EOI application is enclosed as **Annexure 1 to Annexure 3.**

Applicants qualifying as per the criteria mentioned above and who are interested in providing the services detailed above may submit their applications to this EOI as per formats given in annexure along with relevant Documentary evidence latest by **18/10/2023** at **16:00** Hours at e-Procurement portal of GoMP: <https://www.mptenders.gov.in/>. Any applications not containing information for all the parts of Annexure may be rejected.

The applications must accompany a proof of payment of non-refundable amount of **Rs. 2,000/-** (Rupees two Thousand only) towards EOI Document Fees at the time of submission of the EOI. The fees should be paid online as per instructions given in fact sheet.

Annexure-1: Application

To
Managing Director
MADHYA PRADESH TOURISM BOARD.
6th Floor, Lily Trade Wing (Old Lily Talkies),
Jahangirabad, BHOPAL- 462008 (INDIA)
Contact-0755-2780600

Application- **Expression of Interest for Empanelment of Chartered Accountant Firms For Scrutiny of Eligibility of Technical Bids**

Sl. No.	PARTICULARS		Supporting Documents (self-attested) required to be submitted along with this form
1.	Details of the CA Firm		
1.1	Name of the Firm	:	
1.2	Address of the Firm	:	
1.3	Phone No. Mobile no. of contact person	:	
1.4	Contact Person (Office Address and Contact No)	: :	
1.5	Address of Branch Offices in Bhopal :	:	
2.	i. Date of establishment of the firm	:	
	ii. Date since H.O & B.O are functioning at the existing station.	:	
3.	Firm's Income Tax PAN No.	:	
4.	Firm's GST registration No.	:	
5.	Firm's Registration no. with ICAI	:	
6.	CAG empanelment no.	:	
7.	No. of years of firm's existence & date of establishment	:	
8.	Turnover of the firm for the last three years (in Rs.)	:	
	2020-21	:	
	2021-22	:	
	2022-23	:	

9.	Audit Experience of the firm		
9.1	Number and details of assignments in audit of Govt. Sector (Excluding Banks and Financial Institution)	:	As per Form annexed
10.	Details of Partners		
10.1	No. of full time partners associated with the firm as on 01.09.2023		(Provide self-declaration certificate having no of full time FCA. ACA)
11.	Details of Internal Auditor to be proposed		
11.1	Name of Chartered Accountant to be engaged by the firm	:	
12	Details of Others		
12.3	Whether the agency was ever blacklisted: Y/N if yes whether that blacklisting was cancelled: Y/N (If yes, attach copy of same and the affidavit)	:	
12.4	Confirm to carry assignment as per scope of work	:	YES
12.5	Confirm to accept all term & conditions specified in EOI documents	:	YES

(Copy of supporting documents of the above should be attached with the proposal)

DECLARATION

I Proprietor/ Partner of M/s..... do hereby declare that the information/details etc. submitted in/along with Expression of Interest application are true and correct to the best of my knowledge and belief.

Dated :

Signature

Place:

APPENDIX – 2

**Financial Turnover of the CA Firm during the last
three years**

**CERTIFICATE
TO WHOM SO EVER IT MAY CONCERN**

We statutory auditor of M/s, /Mr./Mrs.....
hereby certify that the annual turnover ofM/s/ Mr./Mr
(address)for the past three years are
given below :

S.No.	Year	Turnover in lakh (Rs.)
1,		
2.		
3.		

The above turnover certificate is issued on the basis of books of accounts
and documents produced before us.

Name, Seal and signature of the
Authorized Signatory

Place :

Date :

Annexure-3:

Similar Assignment Undertaken during last 3 years (FY 2020-21, 2021-22 & 2022-23) only in each category

A. Central / State Govt. /Govt. agency/ PSUs Experience:

Sl. No.	Name of the Assignment	Name of the Client	Nature of Assignment(please specify the Work involved as detailed in scope of work)
1			
2			
3			
4			
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12			
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