

INSTITUTE OF NATURAL RESOURCES, MEGHALAYA

REQUEST FOR QUOTATION(RFQ)

FOR

AUDITING SERVICES

3rd July, 2023
Executive Director
Institute of Natural Resources (INR), Meghalaya

REQUEST FOR QUOTATIONS

Purchaser: *The Institute of Natural Resources, Meghalaya*

Contract title: *Procurement of Services*

RFQ No: *MEG INR/2023/246*

S#	Description	Date & Time
1	Date of Issue of RFQ	03rd July, 2023
2	Last Date and Time of submission of RFQs	21 st July, 2023 at 1600 Hrs.
3	Opening of RFQs	21 st July, 2023 at 1630 Hrs.

INSTITUTE OF NATURAL RESOURCES, MEGHALAYA

Shalom Building, Lachumere, Shillong - 793001

Email id: minr.mbda@gmail.com

NO.SR/INR-10/19 of 2019



MEG INR/2023/246

Dated: Shillong, the 01st July, 2023

From,

The Executive Director,
Institute of Natural Resources (INR)
Meghalaya

To: _____

REQUEST FOR QUOTATIONS FOR AUDITING SERVICE UNDER INSTITUTE OF NATURAL RESOURCES

Sir/Madam,

The Institute is pleased to invite interested local audit companies to submit a quotation for Auditing Services

A. BACKGROUND INFORMATION About Institute of Natural Resources (INR)

The Institute of Natural Resources, Meghalaya (INR), was established in 2014 under the umbrella of the Meghalaya Basin Development Authority and was subsequently registered as a society in July 2019 under the Meghalaya Societies Registration Act, XII of 1983 under the State Planning Department. It aims to address issues concerning sustainable natural resource use by strengthening and empowering stakeholders, particularly farming communities and other entrepreneurs who rely on natural resources to meet their basic and livelihood needs.

The primary goal of the Institute is to manage and strengthen knowledge of natural resources and sustainable livelihoods. It facilitates the required knowledge services through the Centre for Bio-Resources, Centre for Water Resources, and Centre for Climate Change Adaptation and Mitigation. The Centre for Land Resources and the Centre for Weather Monitoring and Advisories are yet to be activated under the Institute of Natural Resources.

The goal of the Institute is to enrich and empower the people and the community by providing time-tested conservation technologies, management practices, and knowledge for increased productivity and profitability, without depleting the natural resources.

The Institute also facilitates the integration of information technology tools, remote sensing tools, GIS and Geospatial Platforms, Geographical Positioning Systems, and local knowledge for evolving and servicing knowledge required by various users and stakeholders on Integrated Natural Resources Management Planning to ensure sustainable basic and multiple livelihoods needs of the rural communities

B. REQUIREMENTS/DESCRIPTION OF THE SERVICES

The objective of the audit of the project financial statements is to enable the auditor to express a professional opinion on the financial position of the Project at the end of each financial year and of the fund received and expenditure incurred for the accounting period 1st of April 2021 to 31st March 2022, and 1st of April 2022 to 31st March 2023 as reported in the project financial statements.

The audit should be carried out in accordance with Standard Auditing practices prescribed by the Institute of Chartered Accountants of India in line with the International Standards of Auditing and includes such tests and reviews as the auditor considers necessary under the circumstances. The auditor while auditing the financial statements of the project should indicate the basis of accounting applied by the Project while paying special attention -

- To check. Whether the funds received for the project have been used in accordance with the conditions stipulated in the approved project design with due attention to economy and efficiency and solely for the purpose for which the financing was provided.
- To confirm whether the goods, consultancy and other services, and civil work financed out of project funds have been procured in accordance with stipulations in the project guidelines.
- To ensure whether all necessary supporting documents, records and accounts have been kept in respect of all project/activities.
- To form an opinion as on the preparation of project accounts in accordance with consistently applied standard accounting practices and give a true and fair view of the financial status of the project at the end of the financial year and the resources and expenditure for the period.
- To verify the fixed assets, register and accuracy of the assets maintained by the Project, including and changes to the fixed assets register, such as deletions or additions and also verify frequency of physical verification of assets.
- To verify and provide clearances as applicable on the status of prior years' audit observation and the actions taken by the Project and report on the outstanding observations and actions to be taken.
- To verify whether bank reconciliation statement prepared monthly and timely action on stall cheques has been taken, minimum unutilized fund at every level etc.

C. SUBMISSION OF QUOTATIONS

1. Interested service providers are invited to submit their quotations in sealed envelope for the above requirements until 20th July, 2023 at 1600 Hrs and should be addressed to:

Attn: Executive Director,
Institute of Natural Resources (INR)
3rd Floor, Shalom Building
Lachumiere-793001
Shillong

Email: minr.mbda@gmail.com

Quotations shall:

- state prices for the requested services in INR currency, inclusive of GST, as applicable; however, the rate of GST should be indicated;
- contain an all-inclusive fee per audit (e.g. no extra charges such as for travel), for the services described in B and in Terms of Reference (ToR);
- be submitted in the English language, duly signed, and contain the point of contact for discussion or clarification of the quotation's content;

- be submitted for the yearly reports and for the auditing of the final report covering the whole funding period (2021 – 2023);
- include three professional testimonials/customer references.

D. TERMS AND CONDITIONS

- 1. Eligibility:** A Service Provider
 - (a) shall be a Citizen of India;
 - (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and
 - (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.mbd.gov.in for information of all Service Providers. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract. The email id for any procurement related correspondence is minr.mbd@gmail.com
- 3. Place of Delivery:** Institute of Natural Resources (INR)

3rd Floor, Shalom Building
Lachumiere-793001
Shillong

E. CONTRACTUAL INFORMATION

Contractual Documents: the Contract document which will in principle reflect the specifications of this RFQ and ToR, will be provided by INR.

Termination: INR reserves the right to terminate the contract with 90 days' notice and without reward or compensation for future services not performed by the auditor upon receipt of the termination notice, in case the funding period would unexpectedly end or other unforeseen circumstances would make the auditing services unnecessary.

1. Quotation Price

- a) All duties, taxes and other levies payable on the service shall be included in the total price.
- b) Goods and Service Tax (GST) should be indicated separately.
- c) The rates quoted by the service provider shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. The quoted price should be inclusive of all the transportation charges and delivery. The Institute of Natural Resources (INR) will not pay any additional charges than the price quoted in the financial quotation"
- d) The Prices shall be quoted in Indian Rupees only.

2. Qualification of Service Provider

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

3. Documents Evidencing Qualification: Service Provider are requested to submit copies of the following documents as evidence of your qualification.

- a) Valid trading license/registration or equivalent/Exemption Certificate/Incorporation Certificate.
- b) Valid certificate of GST registration;
- c) Declaration/Undertaking
- d) Past Experience: They should have regularly, provide service to any Central / State Govt Organization / PSU / Public Listed Company for at least 1 year of financial years. Copies of relevant contracts to

- be submitted along with bid in support of having supplied some quantity during each of the Financial Year.
- e) **Service Provider Turnover:** The Minimum Average Annual Financial Turnover of the **Service Provider** for the last 3 years ending on 31st March, 2023, should be at least Rs. 10,00,000.00 (**Annexure II**)
4. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
5. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which
- a) are properly signed; and
 - b) confirm to the terms and conditions and specifications.
 - c) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.
6. **Award of contract:** The Purchaser will award the Work orders to the service provider whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be published in www.mbda.gov.in
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease by 10 to 15 percent at the time of issuing the Work Order.
 - b. The service provider whose quotation is accepted will be notified and the Work Order will be issued by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order (sample form attached).
7. **Period of Consultancy:** The time period for the said consultancy shall be 1 month for one financial year, from the date of award of contract. The duration may be extended if required with mutual agreement of the parties.
8. Payment shall be made within 30 days after completion of the service.
9. **Scope of work:** Express a professional opinion on the financial position of the Project at the end of each financial year.
10. The minimum financial estimate for audit of 2 years is Rs. 75,000.00
11. Sealed quotations should reach the office of the undersigned latest by 16:00 hours on 31st July, 2023. Quotations that have been submitted on or before time will be opened at 16:30 Hrs. 31st July, 2023. Late quotes will be rejected.
12. The Purchaser reserves the right to amend the necessary changes in the requirements as and when required.
13. Documents to be submitted should be in English.

Name: Shri Gunanka DB, IFS

Executive Director,

Address: Institute of Natural Resources (INR)

3rd Floor, Shalom Building

Lachumiere-793001

Shillong

Email: minr.mbda@gmail.com

Terms of Reference

Auditor's TOR

About the Institute of Natural Resources (INR)

The Institute of Natural Resources, Meghalaya (INR), was established in 2014 under the umbrella of the Meghalaya Basin Development Authority and was subsequently registered as a society in July 2019 under the Meghalaya Societies Registration Act, XII of 1983 under the State Planning Department. It aims to address issues concerning sustainable natural resource use by strengthening and empowering stakeholders, particularly farming communities and other entrepreneurs who rely on natural resources to meet their basic and livelihood needs.

The primary goal of the Institute is to manage and strengthen knowledge of natural resources and sustainable livelihoods. It facilitates the required knowledge services through the Centre for Bio-Resources, Centre for Water Resources, and Centre for Climate Change Adaptation and Mitigation. The Centre for Land Resources and the Centre for Weather Monitoring and Advisories are yet to be activated under the Institute of Natural Resources.

The goal of the Institute is to enrich and empower the people and the community by providing time-tested conservation technologies, management practices, and knowledge for increased productivity and profitability, without depleting the natural resources.

The Institute also facilitates the integration of information technology tools, remote sensing tools, GIS and Geospatial Platforms, Geographical Positioning Systems, and local knowledge for evolving and servicing knowledge required by various users and stakeholders on Integrated Natural Resources Management Planning to ensure sustainable basic and multiple livelihoods needs of the rural communities

Centres under INR, Meghalaya

1. Centre for Water Resources
2. Centre for Bio-Resources
3. Centre for Climate Change Adaptation & Mitigation

PROJECTS, ACTIVITIES & COMPONENTS

Sl.No	Name of the Project	Components	Activities
1	Decentralised Green Energy Development Project	Survey, Feasibility study	Training and Capacity Building of Barefoot Engineers, Village Energy Committee on Operation & Maintenance
		DPR	Construction of Weir, Forebay, Penstock and Power House
		Training, Capacity Building and Exposure Visit per Village	Installation of Hydroger and Transmission
		Cost of Hydroger with installation Charges	Distribution : Street/House lighting; Household Lighting; Community Hall Lighting; Cottage based industrial units connections, water lifting, etc
		Construction of C.C Wier	
		Construction of Power House	
		Cost of Electrical Components	
2	Springshed Rejuvenation for water security in Himalaya under Jal Abhyaranya Campaign	Salary	Phase 1 -Spring Mapping and Inventorization
		Travel	Phase 2 -Springshed Rejuvenation and development
		Contingency	2a. Afforestation
		Consumables	2b. Trenches,dugout ponds and peripheral bunds
		Activities	2c. RCC Check dam,Loose boulder and gabion check dam
		Equipment	2d. Platform+Sintex &RCC Storage tank
		Survey	2e. Pipeline
3		Site development	

	Springshed Rejuvenation & Management of Umshing Catchment	Installation of Metallic green screen	Physical and Biological Treatment of Wastewater
		Installation of floating islands	
		Installation of green bridges	
		Application of specialized microbial culture	
		Water quality analysis	pH, Conductivity, Alkalinity, Nitrogen, Phosphorus, Potassium, Metal toxicity, Biological parameters etc
		Appropriate notice boards	Awareness on the importance of conservation of water bodies
		Monitoring and documentation	
		Project Management Cost	
4	Open Limestone Channel MLAMP	Project Development Cost	Construction of OLCT Structure for 15 sites
		Project Management Cost	Facilitation of the 15 sites' Village Water Committees
			Training and Capacity Building
			Water Sampling
5	Hydrological Spring Mapping in Meghalaya	Honorarium for Spring Mapping	Selection of Green Volunteers to carry out the exercise
		Training of Green Volunteers at Block Level	Training and capacity building to the volunteers including exposure visit
		POL, TA & DA & Lodging	Spring mapping (Quantity & Quality)
		Refreshments	One time collection of spring data
		Consumable	Tabulation and generation of GIS Maps
		Project Management Cost	
		Logistics and Infrastructural Cost, Tools and Equipment	
6	Development of Medicinal and	Megh Aroma Mission	Awareness/Capacity Building
			Survey and site Feasibility

	aromatic plants (MAPs)		Exposure Visit
			Cultivation and plantation of aromatic plants
			Establishment of Field Distillation Unit
			Value Addition
			Workshop
	Rehabilitation of Mine spoilt Area		Awareness/Capacity Building
			Survey and site Feasibility
			Cultivation and plantation of aromatic plants
			Soil Analysis
	Action Research		Survey and site Feasibility
			Cultivation and plantation of aromatic plants
			Soil Analysis

Objective of Audit:

The objective of the audit of the project financial statements is to enable the auditor to express a professional opinion on the financial position of the Project at the end of each financial year and of the fund received and expenditure incurred for the accounting period 1st of April 2021 to 31st March 2022, and 1st of April 2022 to 31st March 2023 as reported in the project financial statements.

The audit should be carried out in accordance with Standard Auditing practices prescribed by the Institute of Chartered Accountants of India in line with the International Standards of Auditing and includes such tests and reviews as the auditor considers necessary under the circumstances. The auditor while auditing the financial statements of the project should indicate the basis of accounting applied by the Project while paying special attention -

- To check whether the funds received for the project have been used in accordance with the conditions stipulated in the approved project design with due attention to economy and efficiency and solely for the purpose for which the financing was provided.
- To confirm whether the goods, consultancy and other services, and civil work financed out of project funds have been procured in accordance with stipulations in the project guidelines.
- To ensure whether all necessary supporting documents, records and accounts have been kept in respect of all project/activities.
- To form an opinion as on the preparation of project accounts in accordance with consistently applied standard accounting practices and give a true and fair view of the financial status of the project at the end of the financial year and the resources and expenditure for the period.
- To verify the fixed assets, register and accuracy of the assets maintained by the Project, including and changes to the fixed assets register, such as deletions or additions and also verify frequency of physical verification of assets.

- To verify and provide clearances as applicable on the status of prior years' audit observation and the actions taken by the Project and report on the outstanding observations and actions to be taken.
- To verify whether bank reconciliation statement prepared monthly and timely action on stall cheques has been taken, minimum unutilized fund at every level etc.

The audit of Project financial statement should also ensure the following:

- Yearly and cumulative statements of sources and application of funds discloses separately the Government of Meghalaya funds, Financial Institutions/Banks and Other Institutions.
- Balance sheet disclosed fixed assets and liabilities and bank and cash balances agreeing with the statement of sources and application of funds.
- Yearly and cumulative Statement of Expenditure by component/heads of expenditure

Statement of Expenditure

In addition to the audit of the project financial statement, the audit will include a review of Utilisation Certificates submitted. The auditor will carry out tests and review as necessary and relevant to the circumstances. Utilisation Certificate expenditure will be carefully with reference to the project guidelines.

Management Letter

The auditor will provide a management letter identifying any deficiencies in the project accounting records, procedures, systems and internal controls and make appropriate recommendations for improvement. The management letter will also include any other significant matters that come to the auditor's attention and might have material impact on project implementation.

Reporting

The audit report should include opinion on Project Financial Statements, and separate opinions on Utilisation Certificates indicating the procedures and internal control involved. The auditor should submit a certificate covering all these aspects and financial statement on or before _____.

In case there are certain observations in the report and in the management letter, the project should prepare an Action taken report. The audit should be submitted to CEO and Executive Director Institution of Natural Resources (INR) before _____

General

The auditor will be given access to all legal documents, correspondence and other information as deemed necessary for the audit. It is desirable that the auditor is familiar with the project guidelines and financial reporting system before the audit is conducted.

FORMAT OF QUOTATION *

Sl. No.	Description	Quantity	Pri	GST Rate	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words

We agree to provide the technical services for auditing in accordance with the requirement for a total contract price of Rs..... (Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

Signature of Supplier

INSTITUTE OF NATURAL RESOURCES, MEGHALAYA

Shalom Building, Lachumiere, Shillong - 793001

Email id: minr.mbda@gmail.com

NO.SR/INR-10/19 of 2019



WORK ORDER

To:

M/s

.....

.....

Dear Sir,

Sub: Service for

Reference: Your Quotation no..... Dated

Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl no	Brief description	Quantity	Unit Rate (Rs.)	Total Price (Rs.)

1. Service Period: ...days from the date of issue of this work order.

2. Place of delivery: Institute of Natural Resources (INR), 3rd Floor, Shalom Building, Lachumiere-793001, Shillong,
Email:minr.mbda@gmail.com

3. Consignee Address: Institute of Natural Resources (INR), 3rd Floor, Shalom Building, Lachumiere-793001, Shillong,
Email:minr.mbda@gmail.com

4. Payment shall be made within 60 days of service; and acceptance of the work.

(Purchaser)

Date:

Name: Shri Gunanka DB, IFS

Executive Director,

Address: Institute of Natural Resources (INR)

3rd Floor, Shalom Building

Lachumiere-793001

Shillong

Email:minr.mbda@gmail.com

UNDERTAKING/DECLARATION OF THE BIDDER

RFQ No. _____

Date: _____

To

The Executive Director,
Institute of Natural Resources (INR)
3rd Floor, Shalom Building
Lachumiere,
Shillong, Meghalaya

We, the undersigned, declare that:

- (i) We offer to work in conformity with the Terms and Conditions and in accordance with the delivery schedule as specified.
- (ii) Our Quotation shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the terms & conditions.
- (iii) We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- (iv) Our business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

Name [Insert complete name of the person signing the Bid] :

Designation [Insert legal capacity of person signing the Bid] :

Signed [Insert signature of person whose Name and capacity shown above] :

Duly authorized to sign the Bid for and on behalf of [Insert complete Name of the Bidder] :

Date: