



राज्य पाणी व स्वच्छता मिशन (SWSM)



१ ला मजला, सिडको भवन (दक्षिण कक्ष),
सी.बी.डी. बेलापूर, नवी मुंबई-४००६१४

दूरध्वनी क्र. ०२२-२७५६२५४६, २७५६२३६३ ईमेल : wssoadmn24@rediffmail.com

पत्र क्र. रापावस्वमि/खरेदी/प्र. क्र. २७/२०२१-२२,

दि. १८.०१.२०२२

Notice for Request for Quotations (RFQ)

Sub - Hiring of services of consulting firm for implementation of PFMS in Swachh Bharat Mission (Gramin) - 2 at State Water & sanitation Mission, Maharashtra

The State Water and Sanitation Mission, Maharashtra invites proposals from Chartered Accountant firms empanelled with C & AG and which meet all the conditions in the eligibility criteria listed below for PFMS Implementation of State Water and Sanitation Mission, Maharashtra for the year 2021-22 as per the Terms of Reference provided in the RFQ enclosed herewith.

Eligibility Criteria:

- The CA firm should be empanelled with C&AG for the year 2020-21.
- The CA firm should have their Head /Branch Office in Maharashtra State
- The average turnover for last 3 years should be minimum 50 lakhs
- The CA firm should have minimum 1 years of experience in implementation of PFMS for any state / central government department/State Control bodies /Corporations etc implementing centrally sponsored scheme.
- The agency should be registered under Goods and Service Tax Department.

Earnest Money Deposit: Rs. 10,000/- (Rupees Ten Thousand only) to be paid through demand draft along with the quotation. The demand draft should be drawn in favour of Mission Director, State Water and Sanitation Mission, valid for three months. Demand draft of unsuccessful will be returned as it is.

Detailed RFQ: Detailed Request for Quotation (RFQ) comprising Eligibility criteria, Background, Terms of Reference (ToR) can be collected from the O/s **STATE WATER AND SANITATION MISSION (SWSM), MAHARASHTRA** from 19/01/2022 11.00 am to 28/01/2022 5.00 pm and also can be downloaded from the website of SWSM.

Important Dates:-

- Last date for submission of Proposal to SWSM: - 28.01.2022 up to 5.00 p.m.
(The proposals which will be received thereafter will not be accepted please be noted.)
- Date of opening of Technical bid: - 31.01.2022 at 11.30 a.m.

Office address: State Water and Sanitation Mission (SWSM), 1st floor, CIDCO Bhawan, CBD Belapur, Navi Mumbai – 400614 (Ph. No 022-27565087).


Project Director (SBM-G),
State Water and Sanitation Mission

Request for Quotations (RFQ)

**HIRING SERVICES OF CONSULTING FIRM FOR IMPLEMENTATION OF
PFMS IN SWACHCH BHARAT MISSION (G) - 2 AT STATE WATER AND
SANITATION MISSION, MAHARASHTRA.**

**Government of Maharashtra
State Water and Sanitation Mission
Water Supply and Sanitation Department**

HIRING SERVICES OF CONSULTING FIRM FOR IMPLEMENTATION OF PFMS IN SWACHCH BHARAT MISSION (G) - 2 AT STATE WATER AND SANITATION MISSION, MAHARASHTRA

The State Water and Sanitation Mission, Maharashtra invites proposals from Chartered Accountant firms empanelled with C & AG and which meet all the conditions in the eligibility criteria listed below for PFMS Implementation of State Water and Sanitation Mission, Maharashtra for the year 2021-22 as per the Terms of Reference provided in the RFP.

Eligibility Criteria: (a) The Chartered Accountants firms empanelled with C&AG and ICAI having minimum 5 partners (b) have an average turnover of Rs 50 lakhs p. a. in the last 3 years; (c) have carried out at least 5 assignments of Audits of Corporate/PSUs entities; and (d) have at least 5 assignments in PFMS of Social Sector/External Aided Projects in audit/working (excluding the Audit of Charitable Institutions/NGOs)

Detailed RFQ: Detailed Request for Quotation (RFQ) comprising Eligibility criteria, Background, Terms of Reference (ToR) can be collected from the O/s **STATE WATER AND SANITATION MISSION (SWSM), MAHARASHTRA** from 08/12/2021 4.00 pm to 14/12/2021 5.00 pm

Important Dates:-

- i. Last date for submission of Proposal to SWSM: - 15.12.2021 up to 2.00 p.m.
(The proposals which will be received thereafter will not be accepted please be noted.)
- ii. Date of opening of Technical bid: - 16.12.2021 at 4.00 p.m.

Office address: State Water and Sanitation Mission (SWSM), 1st floor, CIDCO Bhawan, CBD Belapur, Navi Mumbai – 400614 (Ph. No 022-27565087).

**Mission Director (SBM-G),
State Water and Sanitation Mission,
Maharashtra**

Terms of Reference (ToR)

Background

State Water & Sanitation Mission (SWSM) will open a single nodal account in any scheduled commercial bank for Central government sponsored program Swachh Bharat Mission (Gramin) – 2 (SBM(G)). SWSM will obtain details from these banks operational in State headquarters on services like PFMS compliance necessary for SBM implementation. The releases by the Government of India to the State Government will be made to their State treasuries from where States will be transferring the fund to the single nodal account of SWSM within 15 days along with the corresponding matching State share. The SWSM can use the existing single nodal account of erstwhile SBM (G) or may open a new account in any scheduled commercial bank at the State Headquarters for maintaining the nodal account under SBM (G) - 2, in case there is no single nodal account. Any change in the nodal account will be allowed only with the concurrence of Department/ National Mission. A written undertaking from the Bank needs to be made available to the effect that the bank will follow the Guidelines of Government of India for making payments from Department/ National Mission Fund. The SWSM will communicate the details of the Bank branch, IFSC code and the account number to Department/ National Mission. Bank will allow transaction in nodal account only when the request for making the transaction is received through PFMS mode and if done through treasury, same will be captured/ reflected in PFMS system by making suitable interface between concerned State treasury and PFMS systems and then only transaction be allowed. Bank will agree to abide by the instructions issued from time to time by Department/ Mission regarding operation of the Account.

The Integrated Management Information System (IMIS) software would support Accounting System and would be enabled to allow rural water supply department/ SWSM and Bank branch concerned to make data entry online for the transactions to be made by them. Money accruing as interest will be credited to the same account and reflected in the Utilization Certificate (UC) of the relevant year. The expenditure out of the interest amount will be made on items of work as permitted in the guidelines. Any deviation of expenditure will be guided by the instructions/ guidelines to be issued by Department/ National Mission from time to time. The Bank will intimate to the SWSM the interest amount credited by it to the account on quarterly basis. The State Government/ SWSM will decide about the matching fund as per the prescribed funding pattern. On receipt of the Central and State share of SBM(G)-2 by the SWSM in the single nodal account, its allocation among the Districts, based on the annual district action plans (DAP) finalized by the respective SWSM shall be made within two weeks. Based on the allocation, a drawl limit will be set for every district by the SWSM and it will authorize districts to raise payment advice and payment will be made from Single Nodal Account. DWSM will get the work implemented as per the DAP and fund available at the district level, through Gram Panchayat and/ or its sub-committee, i.e. VWSC/ User Group or ZP/ RWS Department as the case may be. After execution of the work, PHED/ RWS

Department will raise the bill to DWSM/ SWSM as the case may be, who in turn will get the work inspected by an empanelled third-party agency. Thereafter, subject to due satisfaction of quality and quantity of work performed, the DWSM/ SWSM, as the case may be, will arrange to make the payments to the agency. The payments advice in PFMS mode will be raised by the DWSM/ SWSM to make payment to the agency for the executed works subject to fund allocation/ drawl limit set for the district by SWSM for that particular year. Payment advice generated through treasury mode will only be allowed only if the same is captured in PFMS system, by making suitable interface between concerned State treasury and PFMS. The payment advice will be sent by DWSM/ SWSM in PFMS mode to make the payments from Single nodal account to the account of concerned agency as authorized. No advance to any other account be made except to that of executing agency towards mobilization advance as per contract.

Section - I

1. Scope of Service:

- a) Support the SWSM in implementing PFMS for Swachh Bharat Mission (SBM)
- b) Including coordination with national stakeholders, and state implementation agencies
- c) To coordinate with the SPMU (State Project Management Unit) & CPMU (Central Project Management Unit) team for technical Issue
- d) To coordinate with Districts & Blocks for Issue related to PFMS.
- e) To provide guidance for registration of State Account, Districts & also to Blocks for Registration of Gram Panchayat.
- f) To provide guidance for Mapping of District Water & Sanitation Mission, Block/Taluka, Gram Panchayat offices with the Parent Agency Bank Account i.e. Single Nodal Account of State Water & Sanitation Missions (SWSMs).
- g) To provide guidance on Enrollment of Digital Signature at State Water & Sanitation Missions (SWSMs), District Water & Sanitation Mission, Block/Taluka for enrolment of DSCs of Gram Panchayat Level.
- h) To provide guidance for Expenditure/Payment by State Water & Sanitation Missions (SWSMs SBM), District Water & Sanitation Mission, Block/Taluka on PFMS System using the REAT & DBT Module from Single Nodal Account of SWSM (SBM) with the use of DSC registered & Mapped with SNA A/c.
- i) To provide the guidance for allocation fund on PFMS System State Water & Sanitation Missions (SWSMs), District Water & Sanitation Mission & Block/Taluka.
- j) To provide guidance for entering the opening balances, expenditure entries & Updation of closing balances in PFMS system along with REAT Module.

- k) To provide the Training to the State official, District official, & Block official for Step by Step Implementation of PFMS System.
- l) To provide guidance for registration & Implementation of PFMS at State Water & Sanitation Missions (SWSMs), District Water & Sanitation Mission, also to the Block/Taluka for Registration of Gram Panchayat Level.
- m) To provide guidance on Vendor Registration at State Water & Sanitation Missions (SWSMs), District Water & Sanitation Mission, also to the Block/Taluka for Gram Panchayat level vendor registration.
- n) To provide guidance on Beneficiary Registration at District Water & Sanitation Mission, also to Block/Taluka for Gram Panchayat Level any other issues related to PFMS Implementation.
- o) To provide consultancy on GST, Income Tax & Other Tax Related work to Head office State Water & Sanitation Mission (SWSMs) Swatchha Bharat Mission (SBM), Maharashtra

2. List of Offices under the State Water and Sanitation Mission (SWSM), Swatchha Bharat Mission (SBM), Maharashtra

Sr. No.	Units	Numbers
Offices Under Swatch Bharat Mission (SBM)		
1.	SBM Mission H.Q.	1
2	Zila Parishad Offices	34
3	Block (Taluka) Offices	351
4	Grampanchyat Offices (GP)	27975

Note: Guidance to the block will be provided for Grampanchyat Offices (GP)

3. The focus of the initiative will be see that:

- a. PFMS transactions to be viewed and checked to ensure about accuracy in accounts.
- b. Exclude advances being shown as expenditure in the PFMS.
- c. PFMS Implementation should be done as per the Guidelines of Ministry of Finance letter no. F.1(13)PFMS/FCD/2020 dated 12.04.2021
- d. Improve the internal control systems at the unit.

4. Support provided by the Client

- a) SWSM SBM will provide office spaces within the SWSM SBM Office along with workstations, internet access, computer, office equipment and stationery needed for the experts of the Consultants.

- b) SWSM SBM will give access to all the required documents, correspondence & any other information associated with the projects as deemed necessary.
- c) Cost of training if required conducted by selected consulting firm to for stake holder will be borne by SWSM SBM.

5. Reporting:

For all purposes the selected consulting firm will be reporting to the Project Director (Finance), SWSM SBM or his/her designee.

6. Review and Monitoring of the Assignment:

The performance of the selected consulting firm will be judged on the basis of work done against the agreed work plan. The consulting firm will prepare quarterly activity plans and share it with SWSM. A joint monthly review mechanism will be put in place and represented by members of SWSM SBM and the selected consulting firm. The review of the progress and plan for future action will be decided therein. In case, SWSM SBM has any objection, related to assignment deliverables, it will inform the Consultancy in writing. SWSM SBM will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by selected consulting firm and timely follow up.

8) Key Professionals: following key professionals for the period of 3 months.

Sr. No.	Key Professionals	Qualification	Period
1	Team Leader	Chartered Accountant having at least 5 years of post-qualification experience in the field of Accounting, Audit, Finance and Taxation. Specific experience in Social sector programmes of Central or State Government with proven track record in anchoring / conducting financial management and technical support consultancy and training also having experience of PFMS Implementation.	2 Days in a week
2	PFMS Expert	CA Inter/MBA Finance/BE with at least 1 years experience in Implementation of PFMS at State & Central Scheme	Daily Basis

9) Eligibility criteria :

- a. The CA firm should be empanelled with C&AG for the year 2020-21.
- b. The CA firm should have their Head /Branch Office in Maharashtra State

- c. The average turnover for last 3 years should be minimum 50 lakhs
- d. The CA firm should have minimum 1 years of experience in implementation of PFMS for any state / central government department/State Control bodies /Corporations etc implementing centrally sponsored scheme.
- e. The agency should be registered under Goods and Service Tax Department.

10) Following documents should be submitted along with the quotation

- a) Copy of Certificate of ICAI
- b) Turnover certificate issued by CA firm
- c) PFMS Experience certificate /Work order /contract document issued by the client.

11) Validity of quotation:-

Quotation shall remain valid for the period not less than 45 days after the deadline date specified for submission.

12) Evaluation of Quotations: -

- 1. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a. signed;
 - b. Confirm to the terms and conditions ;
 - c. Fulfill all qualification criteria;
 - d. Quotation submitted in a prescribed format;
 - e. Alternative price/conditional offer shall not be accepted;
 - f. Quotations shall be evaluated for all the items together.

13) Terms and Conditions :-

- a. Each firm shall submit only one quotation.
- b. Firm shall not contract other firm in matter relating to this Quotation.
- c. Conditional quotations which are not in line with this request for quotation shall be treated as non-responsive.
- d. Quotations must be submitted as per the attached format in a sealed envelope. Quotation in any other format and by any other means will not be accepted for evaluation.
- e. The selected firm shall provide the services of team leader and PFMS expert at SWSM office.
- f. The selected firm should responsible for insurance and compliance of all relevant laws applicable in the State of Maharashtra.

14) Award of contract:

- a. The SWSM will award the contract to the FIRM whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b. Notwithstanding the above, the SWSM 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.
- c. The FIRM whose quotation is accepted will be notified of the award of contract by the SWSM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

15) Contract period:

Selected agency should provide services of the key professionals as mentioned in the clause 3 for the period of 2 months from the date of work order which may be extended further based on the need of the SWSM.

16) Payment:

The Payment will be made on Submission of invoice along with attendance sheet, work done report of each deployed professionals. Out of Pocket expenses for travel outside Mumbai will be reimbursed at the rate applicable to the Senior Class-I officer of Grade Pay Rs 7600

SWSM SBM will release payment to the consulting firm within 2 days from the date of receipt of tax invoice along with attendance sheet, work done report of each deployed professionals if all documents are in line with the requirement. The statutory deductions required by the IT & GST act will be done by SWSM SBM.

17) Quotation Submission:-

- a. Each firm shall submit only one quotation in a sealed envelope boldly superscript as **“Quotation for selection of Chartered Accountancy firm for implementation of Project Finance Management Services (PFMS)”**
- b. You are requested to provide your offer latest by **3.00 PM** hours on **/12 /2020** to State Water and Sanitation Mission, 1st Floor, CIDCO Bhavan South wing, CBD Belapur, Navi Mumbai -400614.

18) Opening of Quotation: -

Quotations will be opened in the presence of firm's representatives and SWSM representatives who choose to attend at above mentioned address on **/ 12/2020 @ 3.30 PM.**

To,
Mission Director,
State Water & Sanitisation Mission
1st Floor CIDCO Bhavan,
CBD Belapur , Navi Mumbai

Dear Sir,

We, the undersigned, offer to provide the Consulting services for PFMS of State Water and Sanitation Mission, Maharashtra in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope along with a financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that State Water and Sanitation Mission, Maharashtra is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

(Stamp & Sign)

(On letter Head of the CA firm)

Form T-2

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Address of the Firm:	
	Head Office	Phone No: Email ID : Mobile No. of Head Office In-charge:
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Email ID : Mobile of each Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach copy of ICAI
6	Whether the firm is empaneled as Major Audit Firm by C& AG	Yes/No (if yes serial number to be mentioned)
7	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
8	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of requisite certificate.
9	Turnover of the Firm in last three years with Break-up of Fee towards Audit, Income Tax matters and others (Specify) (i.e.2017-18, 2018-19 & 2019-20)	Attach balance sheet and P&L Account of the last three years.
10	Annual Average Turnover	Provide a Chart
11	<u>No. of assignments of Externally Aided Projects/Social Sector Projects:</u> Experience of the firm in PFMS of Social Sector/External Aided Projects in audit/working (excluding the Audit of Charitable Institutions/NGOs). During the F.Y 2017-18, 2018-19 & 2019-20. Firms having specific experience of the relevant assignment will be given priority. .	Copies of the Offer Letter/completion certificate.
11	Details of Partners: Provide following details: <ul style="list-style-type: none">• Number of Full Time Fellow Partners associated with the firm.• Name of each partner,• Date of becoming ACA /FCA / Cost Accountant• Date of joining the firm,• Membership No.,• Qualification• Experience• Whether the partners is engaged full time or part time with the firm.• Their Contact Mobile No., email and full Address	Attested copy of Certificate as on 01.01.2021

A. Details of Qualified Staff (Chartered Accountants)

(Please provide a self attested copy of Certificate of ICAI as on date of advertisement for each qualified staff)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
Article Clerks:						
1						
2						
..						
Others						
1						
2						
..						

(On letter Head of the CA firm)

Form T-4

Brief of Relevant Experience:

Experience of the firm in PFMS of Social Sector/External Aided Projects in audit/working (excluding the Audit of Charitable Institutions/NGOs). During the F.Y 2017-18, 2018-19 & 2019-20.						
S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

(On letter Head of the CA firm)

Form F-1

Proposal for selection as Consultant for Implementation of PFMS in Swachh Bharat Mission (G) - 2 for State Water and Sanitation Mission, Maharashtra for the F.Y. 2020-21

FORMAT FOR FINANCIAL QUOTE

Item or Activity	Total Amount (in Rupees) for contract period
PROFESSIONAL FEE	Both in Numeric and in Words. Rs. _____/- Rupees _____ _____ _____.

Note: - Audit fee is to be quoted inclusive of tax consulting / returns filing charges. (Excluding all taxes).

Date:

Signature & seal

Place: