

ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED

Sub: Enquiry for creating a panel of Chartered Accountants' firms for carrying out Pre-Audit / Internal Audit / Physical Verification of Stocks etc., for a period of 3 years.

Andhra Pradesh State Civil Supplies Corporation Ltd. (APSCSCL) is a wholly owned State Public Sector Undertaking of the Government of Andhra Pradesh. The Corporation is the notified and authorized Agency of Government of Andhra Pradesh for Procurement & Distribution operations of Paddy and Rice and other essential commodities under Public Distribution System (PDS). The AP State Civil Supplies Corporation Ltd procures Paddy from farmers within the State, gets the same milled by the Millers and finally gets the rice transported via Buffer Godowns and Mandal Level Supply (MLS) Points to Fair Price Shops for distribution under PDS. The payments to Farmers, Millers and transporters are made by the corporation. The Corporation mobilizes required finances from Banks and making claims for subsidy from GoI and GoAP. The Corporation receives interim payments from Govt of India, pending finalization of claim.

The Corporation has 26 District offices and five Zonal offices with Head Office at Vijayawada. The annual turnover of the Corporation for the year 2021-22 is Rs.20000 Crores (approx).The Corporation wishes to create a panel of Chartered Accountants' firms to carry out pre-audit / Internal Audit / Physical Verification of Stock or any other work as required, for the district offices and Head Office as well.

The district wise Mandal Level Stock (MLS) points, Buffer Godowns, LPG Points & Petrol Bunks are as under:

Sl.No	Name of the District	MLS points	Buffer Godowns	LPG Outlets	Petrol Bunks
1	Head Office	Nil	Nil	Nil	Nil
2	Srikakulam	14	10	0	1
3	Vizianagaram	11	7	0	0
4	Manyam	8	5	0	0
5	Visakhapatnam	6	3	1	1
6	Anakapalli	16	1	0	0
7	ASR	14	1	0	0
8	East Godavari	5	5	1	0
9	Konaseema	6	11	0	0
10	Kakinada	7	8	1	2
11	West Godavari	6	13	0	1
12	Eluru	8	8	0	0
13	NTR	7	4	0	0
14	Krishna	7	12	0	0
15	Guntur	7	2	2	2
16	Palnadu	10	6	0	0
17	Bapatla	7	5	0	0
18	Prakasam	10	1	1	1
19	Nellore	11	13	3	1
20	Chittoor	14	1	1	0
21	Kadapa	13	3	0	1
22	Tirupathi	12	4	1	0
23	Annamayya	12	1	0	0
24	Nandyal	10	3	0	0

25	Kurnool	7	2	0	0
26	Ananthpuramu	12	2	1	0
27	Sri Satya Sai	11	12	0	0
	Total	251	143	12	10

The above districts are bifurcated into two groups based on the volume of the work as under, where Group A consists of Districts having Procurement & PDS Distribution Activities and Head Office, whereas Group B Districts have only PDS Distribution Activities:

Group A			Group B		
Sl No	District	Zone	Sl No	District	Zone
1.	Srikakulam	I	1.	Visakhapatnam	IV
2.	Vizianagaram		2.	Guntur	
3.	Parvathi puram Manyam		3.	Palnadu	
4.	Anakapalli		4.	Prakasam	
5.	Alluri Sitarama Raju		5.	SPSR Nellore	V
6.	Kakinada	6.	Tirupati		
7.	Konaseema	II	7.	Chittor	
8.	East Godavari		8.	Annamayya	
9.	Eluru	III	9.	YSR Kadapa	VI
10.	West Godavari		10.	Kurnool	
11.	Krishna		11.	Nandyal	
12.	NTR		12.	Ananthapur	
13.	Bapatla		13.	Sri Satya Sai	

Head Office Zone VII

General Guidelines & Eligibility Criteria:

- The Head Office of the Firm shall be located in the State of Andhra Pradesh /Telangana. In case Head Office is situated in Telangana, the Firm should have a branch office in Andhra Pradesh.
- The Firms should meet the eligibility criteria given below to be eligible to get empanelled. The Firms shall satisfy themselves w.r.t. eligibility criteria before submitting the proposal.
- A firm should submit only one proposal, indicating the zones (Maximum 2) it wants to itself empanelled in order of preference. It may be noted that mere empanelling does not confer any right on the firm to get the work. Work will be allotted based on marks obtained using the evaluation criteria and internal guidelines of the Corporation.
- The firm should indicate the area of work it is interested to get empanelled. *A firm can indicate more than one area of work they are interested in.*
- Firms applying for Empanelment under Group A are not eligible for empanelment under Group B. *However, they can apply for empanelment for Zone VII, i.e. Head Office.*
- The Firms interested in empanelling themselves shall enclose all necessary documents in support of their eligibility. Applications not supported with the

requisite documents are liable to be rejected. No correspondence shall be made w.r.t. deficiency / non-submission of documents.

- g. Each page, Form, Annexure and enclosure must be signed by the Authorized signatory of the firm.
- h. The work allotted to a firm cannot be sub delegated to another firm.
- i. The maximum number of assignments that can be awarded to a firm at a time will be at the discretion of corporation.
- j. Firms carrying out any existing assignment of the corporation in a particular district/segment are not eligible for empanelment in that for those districts in a zone. However, they will be eligible for empanelment for other districts in that particular zone.
- k. The firms should necessarily submit an affidavit/ undertaking on a Non Judicial Stamp Paper, duly Notarized that none of its partners nor the firm has been black listed by any the Central Govt / State Govt / Govt owned companies during last 5 years.

Eligibility Criteria

Sl No	Parameter	Eligibility Criteria		Mandatory Self attested Documents to be enclosed
		Group A & Head Office	Group B	
1.	Location of Head office	In the State of Andhra Pradesh / Telangana. In case, the Head office is in Telangana, the firm should have a Branch in Andhra Pradesh,	In the State of Andhra Pradesh / Telangana. In case the Head Office is in Telangana, the firm should have a Branch in Andhra Pradesh.	Relevant extract from ICAI website
2.	Minimum Experience	20 years	10 years	Relevant extract from ICAI website
3.	No of Partners as on 31/03/2023	6	3	Relevant extract from ICAI website
4.	No of PSU (State Or Central) Audits during last 5 Years	3	2	Self attested copies of appointment letter.
5.	Minimum No. of FCAs associated with firm for last 10 years for Group A & Head Office & 6 years for Group B	4	2	Relevant extract from ICAI website
6.	Empanelment with CAG under Category 'A' continuously	6 years	3 years	Acknowledgement from C&AG about empanelment.
7.	Professional	Minimum 20	Minimum 10	Full particulars of

	Manpower (qualified CAs other than partners, qualified CAs, Article /Audit assistants, paid assistants who have completed article ship etc) strength			manpower with ICAI membership no /SRO No., qualification of each person engaged by the firm on full time basis, at respective branches to be furnished.
8.	Minimum Average Annual Turnover for last 3 years	Rs.150 lacs	Rs.50 lacs	Income Tax Acknowledgement / GST Return or equivalent.

The proposals not in conformity with above are liable for rejection.

The Corporation reserves the right to relax the above conditions, at its discretion.

The proposals in hard copy, with all relevant enclosures are to be sent to the address given below with super scribing the cover as "EoI for Empanelment of Auditors". The cover should also contain the sender's address & contact no. The APSCSC shall not be responsible for any misplacement, losing or premature opening if the outer envelope is not properly sealed and/or marked as stipulated.

It may be noted that if at a later date it is found that any of the information furnished / Statement made is incorrect or false or suppression of material information, the work allotted to firm would be cancelled and the firm stands disqualified from allotment of work and would be blacklisted for a period of 3 years.

Evaluation of proposal:

The proposal will be evaluated based on the criteria given above and will be evaluated awarding the marks for the following parameters as under:

Sl.No.	Eligibility Criteria	Marks	Marking System	
			Group A & Head Office	Group B
1.	The Chartered Accountant Firm should have a minimum of 20 (Twenty years) of standing in practice.	15	20 years–8 Marks. One Mark for every additional one year subject to a maximum of additional 7 marks	10 years– 8 Marks. One Mark for every additional one year subject to a maximum of additional 7 marks
2	No of Partners as on 31/03/2023	15	6 Partners – 10 Marks. One additional mark for each partner above 6, subject to a	3 Partners – 10 Marks. One additional mark for each partner above 2, subject to a

			maximum of 5 additional marks	maximum of 5 additional marks
3	Minimum No. of FCAs associated with firm for last 10 / 6 years	15	4 Partners – 10 Marks. One additional mark for each partner above 4, subject to a maximum of 5 additional marks	2 Partners – 10 Marks. One additional mark for each partner above 2, subject to a maximum of 5 additional marks
4	Professional Manpower (qualified CAs other than partners, semi qualified CAs, Article /Audit assistants, paid assistants who have completed article ship etc) strength	20	20 Manpower - 15 Marks. One additional mark for every additional 2 manpower above 20, subject to a maximum of 5 additional marks	10 Manpower – 12 Marks. One additional mark for every additional 2 manpower above 10, subject to a maximum of 5 additional marks
5.	No of PSU (State Or Central) Audits during last 5 Years	5	3 Audits – 3 marks. One mark each for each additional audit subject to a maximum of 2 additional marks.	2 Audits – 3 marks. One mark each for each additional audit subject to a maximum of 2 additional marks.
6.	Minimum Annual Turnover for last 3 years	20	Rs 150 Lacs – 10 Marks. One additional mark for each completed Rs.100 lacs beyond Rs.150 lacs, subject to a maximum of 10 additional marks.	Rs 50 Lacs – 10 Marks. One additional mark for each completed Rs.50 lacs beyond Rs.50 lacs, subject to a maximum of 10 additional marks
7.	Head office in the State of	10	AP >>10 Telangana >> 5	AP >>10 Telangana >> 5
Total Marks		100		

A panel will be created for each zone and Head office based on the marks obtained. The panel will be valid for 3 years, which can be extended to another 2 years. However, the Corporation reserves the right to abolish the panel at any time at its discretion.

Works will be assigned to the firms, as and when the need arises, at a mutually agreed rate, as per the terms and conditions of the corporation. In case there is a disagreement in the rates, the firm standing next the panel will be offered the work, so on and so forth. If a firm does not take up the work assigned on more than two occasions or carry out the work in time, such firm will be placed

at the bottom of the panel for such zone.

The firms should submit their proposals / interest in the enclosed Proposal Sheet, along with all enclosures. It may further be noted that only the students who are undergoing Article Clerk Training or those who have completed their Article Clerk Training will be considered as professional manpower. The support staff will not be considered under this category.

Interested firms may please send their proposal in the proposal sheet enclosed so as to reach the following address on or before **17.30 hrs on 27/12/2023** in sealed envelopes, duly superscribing as “Empanelment of Chartered Accountants’ ” on the envelope. The offer may be addressed to “VC & Managing Director, AP Civil Supplies Corporation Ltd., Head Office, Sri Sai Towers, Door No. 10-152/1, 4th & 5th Floor, Ashok Nagar, Beside SIRIS Company, Road, Kanuru, Vijayawada – 520 007.”

(To be given on Firm's Letter Head)

Proposal Sheet

Firm's Profile		
1.	Name & Address of the Firm	
2.	Registration No & Date of Registration with ICAI	
3.	No of years since establishment of firm	
4.	Head office in the State of AP/Telangana	Yes / No
5.	If Head Office in State of Telangana, whether Branch office exists in Andhra Pradesh	Yes / No
6.	Contact person with Mobile No & Email id	Name: Mobile No: Email id:
7.	No of Partners	FCAs ACAs
8.	GST Registration No	
9.	PAN	
10.	Group & Zones under which empanelment is sought	
11.	Annual Turnover for last three years	Turnover as on 31/03/2023 _____ 31/03/2022 _____ 31/03/2021 _____ Average Turnover _____
12.	No of Professional Manpower	
13.	Whether empanelled with CAG	Yes / No If yes, no of years since empanelment ___
14.	No of PSU Audits carried out during last 5 years	
15.	Districts in which empanelment is sought in order of preference	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
16.	Area of Work for which empanelment is requested	1. Pre Audit >> Yes / No 2. Internal Audit >> Yes / No 3. Physical Verification >> Yes/ No 4 Any other relevant work >> Yes/No

(To be given on Firm's Letter Head)

Undertaking

We, the Partners of M/s _____, Chartered Accountants having Regd No _____ with ICAI do hereby jointly and severely verify and declare that:

- i. The particulars given above are complete and correct and that, at a later date, if any of the information furnished / Statement made in the above form is found to be incorrect or false or suppression of material information, the firm would stand disqualified from allotment of work and would be blacklisted for a period of 3 years.
- ii. The partners of firm individually or the firm has not been blacklisted by any of the Government (State or Central) agencies, PSUs during last 5 years.

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To be signed by minimum two partners.

Place:

Date: