

No. 5/8/2017-Haj

Government of India

Ministry of Minority Affairs  
(Haj Division)

3<sup>rd</sup> Floor, ISIL Building, VK Krishna Menon Bhawan,  
9, Bhagwan Das Road, New Delhi-110001  
Tel: 011-2338 8220 / 23389177

Invitation of Expression of Interest from  
the firms of Chartered Accountants for scrutinizing and  
processing of the Applications of Private Tour Operators (PTOs) for Haj- 2018

LAST DATE OF SUBMISSION OF BID DOCUMENTS IS 20<sup>th</sup> December, 2017

**No.5/8/2017-Haj**  
भारत सरकार  
**Government of India**  
अल्पसंख्यक कार्य मंत्रालय  
**Ministry of Minority Affairs**  
**(Haj Division)**

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,  
9 भगवान दास रोड, नई दिल्ली – 110 001  
3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan,  
9 Bhagwan Das Road, New Delhi – 110 001  
दिनांक / Date: 04.12.2017

**Invitation for Expression of Interest**

The Ministry of Minority Affairs (Haj Division) is looking for hiring the services of three or more firms of Chartered Accountants to form a panel to scrutinize and process the Applications (Files) of Private Tour Operators (PTOs) and prepare the check-list / annexure of the documents as mentioned in the approved Policy for Private Tour Operators for Haj 2018 for registration of PTOs for Haj-2018 and related reports.

2. The Ministry of Minority Affairs invites applications from practicing major firms of Chartered Accountants which are empanelled with the Office of the Comptroller & Auditor General of India (CAG) and having their Head Office in Delhi, fulfilling the technical specifications as mentioned in the Technical Bid document. The Terms of Reference for engagement of Chartered Accountant Firm as Consultant is annexed herewith. CA Firms, which have carried out the work of scrutiny of applications of PTOs for registration for Haj for three or more years need not apply.
3. The PTO Policy for Haj-2018 and the terms and conditions for registration as PTOs including details of documents to be attached with the application by the PTOs can be obtained by the intending bidders, free of cost, from the Under Secretary, Haj Division, M/o Minority Affairs ISIL, V.K. Krishna Menon Bhawan, 9, Bhagwan Das Road, New Delhi. Intending bidders are requested to go through the aforesaid documents before submission of bid documents.
4. Last date for submission of Expression of Interest in the prescribed format at Haj Division, 3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bawan, 9 Bhagwan Das Road, New Delhi- 110001 is **on or before 20<sup>th</sup> December, 2017 at 12 noon**. The bids will be opened at 15.00 Hrs on 20<sup>th</sup> December, 2017. Pre-bid meeting will be held on 15<sup>th</sup> December, 2017 at 03.30 p.m. in the Haj Division, MoMA.

  
**(Ravi Chandra)**  
Under Secretary (Haj)

## Section I

### TERMS OF REFERENCE FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS AS CONSULTANT FOR REGISTRATION OF PTOs FOR HAJ 2018 AS PER THE PTO POLICY FOR PTOs FOR HAJ 2018

#### Job Details:

1. Scrutiny and Processing of Applications (Files) received from Individual Private Tour Operators as well as the Applications (Files) received through their Federation. 600 to 800 PTO Applications (Files) are expected.
2. Each Application (File) will be voluminous averaging 250 pages. Due care should be taken to scrutinize and check thoroughly each and every page of the Application and documents attached therewith and preparing Check-list / Annexure of the documents submitted by Private Tour Operators as per policy given by Ministry of Minority Affairs, New Delhi for the Private Tour Operators for Haj-2018.
3. Consultant Firm(s) will assist and co-ordinate with the Haj Division, Ministry of Minority affairs, New Delhi during the entire processing work for the allotment of Haj quota by the Ministry of Minority Affairs to the Private Tour Operators for Haj-2018 and addressing within the legal framework in case of any issue/s that may arise subsequent to the allotment of quota to PTOs. The Consultant Firm shall also prepare and submit the related reports, containing complete list of PTOs with their addresses, etc and their classification as qualified and non-qualified PTOs along with reasons thereof. After submission of scrutiny reports, the consultant firm should be available for consultation and clarifications till commencement of Haj flight operations from India to Saudi Arabia
4. Assisting the Sub-committee of the Ministry, constituted for the purpose of monitoring the progress of scrutiny of PTO applications.
5. The work will be assigned to three or more firms of Chartered Accountants on proportionate basis.
6. **The rates quoted by L1 bidder in Financial Bids shall be accepted as the tender rates.**
7. In order to create a panel of agencies, the L2, L3, L4....Ln would sequentially be asked to match the tender rates as defined in the previous point. If L2 and L3 agrees, the bidders will be considered for empanelment otherwise the opportunity will be

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extended to L4 and so on. In case none of the L2, L3....Ln agree to match tender rates then L1 alone shall be on the panel.

8. Ministry of Minority Affairs reserves the right to choose the number of consultant firms in the panel and assigning the works among the consultant firms. The decision of the Ministry in this regard will be final and binding.

9. Work has to be carried out at the Office of the Haj Division of the Ministry of Minority Affairs located at 3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi- 110 001. Under no circumstances Applications (Files) will be carried out of the premises.

10. Applicant firms should declare the names of Private Tour Operators with whom the Chartered Accountants Firm already has personal / professional relationship.

11. Ministry of Minority Affairs will provide only space in the Office at the address mentioned in Para 9 above and provide electricity for electric/ electronic gadgets and requisite sitting space. The Chartered Accountants Firm(s) has to arrange the necessary computers, printers, software / hardware, stationery, consumables etc. The expenses on this score may be accounted for in the financial bid while submitting the same.

12. The assignment shall be completed within 30 working days of assigning of the work. In view of the fixed timelines for Haj, request for extending the time limit for completion of work will not be considered by the Ministry. Hence the applicant firm should ensure that it has enough resources and paraphernalia for carrying out the work.

13. **Bid Security:** Each bidder shall submit only bank draft / pay order (Cheques will not be accepted) towards security amount in favour of Haj Committee of India payable at Mumbai for Rs.50,000/-. The bid securities of unsuccessful bidders will be returned at the earliest.

14. **Performance Security:** The successful bidder shall be required to submit Performance Security of the 5% of the total value of the contract or Rs. 1,00,000/-, whichever is higher. Performance Security may be furnished in the form of bank draft / pay order (Cheques will not be accepted). The Performance Security shall be inclusive of the Security Deposit submitted along with the bid. Performance Security should remain valid for a period of ninety days beyond the date of completion of all works.



15. Ministry of Minority Affairs shall empanel the bidder(s) as per its needs and requirements. The selection will be on the basis of Eligibility Criteria, Past Experience, Credential and Suitability. However, mere satisfying the eligibility norms will not entitle an applicant to be empanelled. Decision of Ministry of Minority Affairs, New Delhi in all matters will be final and binding on the bidders.

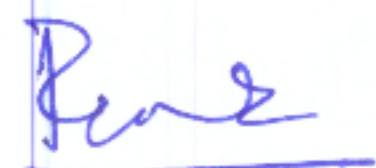
16. If the Consultant Firm(s) does not commence the work assigned within three days from the date of assigning the work or the date so fixed by the Ministry then the Agreement will stand terminated and the performance guarantee/ bid security shall stand forfeited.

17. **Penalty for delay in submission:** A penalty at the rate of 1% of contract amount per day shall be levied for delay in submission of the Check-lists, Annexures and related Reports (as required by the Ministry of Minority Affairs) beyond the due date subject to a maximum of 15% of the contract amount. The consultant will also be entitled for bonus at the rate of 0.5% per day subject to a maximum of 5% of the contract amount in case of completion of work ahead of the scheduled date of completion.

18. In case of inaccurate output of data a penalty of 10% of the contract amount or the actual financial implication caused upon the Ministry owing to that inaccurate data whichever is greater, shall be levied upon the Consultant.

19. **Non-Completion of task:** In case of non-completion of task / assignment, the Ministry of Minority Affairs shall have right to recommend to the Institute of Chartered Accountants of India (ICAI) for suspension and/or de-recognition of membership and to CAG for cancellation of its empanelment. No remuneration / fees will be paid to the consultant for the part work done, if he terminates his work before completion, and Performance security paid shall also be forfeited. Further the unfinished work will be assigned to another Chartered Accountants' firm at the risk and cost of the consultant firm.

20. **Pre-bid meeting:** Pre-bid meeting will be held on 15<sup>th</sup> December, 2017 at 03.30 P.M. in the Haj Division, Ministry of Minority Affairs, 3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road,, New Delhi. Interested firms of Chartered Accountants may participate in the Pre-bid meeting along with documentary proof of their empanelment with CAG and professional experience i.e. Proof of registration / certificate of practice from ICAI. The person without documentary professional proof shall not be allowed to participate in the Pre-bid meeting.



21. **Terms of Payment:**

i) No mobilization advance payment will be made to the successful bidder for commencement of work.

ii) Payment will be made as follows:

- a) 50% on submission of reports of scrutiny of PTO applications to MoMA.
- b) 30% after registration of PTOs and allocation of seats to PTOs.
- c) Remaining 20% after commencement of Haj flight operations from India to Saudi Arabia. Haj flight operations are scheduled to commence from second week of July, 2018.

20. Consultant firm(s) will be wholly responsible for maintaining confidentiality of the information provided by individual PTO in their application.

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## SECTION II

### **Submission of Proposal:**

1. Proposal to be submitted in sealed envelope at the following address:-

**Under Secretary (Haj),  
Haj Division  
Ministry of Minority Affairs,  
3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan,  
9 Bhagwan Das Road,  
New Delhi-110001**

2. Firm / Individual have to fill enclosed two templates (Bid) – Technical Template (Bid) and Financial Template (Bid) and put in two separate covers. Write clearly on top of one cover as Technical Bid and on second cover as Financial Bid. The bidder should put these two sealed envelopes in one bigger envelop, duly sealed and submit it in the prescribed format on or before 20<sup>th</sup> December, 2017 at 12 noon at the above mentioned address. The bids will be opened at 15.00Hrs on 20<sup>th</sup> December, 2017.
3. On top of the envelop it should be written in bold letters with red ink- "Proposal for scrutinizing of Haj 2018 PTO applications".
4. There will be two bids i) Technical Bid & 2) Financial Bid. Firstly, the Technical Bids will be opened. Financial Bids of only those bidders who have been technically qualified shall be opened for selecting the successful bidder for awarding the consultancy work.
5. Haj Division shall not be responsible for late receipt of proposal by post or any other means.
6. Haj Division, Ministry of Minority Affairs reserves the right to reject one or all of the bids without assigning any reasons.

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**TECHNICAL TEMPLATE (BID)**

Sr. No.	Particulars	Remarks
1.	Name of the firm of Chartered Accountants	
2.	Address in full with e-mail ID and contact nos. of key persons.	
3.	The firm should have empanelled with CAG for Major Audits (please enclose proof of empanelment)	
4.	The firm should have at least 20-25 qualified Articles / Audit Assistants / Experienced Persons. (Enclose list with the names & addresses of employees).	
5.	The Head Office and main office of the firm should be in Delhi.	
6.	Professional Receipts of the CA firm for the years ended 31 <sup>st</sup> March, 2016 and 31 <sup>st</sup> March, 2017 should not be less than Rs. 50 lakh. (Enclose copy of Profit & Loss A/C, Balance Sheet and acknowledgement of Return of Income Tax filed for <b>Financial years 2015-16 &amp; 2016-17</b> ).	
7.	<b>Bid Security:</b> Demand Draft No. _____ Dated __ Drawn on _____ For Rs.50,000/- is enclosed.	

**Signature**

Name and position.....  
Organization.....

Place.....  
Date.....

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FINANCIAL TEMPLATE (BID)

Sr. No.	Particulars	Amount (Rs.)
1.	Professional charges all inclusive per PTO application (file).	
2.	Any other, if any.	

**Signature**

Name and position.....  
Organization.....

Place.....  
Date.....

*Purk*