

**MPCON LIMITED**

**Ground Floor, Rajiv Gandhi Bhawan-2, 35, Shyamla Hills, Bhopal**

Proposals are invited from Chartered Accountancy firms for carrying out Special Audit of Manpower Outsourcing Business of MPCON for 2023-24 on quarterly basis having experience in conducting audit of compliances related to Human Resources (Manpower Outsourcing Business) as per pre-qualification criteria mentioned . A firm not fulfilling any prequalification criteria would have its proposal summarily rejected. Quotations/ Financial Proposal of firms meeting all prequalification criteria would be considered and the lowest bidder would be selected. MPCON may select one or more audit firms to undertake the audit depending on the requirements. In case of more than one firm is selected, opportunity would be given to the next firm (L2) to take up the work on L1 rates and if the firm refuses, a similar exercise may be taken for the L3 candidate too. The rates quoted should be valid for two years . MPCON reserves the right to change the conditions or altogether cancel the RFP at any point of time before the award of work. Separate Orders would be issued for every quarter. Initial contract would be for one year but may be extended further.

The proposals should be submitted on or before **26/03/2024** in sealed envelope at **MPCON Limited, Rajiv Gandhi Bhawan-2, Ground Floor, 35, Shyamla Hills, Bhopal with the Subject: " Quotations for Special Audit of Manpower Outsourcing Business"** clearly mentioned on the envelope.

## PREQUALIFICATION CRITERIA

Sl. No.	Requirement	Criteria
1	The firm shall be a partnership firm of practicing Chartered Accountants .	Required
2	Number of years of experience of partner of the firm as on 31/12/2023.	Minimum 7 years
3	Number of full time partners/ experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects. 1 CA partners should be FCA ( <b>Lead Partner/Manager Profile to be attached separately</b> )	Minimum 3
4	Minimum annual turnover of the applicant each year in the last 3 financial years ( 2020-21 , 2021-22,2022-23) <b>-balance Sheets/ P&amp;L to be submitted along with details in tabular form.</b>	Rs. 25 Lakhs
5	The Proposer/firm should provide names and contact details of 2 clients for whom they have earlier/recently carried out any Co. Audits.	Required
6.	The Proposer/firm or no partner thereof should have been subjected to any disciplinary proceedings initiated by the Institute of Chartered Accountants of India and no such proceedings should be pending as on the date of appointment	- Self Certification to be provided
7.	The proposer/firm should not be currently blacklisted by any Government / CAG/ Government agency/ Bank / institution in India or abroad.	- Self Certification/ Declaration to be provided
8.	Firms Should have a local office at Bhopal	-Self certification along with address & contact details
9.	A declaration should be provided to MPCON Stating that there is no conflict of interest in carrying out the special audit.	- Self Certification/ Declaration to be provided

## 1. SCOPE OF WORK:

The audit will be carried out in accordance with the relevant accounting standards of auditing, and will include such tests and controls, as the auditor considers necessary under the circumstances.

The broad scope of Special audit shall be as follows:

1. Examination of controls of payments made to Manpower Outsourcing agencies and suggestions on improvements of the same.
2. Sample checks of salary credited to outsourced employees and deduction of PF, ESIC and credit of the same in respective accounts of the authorities. This sample should be drawn department wise & District wise and agencywise and should cover significant portion ( not less than 15%)of the employees coming under the purview these statutory liabilities .
3. Suggestions on Process improvements in the Manpower Outsourcing Business.
4. Examination of Existing Contracts with clients of Manpower outsourcing & MPCON as well as Service Level Agreements between MPCON and its empanelled manpower agencies.
5. Verification of the credentials of candidates should also be done department wise & district wise based on significant sample basis(not less than 15%)
6. 100% checking of Statutory dues such as PF,ESI etc has to be verified.
7. All shortcoming of PF, ESIC, Labour Laws should be rectified during the course of audit itself.

## 2. Terms and Conditions:

- The audit of Q1, Q2 & Q3 of F Y 2023-2024 should be completed within 3 months from the date of work order.
  - Q4 audit should be completed **within 3** months from the end of last quarter of F Y 2023-2024.
  - The firm should deploy trained staff for audit and the assignment should be supervised by the senior partner of the firm who will be available for discussion with the Management as and when deemed necessary.
3. **Payment Terms:** The payment shall be after the completion of the audit and submission of the report.
  4. **The work will be awarded to CA firms who qualify on the prequalification criteria and who give the lowest quote.**
  5. **MPCON reserves the right to cancel the RFP at any time without assigning any reason.**