

Computer No: 133339
File No: HAJ-15/17/2022-HAJ-MoMA

भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)
हज डिवीजन

पश्चिम खंड-VIII, विंग-2, प्रथम तल,
West Block-VIII, Wing-2, 1st Floor,
सेक्टर-1, आर.के. पुरम, नई दिल्ली – 110 066
Sector-1, R.K. Puram, New Delhi – 110 066
दिनांक/ Date: 30 November, 2022

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 of Haj Group Organisers (HGOs) and prepare the check-list / annexure of the documents as mentioned in the approved Policy for Haj Group Organisers for Haj 2019-23 for registration of HGOs for Haj-2023 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 HGOs for registration for Haj for two or more years need not apply.

3. The HGO Policy for Haj-2019-23 and the terms and conditions for registration as HGOs including details of documents to be attached with the application by the HGOs is available on the websites of Ministry www.minorityaffairs.gov.in, www.haj.gov.in and www.hajcommittee.gov.in. It can also be obtained by the intending bidders, free of cost, from the Under Secretary, Haj Division, M/o Minority Affairs, Wing 2, 1st Floor, West Block VIII, Sector 1, R.K. Puram, New Delhi. Intending bidders are requested to go through the aforesaid documents and instructions issued by Ministry subsequently before submission of bid documents.

3. Last date for submission of Expression of Interest in the prescribed format at Haj Division, M/o Minority Affairs, Wing 2, 1st Floor, West Block VIII, Sector 1, R.K. Puram, New

Delhi is **on or before 20th December, 2022 at 13.00 Hrs.** The bids will be opened at 15.30 Hrs on 20th December, 2022. Pre-bid meeting will be held on 9th December, 2022 at 03.00 p.m. in the Haj Division, MoMA.

(Shubhendu S Srivastava)

Under Secretary to the Government of India

011-26160064

shubhendu.ss@nic.in

Computer No: 133339
File No: HAJ-15/17/2022-HAJ-MoMA
भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)
हज डिवीजन

पश्चिम खंड-VIII, विंग-2, प्रथम तल,
West Block-VIII, Wing-2, 1st Floor,
सेक्टर-1, आर.के. पुरम, नई दिल्ली – 110 066
Sector-1, R.K. Puram, New Delhi – 110 066
दिनांक/ Date: 30 November, 2022

**Invitation of Expression of Interest from
the firms of Chartered Accountants for scrutinizing and
processing of the applications of Haj Group Organisers (HGOs) for
Haj – 2023**

**LAST DATE OF SUBMISSION OF BID DOCUMENTS IS 20th
DECEMBER, 2022**

**Section I
TERMS OF REFERENCE FOR ENGAGEMENT OF CHARTERED
ACCOUNTANT FIRMS AS CONSULTANT FOR REGISTRATION OF
HGOs FOR HAJ 2023 AS PER THE POLICY FOR HGOs FOR HAJ 2023**

Job Details:

1. Scrutiny and processing of applications of Haj Group Organisers received online through the HGO Portal of the Ministry. About 850 HGO applications are expected for Haj 2023.
2. Ministry has developed a web portal for inviting online applications from the HGOs. The HGOs are required to submit only online application. Each application will be voluminous averaging 200-250 pages. Due care should be taken to scrutinize and check thoroughly each and every page of the Application and documents uploaded on the web portal and preparing Check-list/ Annexure of the documents submitted by Haj Group Organisers as per policy for the Haj Group Organisers for Haj-2023 approved by the Ministry of Minority Affairs, New Delhi.
3. Applications will be scrutinized in two stages. In the first stage, the applications submitted by the HGOs will be scrutinized and shortcomings as per HGO Policy 2023 will be pointed out by the appointed Chartered Accountant firms. **After scrutiny of the documents, the appointed**

Handwritten signature and date 30/11

Chartered Accountant firms will require to upload their observations for each of the HGOs on the web portal. These shortcomings will be made available to the HGOs on the portal. The clarification/ additional documents on the observations will be submitted by the HGOs online on the portal within a fixed time line. On receipt of reply from HGOs, the same will be made available online to the Chartered Accountant firms, for further scrutiny. The appointed Chartered Accountant firms will scrutinize the replies of HGOs with reference to the observations raised earlier. Thereafter, they will submit their Report to the Ministry giving details HGO-wise. The final observations of the CA Firm will also be posted online on the portal. The CA firm is not permitted to communicate with HGO through any other mode except portal nor to share their observations with any other persons other than Portal & Nodal Officers of Haj Division.

4. 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 Haj Group Organisers for Haj-2023 and addressing within the legal framework in case of any issue/s that may arise subsequent to the allotment of quota to HGOs. The Consultant Firm shall also prepare and submit the related reports, containing complete list of HGOs with their addresses, etc and their classification as qualified and non-qualified HGOs 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.

5. Assisting the Committee of the Ministry, constituted for the purpose of monitoring the progress of scrutiny of HGO applications.

6. The work will be assigned to three or more firms of Chartered Accountants on proportionate basis.

7. The rates quoted by L1 bidder in Financial Bids shall be accepted as the tender rates. It is advised that the CA firm should desist themselves from quoting unrealistic rates.

8. 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 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.

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

10. Work has to be carried out at the Office of the Haj Division of the Ministry of Minority Affairs located at Wing 2, 1st Floor, West Block VIII, Sector 1, R.K. Puram, New Delhi – 110 066. Under no circumstances access to Online HGO portal will be given to the consultants to carry out the assigned work out of the office premises of Haj Division.

11. **Applicant firms should declare the names of Haj Group Organisers with whom the Chartered Accountants Firm already has personal / professional relationship.**

12. Ministry of Minority Affairs will provide only space in the Office at the address mentioned in Para 10 above and provide electricity for electric/ electronic gadgets, internet connections and requisite sitting space. The Chartered Accountants Firm(s) has to arrange 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.

13. 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. However, in exceptional condition the same may be considered by the Ministry on the written request from the Chartered Accountant Firms. Hence the applicant firm should ensure that it has enough resources and paraphernalia for carrying out the work within the given time frame.

14. **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.

15. **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.

16. 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.

17. 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.

18. **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.

19. 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.

20. **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.

21. **Pre-bid meeting:** Pre-bid meeting will be held on 09th December, 2022 at 03.00 P.M. in the Haj Division, Ministry of Minority Affairs, Wing 2, 1st Floor, West Block VIII, Sector 1, R.K. Puram, 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.

22. **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 HGO applications to MoMA.

b) 30% after registration of HGOs and allocation of seats to HGOs.

c) Remaining 20% after commencement of Haj flight operations from India to Saudi Arabia. Haj flight operations are expected scheduled to commence from mid/late half of May, 2023.

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

SECTION II

Submission of Proposal:

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

**Under Secretary to the Government of India,
Haj Division
Ministry of Minority Affairs,
Wing 2, 1st Floor, West Block VIII,
Sector 1, R.K. Puram,
New Delhi-110066**

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 20th December, 2022 at 13.00 Hrs. (1 P.M.) at the above mentioned address. The bids will be opened at 5.30 Hrs (3.30 P.M.) on 20th December, 2022.
3. On top of the envelope it should be written in bold letters with red ink- “Proposal for scrutinizing of Haj 2023 HGO 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.

TECHNICAL TEMPLATE (BID)

Sr. No.	Particulars	Remarks
1.	Name of the firm of Chartered Accountants	
2.	Name of Key Person(s)	
3.	Address in full	
4.	Contact number of Key Person(s)	
5.	Email ID of Key Person(s)	
6.	The firm should have empanelled with CAG for Major Audits (enclose proof of empanelment)	
7.	The firm should have at least 20-25 qualified Articles / Audit Assistants / Experienced Persons. (Enclose list with the names & addresses of employees).	
8.	The Head Office and main office of the firm should be in Delhi. Office address to be given.	
9.	Professional Receipts of the CA firm for the years ended 31st March, 2020 and 31st March, 2022 should not be less than Rs. 50 lakh.	
10.	Enclose the copies of the following documents for financial year 2019-20 and 2020-21: 1. Profit & Loss A/C 2. Balance Sheet 3. Acknowledgement of Return of Income Tax	
11.	Bid Security: Demand Draft No.: Dated: Drawn on _____ For Rs.50,000/- is enclosed.	

Signature

Name and position.....

Organization.....

Place.....

Date.....



FINANCIAL TEMPLATE (BID)

Sr. No	Particulars	Amount (Rs.)
1.	Professional charges all inclusive (for scrutiny of each HGO application).	
2.	Other charges, if any.	

Signature

Name and position.....

Organization.....

Place.....

Date.....

[Handwritten signature]
30/11