

Request for Proposal (RFP)

For

Appointment of Internal Auditor

for

Life Sciences Sector Skill Development Council

For

FY 24-25 to FY 26-27

Issued by:

Competent Authority at



Life Sciences Sector Skill Development Council

14, Palam Marg, 2nd Floor Rear, Vasant Vihar, New Delhi 110057

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Life Science Sector Skill Development Council

LIFE SCIENCES SECTOR SKILL DEVELOPMENT COUNCIL (LSSSDC) – AN INTRODUCTION

Life Sciences Sector Skill Development Council (LSSSDC), a Sector Skill Council, set up by National Skill Development Corporation (NSDC) along with Industry Representatives. LSSSDC is an approved & recognized Vocational Education Awarding Body by National Council of Vocational Education and Training (NCVET), and working under aegis of Ministry of Skill Development & Entrepreneurship (MSDE) for the Skill development initiatives in Life Sciences Sector which includes Pharmaceutical (including AYUSH, Cosmetics, Vet-Drugs, Nutraceutical and CRAMS), Biotechnology (including Biologics and Allied Biotech), Medical Device (inclusive of Implants, Diagnostic Imaging & In-Vitro Diagnostics) and Research & Development Services Industry across the country. The key objective of the LSSSDC is to create a robust and vibrant eco-system for quality vocational education and skill development in Life Sciences space in the country.

REQUEST FOR PROPOSAL

- LSSSDC invites Proposal from competent Chartered Accountant (CA) firms with relevant experience and capabilities for 3 financial years, starting from FY 24-25 to FY 26-27 for conducting internal audit.
- Detailed information of aforesaid work has been given in the document which may be downloaded from notices section in the official website of Life Sciences Sector Skill Development Council (LSSSDC) <https://www.LSSSDC.IN>
- Proposal should be submitted in the specified format in this document and should be supported with the required documents.

SCHEDULE OF EVENTS

The following table provides a schedule of Events relating to this request.

Event	Target Date
RFP issued/ Published on the website	22 February 2024
Last date of submission of Proposal either via E-mail or in physical copy	01 March 2024 5:00 PM

*The dates furnished above are subject to revision by LSSSDC

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SCOPE OF WORK

The scope of this engagement shall include but not necessarily be limited to the following tasks:

1. To undertake the periodic internal audit for Accounting and Financial Management System and related processes of Life Sciences Sector Skill Development Council for the engagement period.

ELIGIBILITY CRITERIA

An interested Chartered Accountants' Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. The firm must have average annual turnover of Rs. 50 Lakh during last three financial years (i.e. 2016-17, 2017-18 & 2018-19).
2. The firm must have minimum of one FCA partner / Proprietor working with the firm as on 01st February 2024.
3. The Firm must have a minimum experience of 15 year in practice.
4. The firm must be empaneled with Comptroller & Auditor General of India.
5. The firm must be work experience of carrying out of the work given in scope of work for Society as well as Section 8 companies.
6. The firm is preferred to have successful engagement with any Sector Skill Council approved by NSDC.
7. Existing firm engaged with Life Sciences Sector Skill Development Council are **NOT allowed** to apply for this RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

- (i) Language of the Bid: The language of the Bid and related documents shall be in English language.
- (ii) Appropriate sealing and marking of the RFP Proposal should be ensured.
- (iii) Proposal should to be submitted physically at 14, Palam Marg, 2nd Floor Rear, Vasant Vihar, New Delhi - 110057,
- (iv) Documents to be submitted along with Proposal:
 - a. Brief Profile of the Audit Firm (Technical Bid) (Annexure-I)
 - b. Proof of statutory audit experience for last 5 years
 - c. Declaration of Anti-corruption and Data Integrity
 - d. Financial Bid (Annexure-2).

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- Any Proposal received by the LSSSDC after the above deadline shall be rejected and returned unopened to the Bidder
- The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter
- LSSSDC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained
- LSSSDC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments

PAYMENT TERMS

1. Payment will be made on yearly basis after submission of audit report for the financial year.
2. Bill should be raised in favor of the “Life Sciences Sector Skill Development Council” in triplicate for payments.
3. Income tax will be deducted as per the rules.
4. GST will be paid as applicable.

PROPOSAL OPENING AND EVALUATION

LSSSDC has constituted a Selection Committee (comprising CEO and two Head of Departments) to evaluate the responses of the bidders to the RFP.

The proposal of top two selected bidders shall be presented to Chairman and Treasurer by CEO for final selection and appointment of selected firm as Auditor of Life Sciences Sector Skill Development Council.

Selection Protocol

- The Evaluation of firm’s capabilities (Technical Bid) shall be evaluated based on the Eligibility Criteria & internal SOPs
- The Financial bids will be opened and evaluated of only those firms which fulfil the conditions of eligibility criteria.
- Financial Bid: The Bidder shall indicate the prices of services it proposes to supply under the contract.

Clarification: The financial bids should cover the following, as given in the Scope of Work

Services	Fee for Services (Indian Rs)
To undertake the periodic internal audit for Accounting and Financial Management System and related processes of Life Sciences Sector Skill Development Council for the engagement period.	
Total	

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- In case of a tie between two bidding organizations for overall evaluation score, the L1 organization in financial bid will be awarded the contract.

Note: The Bidder shall indicate the prices of services it proposes to supply under the contract. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, stationary, Lodging & Boarding, Local Travel expenses, etc incurred during the execution and LSSSDC will not bear any additional costs on these beyond agreed.

PROPOSAL PREPARATION COSTS

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of Proposal, in providing any additional information required by LSSSDC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. LSSSDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
- This RFP does not commit LSSSDC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid
- All materials submitted by the bidder become the property of LSSSDC and may be returned completely at its sole discretion

BIDDERS' INQUIRIES AND LSSSDC'S RESPONSES

- All enquiries / clarifications from the bidders related to this RFP, must be directed in writing exclusively to **Mr. Anshul Saxena, Senior Director, Life Sciences Sector Skill Development Council** at his email ID ANSHUL.SAXENA@LSSSDC.IN

GENERAL INSTRUCTIONS

- Firms submitting the Proposal must be a legal entity duly incorporated under the law
- Must have a Permanent Account Number (PAN) from Income Tax authorities.

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- All the communication to LSSSDC including the Proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid
 - The Bid should be submitted in two separate envelopes;
 - **Technical Proposal**
 - **Financial Bid**
 - All pages of the Proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder
 - The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid
 - Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly
 - All prices shall be quoted in Indian Rupees (INR)
 - Proposals shall remain valid for One Hundred and Twenty (120) days after the date of Proposal submission prescribed by the LSSSDC. A Bidder granting the request will not be required nor permitted to modify its Proposal
 - The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below
 - The outer envelope shall be addressed to –
 - Mr. Anshul Saxena,**
 - Senior Director**
 - Life Sciences Sector Skill Development Council**
 - 14 Palam Marg, Rear 2nd floor**
 - Vasant Vihar, New Delhi 110057**
- Marked Clearly **Proposal for – “Appointment of Internal Auditor”**
- Both inner envelopes shall indicate the name and address of the Bidder
- (a) The first inner envelope shall contain the technical information with 2 hard copies duly marked “Original” and “Copy” and one soft copy
 - (b) The second inner envelope shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”
 - (c) The outer envelope shall indicate the name and address of the bidder to enable the Proposal to be returned unopened in case it is declared “late.” Both inner and outer envelopes shall be addressed to LSSSDC at the address specified above

The Bidder may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the LSSSDC prior to the deadline prescribed for submission of Proposal.

RIGHTS OF LSSSDC

- At any time, LSSSDC may, for any reason, modify the RFP Document by an amendment.

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- The amendment will be intimated to all proposers who confirm their intention to participate, by email
- In order to accord prospective Bidders reasonable time to take the amendment into account in preparing their bids, LSSSDC may, at its discretion, extend the last date for the receipt of Bids
- The bidders are allowed to resubmit their bid- if required, after such amendments
- If LSSSDC deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP
- LSSSDC may, at its discretion, extend the deadline for submission of Proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended
- LSSSDC may terminate the RFP process at any time without assigning any reason. LSSSDC makes no commitments, express or implied, that this process will result in a business transaction with anyone
- LSSSDC reserves the right to accept or reject any Proposal, and to annul the short-listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for LSSSDC's action

AWARD OF CONTRACT

- To assist in the examination, evaluation and comparison of Proposals, LSSSDC may at its discretion, ask the Bidder for clarification / seek information on the Proposal
- Arithmetical errors in the Proposal will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected
- The decision of the LSSSDC Selection Committee in the evaluation of Proposals shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee
- LSSSDC reserves the right at the time of award of contract to vary the scope of services and goods specified in the RFP without any change in price or other terms and conditions.
- The Contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines
- The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level
- All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually decided by the selected bidder and LSSSDC while signing the contract

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- Within 3 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the LSSSDC
- LSSSDC reserves the right to:
 - Reject any or all Proposals received
 - Enter into negotiations with one or more applicant on any aspects of the Proposal
 - Accept any Proposal in whole or in part
 - Award or negotiate one or more consultancy agreements
 - Verify any or all information provided in the Proposal
- The contract to be entered into will be finalised mutually between selected vendor and LSSSDC, and will contain standard terms and conditions. If, in the opinion of the LSSSDC, it appears that a contract will not be finalized with the selected vendor within three (3) days, negotiations with other vendors submitting responsive Proposals may be undertaken
- Final Report will be validated by the LSSSDC Selection Committee & Governing Body of LSSSDC

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Annexure -1

1. Name of Firm / Company:	
2. Year of Establishment:	
3. Registered Address:	
4. Office Address of Head Office:	
5. Address of Communication:	
6. Name of Head of the Firm/ Company:	
7. Mobile Number of Head of Firm/ Company:	
8. E-mail ID of Head of Firm/ Company:	
9. Website of Firm/ Company:	
10. Name of SPOC for Firm/ Company:	
11. Designation of SPOC for Firm/ Company:	
12. Mobile Number of SPOC of Firm/ Company:	
13. E-mail ID of SPOC of Firm/ Company:	
14. Experience of Firm practicing as Statutory Auditor	
15. Experience of Firm practicing as Internal Auditor for Accounting and Financial Management System and Processes	
16. Total number of FCA partner / Proprietor working with the firm as on 01st February 2024.	
17. Total experience of carrying out of the work given in scope of work for any Society (share engagement details and evidences)	
18. Total experience of carrying out of the work given in scope of work for any Section 8 company (share engagement details and evidences)	
19. Number of Sector Skill Councils approved by NSDC with whom the firm has past or current engagement as Auditor (share engagement details and evidences)	

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10. Total experience of carrying out of the work given in scope of work for any Govt body/ PSU (share engagement details and evidences)

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Signature and Seal of Head/ Authorised Signatory of Firm/ Company

Name:

Designation:

Place: _____

Date: ---/-----/-----

RFP

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Annexure- 2: Financial Proposal/Bid

Services	Annual Fee for Services (Indian Rupees)
To undertake the periodic internal audit for Accounting and Financial Management System and related processes of Life Sciences Sector Skill Development Council for the engagement period.	
Total Annual Fee in Words in Indian Rupees:	

Signature and Seal of Head/ Authorised Signatory of Firm/ Company

Name:

Designation:

Place: _____

Date: ---/-----/-----

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Declaration of Compliance with Anti-corruption Law

The, having its registered office at And represented by and hereafter referred as “Bidder”, hereby represents and warrants that it is familiar with the anti-corruption laws in India including but not limited to the Prevention of Corruption Act, 1988 (“PCA”), Indian Penal Code, 1860 (“IPC”) and any other anti-corruption laws and their respective purposes, including its prohibition against bribery, corrupt payment, offer, promise, or authorization of any payment or transfer of anything of value, directly or indirectly, to any government official or employee (including employees of government-owned or controlled companies or public international organizations) or to any political party, party official, or candidate for public office.

1 Bidder irrevocably, unequivocally and explicitly undertakes, assures and agrees to:

(i) observe the highest standards of ethics and undertakes to take all measures necessary to prevent “corrupt practices” at all times during the discharge of its obligations under the engagement post award of contract;

“corrupt practices” shall mean and include, but not be limited to, offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the performance of obligations, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any governmental official, etc.;

(ii) neither directly nor indirectly, pay, offer, give, or promise to pay or give, any portion of monies or anything of value received from LSSSDC to a public official or any person in violation of any applicable laws relating to anti-corruption or anti-bribery;

(iii) comply with all the applicable laws of India relating to anti-corruption or anti-bribery, including but not limited to PCA and IPC.

2 The Bidder undertakes and agrees, at all times, to comply with all legal, fiscal and commercial obligations, which are required of the Bidder in its capacity as an independent entity.

Signature and Seal of Head/ Authorised Signatory of Firm/ Company

Name:

Designation:

Place: _____

Date: ---/-----/-----