

MEETING MINUTE OF THE LOCAL PROCUREMENT COMMITTEE held on 9th September, 2019 at the Office Chamber of Deputy Director (AHVD), FOCUS-Mizoram & Chairman, Local Procurement Committee

A meeting of the Local Procurement Committee was held under the chairmanship of Deputy Director (AHVD), FOCUS-Mizoram & Chairman, Local Procurement Committee on 9th September, 2019 at 02.00 PM. The following members are present.

1. Dr. Lalhmingthanga, Chairman, Local Procurement Committee & Deputy Director (AHVD)
2. Rosy Lalmuansangi Hmar, Deputy Director (LRS&WC)
3. Lalmuansanga, Finance Manager
4. Lalngilneia, Asst. Manager (MIS)
5. Peter Zoramthanga Fanai, Accounts Officer

The committee analyses the pre-procurement procedure undertaken by the dealing assistant. The draft Term of Reference, Request for Proposal and the sample advertisement for local and national paper are examined.

The committee agrees to go ahead and advertise the procurement for Internal Auditor including handholding support to PMU and DMUs of FOCUS, Mizoram. The Accounts Officer and Audit Officer will be responsible for placing an advertisement of the proposed procurement in the local and national newspaper.



(ROSY LALMUANSANGI HMAR)
Deputy Director (LRS&WC)



(Dr. LALHMINGTHANGA)
Deputy Director (AHVD)



(LALNGILNEIA)
Asst. Manager (MIS)



(LALMUANSANGA)
Finance Manager



(PETER ZORAMTHANGA FANAI)
Accounts Officer

Minute of the Evaluation Committee held at the office Chamber of the State Project Director for Preliminary Evaluation of the Technical Bid for Internal Auditor including handholding support to PMU and DMUs of FOCUS, Mizoram.

A meeting of the Evaluation Committee was held on 31st January, 2020 at 02.00 PM to pre-evaluate the proposal submitted by the bidders for Internal Auditor including handholding support to PMU and DMUs of FOCUS, Mizoram. The following members are present.

1. R.K. Nithanga, State Project Director, FOCUS, Mizoram
2. Hmangaihzuali, Deputy Director (Horti), FOCUS, Mizoram
3. Lalremtluangi, Deputy Director (Accts), Agriculture Department.
4. Lalmuansanga, Finance Manager, FOCUS, Mizoram
5. David Golianpianga, Audit Officer, FOCUS Muizoram.

The proposals received within the bid submission date and time were :

1. *Bidder 1* : AMD and Associates, Chartered Accountant
2. *Bidder 2* :Niranjan & Narayan, Chartered Accountant
3. *Bidder 3* :D.Pathwary & Co., Chareterd Accountant
4. *Bidder 4* :M. Borar & Co., Chartered Accountant
5. *Bidder 5* :SPRK & Co., Chartered Accountant
6. *Bidder 6* :Chaudhuri & Banerjee, Chartered Accountant.

The following proposals were received after the bid submission date and time, hence rejected without opening.

1. C.K. Prusty & Associates, Chartered Accountant
2. N.C. Mittal & Co., Chartered Accountant
3. Shyam Lal Dadhi Chi & Co., Chartered Accountant

The proposals which were received within the bid submission date and time were pre-evaluated on the following criteria :

Criteria	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
Proposals received within bid submission date	Yes	Yes	Yes	Yes	Yes	Yes
Both technical and financial proposals are separately sealed	Yes	Yes	Yes	Yes	Yes	Yes
Technical Submission Form signed	Yes	Yes	Yes	Yes	Yes	Yes
Documents evidencing minimum qualification provided in the technical proposal	No	Yes	Yes	Yes	Yes	Yes
TECH forms as per RFP format attached	Yes	Yes	Yes	Yes	Yes	Yes
CVs of team signed by expert or Authorised Signatory	Yes	Yes	Yes	Yes	Yes	Yes

Apart from the above criteria, the Technical Bids were pre-evaluated to determine whether minimum eligibility criteria were met for further evaluation as per the Request for Proposal Part I. Section 1. 5.

Minimum eligibility condition as per RFP :

Eligibility criteria	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
Firm should be registered with ICAI having office either its head office or branch in the NE States	Yes	Yes	Yes	Yes	Yes	No
Firm should have minimum 5 years in audit works	Yes	Yes	Yes	Yes	Yes	Yes
Average minimum turnover of Rs 10 lacs in last 3 year	Yes	Yes	Yes	Yes	Yes	Yes
Empaneled with CAG for 2019-20	Yes	Yes	Yes	Yes	Yes	Yes
Should have minimum 10 audit work of State/Central Govt./Govt. sponsored development project experience.	Yes	Yes	Yes	Yes	Yes	Yes
Supporting documents, signed and stamped/sealed by partner/ proprietor on the above eligible criteria.	No	Yes	Yes	Yes	Yes	Yes
Not blacklist by any PSU's or Govt., or any organization in respect of assignment or behavior. Any partner/ qualified employee whose name is included in the First or Second Schedule of the Chartered Accountant Act, 1949 will not be considered for evaluation.	Yes	Yes	Yes	Yes	Yes	Yes

From the above criteria, the following bidders are found to be eligible for Technical Evaluation.

1. *Bidder 2* :Niranjan& Narayan, Chartered Accountant
2. *Bidder 3*:D.Pathwary& Co., Chareterd Accountant
3. *Bidder 4* :M. Borar& Co., Chartered Accountant
4. *Bidder 5* :SPRK& Co., Chartered Accountant

The following bidders were not fully conform/responsive with the minimum eligible criteria and hence will not be put forward for Technical Evaluation.

1. *Bidder 1* : AMD and Associates, Chartered Accountant. : Documents proof not included.
2. *Bidder 6* :Chaudhuri& Banerjee, Chartered Accountant. : Head office or Brach office not situated in NE States.

The committee set the date forevaluation of the Technical bids of the eligible bidders on 05.02.2020 at 11.00 AM.



(HMANGAIHZUALI)
Deputy Director (Horti)
FOCUS, Mizoram



(R.K. NITHANGA)
State Project Director,
FOCUS, Mizoram



(LALMUANSANGA)
Finance Manager
FOCUS, Mizoram



(LALREMTLUANGI)
Deputy Director (Accts),
Agriculture Department.

Minute of the Evaluation Committee held at the office Chamber of the State Project Director for Evaluation of the Technical Bids for Internal Auditor including handholding support to PMU and DMUs of FOCUS, Mizoram.

A meeting of the Evaluation Committee was held on 5th February, 2020 at 11.00 AM to evaluate the Technical Bids from the eligible proposals/bids for Internal Auditor including handholding support to PMU and DMUs of FOCUS, Mizoram. The following members are present.

1. R.K. Nithanga, State Project Director, FOCUS, Mizoram
2. Hmangaihzuali, Deputy Director (Horti), FOCUS, Mizoram
3. Lalremtluangi, Deputy Director (Accts), Agriculture Department.
4. Lalmuansanga, Finance Manager, FOCUS, Mizoram
5. David Golianpianga, Audit Officer, FOCUS Muizoram.

At the onset, the chairman & State Project Director instructed the members that the evaluation will be conducted based on RFP's Sec 2.E.C.21.1. on the mentioned below criteria and sub-criteria.

Technical Evaluation Criteria

Sl.No	Criteria & Sub-criteria	Maximum Points	
1	Specific experience of the consultant relevant to the assignment		20
2	Adequacy of the Proposed Methodology and workplan in responding to the RFP		30
	a. Work Plan in consistent with ToR	15	
	b. Organization and staffing and team composition balance with appropriate skills mix according to the ToR	15	
2	Key Professional staff qualification and competence for the assignment		50
	a. Position-K-01 : Team leader	20	
	b. Position-K-02 : Leader	15	
	c. Position - K-03 : Team Member	15	

The summary evaluated scores of the bidders is as under.

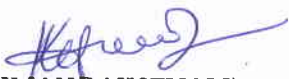
Sl. No	Criteria	Max Points	SPRK & Co.		Niranjan & Narayan		D. Pathway & Co.		Borar & Co.	
			Rating in %	Score	Rating in %	Score	Rating in %	Score	Rating in %	Score
1	Specific experience of the consultant relevant to the assignment	20	75%	15	80%	16	80%	16	75%	16
2	Adequacy of the Proposed Methodology and workplan in responding to the RFP	30								
	a. Work Plan consistent with ToR	15	75%	11.25	85%	12.75	80%	12	75%	11.25


	b. Organization and staffing and team composition balance with appropriate skills mix according to the TOR	15	70%	10.5	75%	11.25	75%	11.25	70%	10.5
2	Key Professional staff qualification and competence for the assignment	50								
	a. Team leader (K1)	20	75%	15	85%	17	70%	14	75%	15
	b. Team Leader (K2)	15	90%	13.5	70%	10.5	90%	13.5	80%	12
	c. Team Member	15	75%	11.25	75%	11.25	70%	10.5	70%	10.5
	Total	100		76.5		78.75		77.25		75.25


The total Technical Evaluation mark scored by the bidders are :

Sl. No	Name of the consultant	Points scored out of 100
1	SPRK & Co., Chartered Accountant	76.50
2	Niranjan & Narayan, Chartered Accountant	78.75
3	D.Pathway & Co., Chareterd Accountant	77.25
4	M. Borar & Co., Chartered Accountant	75.25

The minimum Technical score required to pass is 75 points out of 100 as stated in the RFP. As such all the bidders are eligible for Financial Bid after taking a NoC of the Technical Bid evaluation from IFAD.


 (HMANGAIHZUALI)
 Deputy Director (Horti)
 FOCUS, Mizoram


 (R. K. NITHANGA)
 State Project Director,
 FOCUS, Mizoram


 (LALMUANSANGA)
 Finance Manager
 FOCUS, Mizoram


 (LALREMTLUANGI)
 Deputy Director (Accts),
 Agriculture Department.

TECHNICAL EVALUATION REPORT FOR PROCUREMENT OF INTERNAL AUDITOR FOR FOCUS-MIZORAM

Background of the Procurement :

The procurement is for the Internal Auditor as well as handholding of the different Management Units under FOCUS, Mizoram. The system of procurement applied is Quality Based Cost System(QCBS) procedure and in a Simplified Technical Proposal(STP) format. The pre-proposal meeting for the procurement of the Internal Auditor has been held on 09.09.2019, opening and evaluation of the Technical Bids has already been done on 18.11.2019. However, with the suggestion of IFAD in regards to the evaluation process, re-evaluation of Technical Bids is done on 5th February, 2020 after extending the validity of the bids for 30 days from 11.01.2020 to 10.02.2020.

Procurement Process :

The procurement method adopted for the engagement of Internal Auditor as well as handholding for FOCUS, Mizoram is Quality Based Cost System (QCBS) with the weightage of Quality at 80 point and the Cost at 20 point. The Procurement stated is included in the Annual Work Plan and Budget 2019-20 and in the Procurement Plan 2019-20 and there is no deviation from the Procurement Plan.

IFAD has provided a No Objection to the draft Request For Proposal(RFP) on 09.08.2019 (Copy enclosed in Annex-I) and the advertisement for the same was done in the Local Newspaper as well as National Newspaper on 13,14&15/09/2019 on local newspaper and in the national newspaper (Telgraph) on 14,15&16/09/2019 (payment copy enclosed in Annex II).

Pre-Proposal Meeting :

The pre-Proposal meeting of Local Project Committee was held on 03.09.2019. The minute of the meeting is in Annex-III

Bid Submission Date and time : Dt. 11.10.2019 at 02.15 PM

The Bid proposals were received and put in the Drop Box till the submission date and time. Opening of the Drop Box was held on the same day at 04.00 PM. The proposals were received from the following bidders :

1. *Bidder 1* : AMD and Associates, Chartered Accountant
2. *Bidder 2* :Niranjan & Narayan, Chartered Accountant
3. *Bidder 3* :D.Pathwary & Co., Chartered Accountant
4. *Bidder 4* :M. Borar & Co., Chartered Accountant
5. *Bidder 5* :SPRK & Co., Chartered Accountant
6. *Bidder 6* :Chaudhuri & Banerjee, Chartered Accountant.

The following proposals were received after the bid submission date and time, hence rejected without opening.

1. C.K. Prusty & Associates, Chartered Accountant
2. N.C. Mittal & Co., Chartered Accountant
3. Shyam Lal Dadhi Chi & Co., Chartered Accountant

The Project constituted a Technical Evaluation Committee with the following members :

Chairman :

Chief Executive Officer, SCRAM & State Project Director, FOCUS-Mizoram

Secretary :

Deputy Director, (Horticulture), FOCUS-Mizoram

Member :

1. Deputy Director (Accts), Agriculture Department.
2. Manager (Finance & Accounts), FOCUS-Mizoram.

Preliminary Evaluation of Proposals :

The IFAD has suggested that re-evaluation is to be done as the Technical Bid Evaluation report already submitted was rejected. As was the case, The Technical Bids were re-evaluated on 05.02.2020 as per the suggestion of IFAD.

The proposals received within were pre-evaluated on 31.01.2020 on the following criteria as well as the eligibility criteria as stated in the RFP :

Criteria	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
Proposals received within bid submission date	Yes	Yes	Yes	Yes	Yes	Yes
Both technical and financial proposals are separately sealed	Yes	Yes	Yes	Yes	Yes	Yes
Technical Submission Form signed	Yes	Yes	Yes	Yes	Yes	Yes
Documents evidencing minimum qualification provided in the technical proposal	No	Yes	Yes	Yes	Yes	Yes
TECH forms as per RFP format attached	Yes	Yes	Yes	Yes	Yes	Yes
CVs of team signed by expert or Authorised Signatory	Yes	Yes	Yes	Yes	Yes	Yes

Minimum eligibility criteria as per RFP :

Eligibility condition	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
Firm should be registered with ICAI having office either its head office or	Yes	Yes	Yes	Yes	Yes	No

branch in the NE States						
Firm should have minimum 5 years in audit works	Yes	Yes	Yes	Yes	Yes	Yes
Average minimum turnover of Rs 10 lacs in last 3 year	Yes	Yes	Yes	Yes	Yes	Yes
Empaneled with CAG for 2019-20	Yes	Yes	Yes	Yes	Yes	Yes
Should have minimum 10 audit work of State/Central Govt./Govt. sponsored development project experience.	Yes	Yes	Yes	Yes	Yes	Yes
Supporting documents, signed and stamped/sealed by partner/ proprietor on the above eligible criteria.	No	Yes	Yes	Yes	Yes	Yes
Not blacklist by any PSU's or Govt., or any organization in respect of assignment or behavior. Any partner/ qualified employee whose name is included in the First or Second Schedule of the Chartered Accountant Act, 1949 will not be considered for evaluation.	Yes	Yes	Yes	Yes	Yes	Yes

Proposal not taken forward for Evaluation :

The following proposals which were not fully responsive to the minimum eligibility conditions were not further considered for technical evaluation.

1. AMD and Associates, Chartered Accountant – Supporting documents not included.
2. Chaudhuri & Banerjee, Chartered Accountant – Head office and Branch office is not situated in any of the Northeast States.

The Technical bids were evaluated by the Evaluation Committee on 5th February, 2020 on the following criteria (*Data Sheet 21.1 – for STP*).

Technical Evaluation Criteria

Sl.No	Criteria	Maximum Points	
1	Specific experience of the consultant relevant to the assignment		20
2	Adequacy of the Proposed Methodology and workplan in responding to the RFP		30
	a. Work Plan in consistent with ToR	15	
	b. Organization and staffing and team composition balance with appropriate skills mix according to the ToR	15	
2	Key Professional staff qualification and competence for the assignment		50
	a. Position-K-01 : Team leader	20	
	b. Position-K-02 : FCA/ACA Sr. Acct	15	
	c. Position – K-03 : FCA/ACA Sr. Acct	15	

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- 1) General qualifications [20%]
- 2) Adequacy for the assignment [60%]
- 3) Experience in region and language [20%]

Total points for the criteria: 100 Points
 The minimum technical score (St) required to pass is : 75 points

The evaluation committee combines the technical and financial points to identify the proposal that has scored the highest number of points. The evaluation is weighted in favour of quality over price. The technical aspects receive a weighting of 80 and the financial receive a weighting of 20. The total weighting of technical and financial evaluation is 100, therefore if the technical weighting is decided to be 80 then the financial weight would be 20.

In order to make the scoring easier and transparent we made the rating scale is divided into four number of discrete grades. The rationale behind this is to ensure that a satisfactory response in a proposal is established as this links to the qualifying score. Those proposals where responsiveness is judged are given the rating from poor to good in this evaluation.

The agreed scores decided by the committee before the evaluation are given based on the following grades.

Grade	Rating in percentage
Poor	40%
Satisfactory	75%
Good	90%
Very Good	100%

Based on the criteria, sub-criteria which are specified in RFP each evaluation marks on all the proposals. Each evaluator, evaluate the responsive proposals using the various grades as mentioned above. The score each evaluator was combined and takes an averaged to arrive at a final technical score of the evaluation.

Technical Evaluation Committee Summary scores :

The Technical Evaluation Committee combined summary score of the Technical Bids of the eligible bidders are as under :

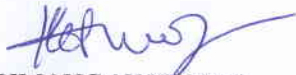
Sl. No	Criteria	Max Points	SPRK & Co.		Niranjan & Narayan		D. Pathway & Co.		Borar & Co.	
			Rating in %	Score	Rating in %	Score	Rating in %	Score	Rating in %	Score
1	Specific experience of the consultant relevant to the assignment	20	75%	15	80%	16	80%	16	75%	16
2	Adequacy of the Proposed Methodology and workplan in responding to the RFP	30		0		0		0		0
	a. Work Plan consistent with ToR	15	75%	11.25	85%	12.75	80%	12	75%	11.25
	b. Organization and staffing and team composition balance with appropriate skills mix according to the TOR	15	70%	10.5	75%	11.25	75%	11.25	70%	10.5
2	Key Professional staff qualification and competence for the assignment	50		0		0		0		0
	a. Team leader (K1)	20	75%	15	85%	17	70%	14	75%	15
	b. Team Leader (K2)	15	90%	13.5	70%	10.5	90%	13.5	80%	12
	c. Team Member	15	75%	11.25	75%	11.25	70%	10.5	70%	10.5
	Total	100		76.5		78.75		77.25		75.25

The above bidders have all passed the qualifying marks and are eligible for Financial Evaluation.

Recommendations of the Technical Evaluation Committee :

From the Technical Evaluation, the following proposals were scored the minimum qualifying marks and the Financial Proposals are to be opened after obtaining IFAD's no objection.

1. Niranjan & Narayan, Chartered Accountant
2. D.Pathwary & Co., Chartered Accountant
3. M. Borar & Co., Chartered Accountant
4. SPRK & Co., Chartered Accountant



(HMANGAIHZUALI)
Deputy Director (Horti)
FOCUS, Mizoram



(R.K. NITHANGA)
State Project Director,
FOCUS, Mizoram



(LALMUANSANGA)
Finance Manager
FOCUS, Mizoram



(LALREMTLUANGI)
Deputy Director (Accts),
Agriculture Department.

The recommendation approved by,



(R.K. NITHANGA)
State Project Director,
FOCUS, Mizoram

Statement on Ethical Conduct, Fraud and Corruption

We the undersigned confirm that,

1. During the evaluation of the Technical Bids of the bidders on Internal Auditor along with handholding support to PMU and DMUs of FOCUS, Mizoram, we have adhered to the ethical standards set out in the IFAD Procurement Guidelines.
2. None of the Evaluation Committee Members have family or business links with the institution whose proposals have been evaluated.
3. There is No Conflict of Interest either on our part or asfar as we are aware on the part of our immediate relatives in the evaluation of Technical Bids.



(HMANGAIHZUALI)
Deputy Director (Horti)
FOCUS, Mizoram



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State Project Director,
FOCUS, Mizoram



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