



**Ministry of External Affairs  
(Hajj Cell)**

**Government of India**

**ISIL Building, VK Krishna Menon Bhawan,  
9, Bhagwan Das Road, New Delhi-110001  
Tel: 011-2338 9136**

**Invitation of Expression of Interest from  
the firms of Chartered Accountants for scrutinizing  
and  
processing of the Applications (Files) of Private Tour  
Operators (PTOs) for Hajj- 2013**

**No. M/Haj/1183/33/2013**

**LAST DATE OF SUBMISSION OF BID DOCUMENTS IS  
10.05.2013**

No. M (Haj)/1183/57/2012  
Ministry of External Affairs  
(Hajj Cell)

Dated April 29, 2013

**Invitation for Expression of Interest**

The Ministry of External Affairs, (Hajj Cell) is looking for hiring the services of a firm of Chartered Accountants with a view 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 Private Tour Operators' Policy for Hajj-2013 dated April 23, 2013 for registration of Private Tour Operators for Hajj-2013 and related reports.

2. The Ministry of External 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. It is to be noted by the intending bidders that PTO Policy for Hajj-2013 and Application for PTOs and details of documents to be attached with the Application by PTOs are available on the website of the Ministry of External Affairs i.e. [www.mea.gov.in](http://www.mea.gov.in) and the Hajj Committee of India i.e. [www.hajcommittee.com](http://www.hajcommittee.com). Intending bidders are requested to go through the aforesaid documents before submission of bid documents.

3. Terms of Reference can be obtained free of cost from the office of Attache (Hajj), Ministry of External Affairs, (Hajj Cell), 3<sup>rd</sup> Floor, ISIL Building, Bhagwan Das Road, New Delhi-110001 or can be down-loaded from the websites of the Ministry of External Affairs i.e. [www.mea.gov.in](http://www.mea.gov.in) and the Hajj Committee of India i.e. [www.hajcommittee.com](http://www.hajcommittee.com).

4. Last date for submission of Expression of Interest in the prescribed format at Hajj Cell, 3<sup>rd</sup> Floor, ISIL Building, Bhagwan Das Road, New Delhi-110001 is on or before May 10, 2013 at 12 noon. The bids will be opened at 15.00 Hrs on May 10, 2013. Pre-bid meeting will be held on May 07, 2013 at 12.00 noon at the office of the Joint Secretary (Gulf & Hajj), Ministry of External Affairs, Government of India, Room No.80, South block, Gate No.4, New Delhi.

Sd/-  
**(Moin Akhtar)**  
Attache (Hajj)  
Ministry of External Affairs,  
(Hajj Cell),  
3<sup>rd</sup> Floor, ISIL Building,  
Bhagwan Das Road,  
**New Delhi-110001**

## **Section I**

### **TERMS OF REFERENCE FOR CONSULTANT HAJJ PTO POLICY**

#### **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 300 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 External Affairs, New Delhi for the Private Tour Operators for Haj-2013.
3. Consultant will assist and co-ordinate with the Hajj Cell, Ministry of External affairs, New Delhi during the entire processing work for the allotment of Hajj quota by the Ministry of External affairs to the Private Tour Operators for Haj-2013 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 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. After submission of scrutiny reports, the consultant should be available for consultation and clarifications till commencement of Hajj 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. Ministry of External Affairs can assign the work to more than one firm of Chartered Accountants.
6. Work has to be carried out at the Liaison Office of the Hajj Committee of India located at 5028, Bachchon Ka Ghar, 1<sup>st</sup> Floor, Daryaganj, New Delhi-110 002. Under no circumstances Applications (Files) will be carried out of the premises.
7. Applicant firm should declare the names of Private Tour Operators with whom the Chartered Accountants Firm already has personal / professional relationship.
8. Ministry of External Affairs will provide only space in the Liaison Office at the address mentioned in Para 6 above and provide electricity for electric / electronic gadgets. The Chartered Accountants Firm has to arrange the necessary furniture, computers, printers, software / hardware, stationery,

consumables etc. The expenses on this score may be accounted for in the financial bid while submitting the same.

9. The assignment shall be completed within 20 working days of assigning of the work.

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

11. **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.

12. Ministry of External Affairs shall empanel the bidder 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 External affairs, New Delhi in all matters will be final and binding on the bidders.

13. **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 External 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.

14. **Non-Completion of task:** In case of non-completion of task / assignment, the Ministry of External 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.

15. **Pre-bid meeting:** Pre-bid meeting will be held on May 07, 2013 at 12.00 noon at the office of Joint Secretary (Gulf & Hajj), Ministry of External Affairs, Government of India, Room No.80, South block, Gate No.4, New Delhi. Interested firms of Chartered Accountants may only 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.

**16. 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 MEA.
    - b) 30% after registration of PTOs and allocation of seats to PTOs.
    - c) Remaining 20% after commencement of Hajj flight operations from India to Saudi Arabia. Hajj flight operations are scheduled to commence from first week of September 2013.
- 17.** Consultant 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:-

**Attache (Hajj),**  
Ministry of External Affairs,  
Hajj Cell,  
3<sup>rd</sup> Floor, ISIL Building,  
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 Template and on second cover as Financial Template (Bid). The bidder should put these two sealed envelopes in one bigger envelop, duly sealed and submit it to Attache (Hajj), Ministry of External Affairs, (Hajj Cell), 3<sup>rd</sup> Floor, ISIL Building, Bhagwan Das Road, New Delhi-110001 in the prescribed format on or before May 10, 2013 at 12 noon. The bids will be opened at 15.00Hrs on May 10, 2013.
3. On top of the envelop it should be written in bold letters with red ink- "Proposal for scrutinizing of Hajj 2013 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. Hajj Cell shall not be responsible for late receipt of proposal by post or any other means.
6. Hajj Cell, Ministry of External Affairs reserves the right to reject one or all of the bids without assigning any reasons.

Sd/-  
**(Moin Akhtar)**  
Attache (Hajj)  
Ministry of External Affairs,  
(Hajj Cell),  
3<sup>rd</sup> Floor, ISIL Building,  
Bhagwan Das Road,  
**New Delhi-110001**

## 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 minimum five Partners and one Chartered Accountant employee of which one partner should have minimum experience of 10 years; three partners of minimum five years; and one partner of minimum one year and CA employee of minimum one year. (Mention the names & address of the partner/s & enclose copy of certificates of practice issued by ICAI along with CA membership No._____ & certificate).	
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, 2011 and 31 <sup>st</sup> March, 2012 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><u>Financial years 2010-11 &amp; 2011-12).</u></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.....

## **FINANCIAL TEMPLATE (BID)**

<b>S.N.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	Professional charges all inclusive per PTO application (file).	
2	Any other, if any.	

### **Signature**

Name and position: .....

Organization: .....

Place.....

Date.....