

CIVIL AVIATION AUTHORITY OF BANGLADESH
HEAD QUARTERS, KURMITOLA, DHAKA-1229.
Request For Proposal (RFP)

For
Selection of Chartered Accountants Firm

1.	Name of the work	Audit of annual accounts of CAAB's 28 units for the year 2023-2024 and submission of the following report (i/c hard copy and soft copy) (i) Unit-wise Audit report & Management report (ii) Consolidated audit report & management report
2.	Source of Fund	CAAB Fund
3.	Tender package No.	CAAB/DF-01(2023-2024)
4.	Invitation for tender Ref and date	No.30.31.0000.303.43.005.24 Date: 07/08/2024
5.	Tender Method	OTM (One stage two envelope system)
6.	Eligibility of tenders	i) The CA firms who are registered under the institute of the chartered accountants of Bangladesh (ICAB) ii) The CA firms must have at least 10 years practical audit experience. Certificate of experience from ICAB is to be submitted along with RFP. iii) The CA firms must be registered as partnership/individual at least for last 2 years issued by ICAB is to be submitted along with the RFP.
7.	Non-Eligibility of tenders	The CA firms which are penalized by any court or ICAB and the period of such punishment is in force are not eligible to submit RFP.
8.	i. Selling place of RFP Document	Office of the Director Finance, CAAB, HQ.
	ii. Last date and time for Selling of RFP Document	04.09.2024 up to 17.00 hours
9.	Name and address of the office for receiving tender (RFP).	Office of the Director (Finance), CAAB, HQ, Kurmitola, Dhaka-1229.
10.	Name and address of the office for Opening tender (RFP).	Office of the Director (Finance), CAAB, HQ, Kurmitola, Dhaka-1229.
11.	Last date and time for submission of RFP in sealed envelope in the official letter.	05.09.2024 up to 12.00 hours
12.	Date time for opening of tender (RFP).	05.09.2024 at 12.30 hours (in presence of tenderers or their authorized representatives, if any).
13.	Special Instruction/Conditions: (a) Up-dated certificate of paying Income-tax and certificate of registration for Value added Tax (VAT) are to be submitted along with RFP (b) The words request for proposal (RFP.) for selection of CA firm is to be written on the top of the envelop. (c) The interested firms are required to provide information indicating that they are qualified to perform the services (Brochures, description of Assignment, experience, availability of appropriate professional qualification and experience of staff etc. are to be submitted) (d) Name of lead company should be mentioned in the RFP. (e) Name of principal & partners should be mentioned in the RFP. (f) Purchasing RFP document submitted with the technical proposal.	
14.	Submit Technical and Financial proposal in separate sealed envelopes within the specified time mentioned in the RFP. Price of RFP is TK. 500/- (Five hundred) Only (Non – refundable).	
15.	The authority reserves the right to accept or to reject any or all the tender (s) without assigning any reasons whatsoever.	


11.08.2024
(Mohammad Moazzem Hossain)
Director (Finance)
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