

Government of Jharkhand
Department of Women, Child Development and Social Security

JHARKHAND WOMEN DEVELOPMENT SOCIETY

1st Floor, Engineers' Hostel- II, Sector-III, Dhurwa, Ranchi – 834 004

email id: procurement.jwds@gmail.com/jwds.jhar@gmail.com

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

REOI No: JWDS/TEJ/2019-20/37

Dated: 13th February, 2020

INDIA

Tejaswini- Socio-economic Empowerment of Adolescent Girls & Young Women Project

Project No.: 150576

Loan/Credit No.: IDA-5868-IN

Hiring of Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

Reference No. CS: 69

1. The Jharkhand Women Development Society (JWDS), an autonomous society set up under the Department of Women & Child Development and Social Security (DWCDSS), Government of Jharkhand is implementing the Tejaswini Project with funding from the International Development Association (World Bank) and intends to apply part of the proceeds for this consulting services.
2. JWDS seeks to hire a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22 under JWDS.
3. The objective of this consulting assignment is to provide the management an independent assurance that:
 - a) the internal controls established by the management are designed appropriately;
 - b) verify whether the overall financial management and arrangements including the system of internal controls as documented in the Financial Management Manual, Procurement Manual, Community Operational Manual & Implementation Plan, Community Level Implementation Plan, Institutional Level Implementation Plan and EMP-SITP etc. or any other guideline/manual related to the project are in practice and working effectively;
 - c) In addition, it is expected that internal audit should play a role in assisting management with fraud related issues, including the prevention, detection and investigation of fraud as part of bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
4. The Audit shall be carried out for the financial year 2019-20, 2020-21 and 2021-22. The duration of the assignment is two (02) years and (03) three month but coterminous with the project, effective from the date of signing of the contract subject to satisfactory performance determined by the JWDS and may be extended upon mutual agreement. The draft Terms of Reference for the assignment is available at www.socialwelfarejhar.gov.in in tender Section.
5. The attention of interested Firms/Agencies is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (January 2011, revised July 2014) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.
6. Joint venture or a sub-consultancy are not allowed under this assignment.

7. The Jharkhand Women Development Society (JWDS) now invites eligible Firm/Agency (“Consultants”) to indicate their interest in providing the Services. Interested Firm/Agency should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short-listing criteria are:

Sl.	Eol Shortlisting Criteria	
A.	Mandatory Criteria	Supporting Documents
i.	The Firm/Agency should be a Chartered Accountant Firm.	<i>Copy of Registration Certificate issued by Institute of Chartered Accountant of India (ICAI) or Certificate issued by any other regulatory body in India.</i>
ii.	The Chartered Accountant firm should be empanelled with Comptroller and Auditor General of India (C&AG) for Government audits for the year 2019-20.	<i>Copy of Empanelment certificate issued by Comptroller and Auditor General of India (C&AG).</i>
iii.	The Firm/Agency should have an average annual turnover of INR 25 (Twenty Five) lakhs over a period of last three financial years i.e. for the financial year: (2016-17, 2017-18 and 2018-19).	<i>Annual turnover certificate from an Independent Chartered Accountant firm for financial years: (2016-17, 2017-18 and 2018-19) as per Annexure-6.</i>
iv.	Experience in handling atleast five (05) nos. of Internal Audit Assignments of work order value not less than INR 1 lakh with Government(s)/Government Agencies in India {excluding Bank Audit}.	<i>Supporting document to be enclosed.*</i>
v.	Experience in handling atleast five (05) nos. of Statutory Audit Assignments with Government(s)/ Government Agencies in India {excluding any bank audit assignment}.	<i>Supporting document to be enclosed.*</i>

Sl.	Eol Shortlisting Criteria	
B.	Desirable Criteria	Supporting Documents
i.	Number of Existing Partners in the applicant Firm/Agency	<i>Copy of Partnership Deed/ Constitution Certificate issued by ICAI or any other relevant document to be enclosed.</i>
ii.	Number of Existing Chartered Accountant staffs in the applicant CA Firm	<i>Copy of Appointment letter/Experience certificate/Any Salary Slip of last 6 months or any relevant other document to be enclosed.</i>
iii.	Number of Existing CA Inter qualified staffs (excluding Article Assistant) in the applicant CA Firm	
iv.	The applicant CA Firm has an office at Ranchi (Within Municipal Area)	<i>Registration Copy/Rent Agreement/ Registration Certificate issued by (ICAI)/ any other relevant document which mentions address of the firm.</i>

Notes:

The firm not confirming to any of the mandatory criteria/s will not be considered for any further evaluation.

** The supporting document annexed by the Firm/Agency in support of the experience claimed under each criteria must clearly specify the name of assignment, name of the sponsoring agency, period of assignment, **Value of contract** and scope of work for the said assignments.*

8. Interested Firm/Agency is required to submit their Eol application, complete in all respect, in the prescribed performa in a sealed envelope with each page of application duly signed under the seal by an authorized signatory, including on all the pages of the supporting documents submitted along with the Eol

application in prescribed performa. The prescribed performa {Annexure – 1, 2, 3, 4, 6, 7 & 8} is annexed herewith. The performa is also available at the website: www.socialwelfarejhar.gov.in

9. Quality-Cost Based Selection (QCBS) method set out in the Consultant Guidelines would be followed to select the Firm/ Agency to develop assessment tools.
10. The Expression of Interest, in hard copy, must be submitted at the specified address through Registered Post/Speed Post/ Courier/ by Hand only by **1600 hrs (IST) on 06th March, 2020**. Any EoI received by JWDS after the designated time and date shall not be considered.
11. In case of any Addendum/Clarification/Corrigendum/Extension regarding this REoI Notice, the same will be published in the above website only.
12. The Authority reserves right to cancel or terminate the tendering process at any stage prior to signing of the contract without assigning any reason thereof and shall not be liable to any bidder /party in any manner directly/indirectly or any obligation to inform the affected bidder(s) of the grounds for such decision.

Address:

Jharkhand Women Development Society (JWDS),
Department of Women, Child Development and Social Security (DWCDSS), Government of Jharkhand
1st Floor, Engineers' Hostel-II, Sector – III, Dhurwa, Ranchi – 834004, Jharkhand
Attn: Project Director, JWDS-cum- Chief Operating Officer, Tejaswini Project

Sd/-
Project Director, JWDS
-cum-
Chief Operating Officer, Tejaswini Project

AUTHORIZATION LETTER

[On the Letter Head of the Applicant to be signed by any member of Board of Director / Managing Director/CEO/Head of the Organization/Competent Authority]

Date:

Place:

To

Project Director, JWDS – cum - Chief Operating Officer, Tejaswini Project
 Jharkhand Women Development Society (JWDS),
 1st Floor, Engineers' Hostel-II, Sector - III, Dhurwa, Ranchi – 834004, Jharkhand

Subject: **Authorization to sign the Expression of Interest.**

Sir,

This has a reference to your Request for Expression of Interest no. JWDS/TEJ/2019-20/37 dated, 13th February 2020 as a Chartred Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

It is hereby confirmed that Mr./Mrs./Ms. _____ working as _____ is entitled to act on behalf of our firm/agency and empowered to sign this document as well as such other documents, which may be required in this connection.

The specimen signature of Mr./Mrs./Ms. _____ is given below.

(Signature)

I, _____, certify that I am _____ (designation) of _____ (Name of Agency/Firm), and that Mr./Mrs./Ms _____ whose specimen signatures are given above is authorized to bind the firm/agency by authority.

For M/s _____ (Name of the applicant firm/agency)

Yours faithfully,

Date:

Place:

Seal of the Firm/Agency

Name:

Designation:

Email:

Contact No.:

Signature

COVER LETTER*[On the Letter Head of the Applicant]*

Date:

Place:

To

Project Director, JWDS – cum - Chief Operating Officer, Tejaswini Project
 Jharkhand Women Development Society (JWDS),
 1st Floor, Engineers' Hostel-II, Sector - III, Dhurwa, Ranchi – 834004, Jharkhand

Subject: Submission of Expression of Interest as a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

Ref: REol no. JWDS/TEJ/2019-20/37 dated, 13th February 2020.

Sir,

Being duly authorized to represent and act on behalf of _____(Name of Firm) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood the Scope of Work for the consultancy, the undersigned hereby does express as a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

We are enclosing our Eol, in the prescribed performa, in original with all the details as per requirements for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Eol is complete, unconditional, true and correct in every detail.

Yours faithfully,

Date:

Place:

Seal of the Firm/Agency

Signature

(Authorized Signatory)

Name:

Designation:

Enclosures:

1. Duly filled Eol, in prescribed performa, complete in all respect (As per Annexure-3 of REol);
2. Self-Declaration on non-judicial stamp paper (As per Annexure-4 of REol);
3. All the supporting documents along with index (As per Annexure-6,7 and 8 of REol);

STANDARD FORMAT FOR EXPRESSION OF INTEREST

Firm/Agency are expected to provide the detailed information requested as per the format below to State Project Implementation Unit (SPIU), Tejaswini Project, JWDS as Expression of Interest for providing consulting services as a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22 in Reference to the REoI No. JWDS/TEJ/2019-20/37, dated, 13th February 2020.

A. Firm's Profile										
Firm's Profile	Name of the Firm:									
	Postal Address:									
	Telephone / Mobile no.									
	E-mail Id:									
	Website:									
	Name and Designation of Contact Person with Contact Details:									
	Date of Establishment (DD/MM/YY):									
	Date and place of Registration:									
	Registration No:									
	Comptroller and Auditor General of India (C&AG) Empanelment details along with empanelment number: <i>(Please enclose copy of the empanelment certificate issued by C&AG)</i>									
	Location of Head office:									
	Details of Branches, if any:									
	Provide a brief description of the background of Firm including brief description of core staffs:									
Any other information which the Firm/Agency wants to add.										
B. Financial Information										
The firm/agency should submit the Annual turnover certificate from an Independent Chartered Accountant firm for financial years: (2016-17, 2017-18 & 2018-19) as per Annexure-6.		Provide the turnover on the basis of the audited financial statement of the past three financial years in Indian Rupees.								
		2016-17		2017-18		2018-19				
C. Firm's Experience:										
1) List of experience in handling Internal Audit Assignments of work order value not less than INR 1 lakh with Government(s)/Government Agencies in India {excluding Bank Audit}. <i>{The firm/agency should enclose the supporting documents which must clearly specify the name of assignment, period of assignment, Value of contract and scope of work for the said assignment}.</i> <i>You may add more rows, if required.</i>										
Sl.	Name of the Project/ Assignment	Brief details of the Service provided	Name of the Client	Duration of Assignment in months			Value of Contract in INR	Whether contract closed or not	Page no. at which the supporting documents is attached in the EoI Proposal	
				From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months of experience				

C. Firm's Experience:

2) List of experience in handling Statutory Audit Assignments of Government(s)/ Government Agencies in India {excluding any bank audit assignment}.

{The firm should enclose the supporting documents which must clearly specify the name of assignment, period of assignment and scope of work for the said assignment}.

You may add more rows, if required.

Sl.	Name of the Project/ Assignment	Brief details of the Service provided	Name of the Client	Duration of Assignment in months			Value of Contract in INR	Whether contract closed or not	Page no. at which the supporting documents is attached in the EoI proposal
				From {start date} DDMMYY	To {End date or ongoing} DDMMYY	Total months of experience			

(Self-Declaration on Non-Judicial Stamp Paper in original)**Declaration**

In Reference to the REoI No. JWDS/TEJ/2019-20/37, dated, 13th February 2020, as a a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

I, _____ (Name of the person), the authorized signatory of _____ (Name of Firm /Agency), hereby solemnly declare that our Firm/Agency _____ (Name of Firm /Agency) is currently not blacklisted either by Central Government of India/any State Government /any Union Territory(UT) Administration in India or by any PSU or by any agency of either Central Government of India, any State Government or any UT Administration in India or by any other donor/partner organization or by the World Bank.

In case of any further changes which effect this declaration at a later date, we would immediately inform the Jharkhand Women Development Society (JWDS) accordingly.

Date:
Place:

Seal of the Firm/Agency

Signature
(Authorized Signatory)
Name:
Designation:

EoI Evaluation marking for Short Listing of Firms/Agencies: EoI Evaluation for short listing of Firms/Agencies will be based on obtaining marks regarding the applicant's response in the Expression of Interest (EoI). With this, the Firms/Agencies that are considered most qualified will be short-listed. EoI Evaluation criteria and marks included for the short-listing of firms/agencies are as follows:

A.	Mandatory Criteria	Marks Allocated
1.	The Firm/Agency should be a Chartered Accountant Firm.	Mandatory
2.	The Firm/Agency should be empanelled with C&AG for government audits for the year 2019-20.	Mandatory
3.	Average annual turnover in over a period of last three financial years namely 2016-17, 2017-18 & 2018-19. (Maximum Marks: 15)	
	3.1 Average annual turnover over of INR 25 Lakhs in over a period of last three financial years;	7.5
	3.2 Above INR 25 Lakhs: additional 0.5 mark for each additional INR 05 Lakhs to a maximum of 7.5 marks	7.5
	Sub Total:	15
4.	Experience in handling Internal Audit Assignments of work order value not less than INR 1 lakh with Government(s)/Government Agencies in India {excluding Bank Audit}. (Maximum Marks:40)	
	4.1 At least 05 no. of Internal Audit Assignment;	10
	4.2 Above 05 no. of Internal Audit Assignment: Additional 1.5 marks for each additional no. of Internal Audit assignment to a maximum of 30 marks.	30
	Sub Total:	40
5.	Experience in handling Statutory Audit Assignments of Government(s)/ Government Agencies in India {excluding any bank audit assignment}. (Maximum Marks: 20)	
	5.1 At least 05 no. of Statutory Audit Assignment;	10
	5.2 Above 05 no. of Statutory Audit Assignment : Additional 1 marks for each additional Statutory Audit Assignment to a maximum of 10 marks.	10
	Sub Total:	20
Total A :		75
B.	Desirable criteria	Marks allocated
1.	Number of Existing Partners in the applicant Firm/Agency • 0.5 mark for each Chartered Accountant Partner.	10
2.	Number of Existing Chartered Accountant staffs in the applicant CA Firm • 0.5 mark for each staff.	5
3.	Number of Existing CA Inter qualified staffs (excluding Article Assistant) in the applicant CA Firm • 0.25 marks for each CA Inter qualified staffs.	5
4.	The applicant CA Firm has an office at Ranchi (Within Municipal Area)	5
Total B:		25
Grand Total (A+B)		100

Note:

- Any type of Bank Audit experience will not be considered for the evaluation.
- The last date for submission of EoI Proposal will be considered as the cut-off date for evaluating the experience of the applicants.
- In case of tie between the firm in the marks, the firm having higher experience of Internal Audit Assignment will be given preference in the shortlisting.

[To be given on letter head of the Independent Chartered Accountant(CA)]

In Reference to the REoI No. JWDS/TEJ/2019-20/37, dated, 13th February 2020 a Chartred Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

The annual turnover of _____(Name of Firm/Agency) during last three financial year are given below and certified that the statement is true and correct:

Sl. No.	Financial Year (FY)	Annual Turnover in Indian National Rupees
1.	FY 2016-17	
2.	FY 2017-18	
3.	FY 2018-19	
Average Annual turnover during last three financial year i.e. FY 2016-17, 2017-18 & 2018-19 (In Figures)		
Average Annual turnover during last three financial year i.e. FY 2016-17, 2017-18 & 2018-19 (In Words)		

Date:
Place:

Seal of the
Independent CA
firm

Signature of CA
Name:
Membership No:
Full address:

Date:
Place:

Seal of the
applicant
Agency/firm

Signature
(Authorized Signatory of Applicant firm)
Name:
Designation:

[To be given on letter head of the firm/agency]

Self-Declaration

In Reference to the REOI No. JWDS/TEJ/2019-20/37, dated, 13th February 2020.as a Chartered Accountant Firm for Internal Audit of Tejaswini Project for the Financial Year 2019-20, 2020-21 and 2021-22.

This is to certify that following are the list of existing personnel's in our firm/agency:

a) List of Existing Partners in the applicant Firm/Agency:

Sl.	Name	Education Qualification (Please mention ACA or FCA)	Date of Joining

b) List of Existing Chartered Accountants Staffs in the applicant Firm/Agency:

Sl.	Name	Education Qualification	Date of Joining

c) List of Existing CA Inter qualified staffs (excluding Article Assistant) in the applicant Firm/Agency:

Sl.	Name	Education Qualification	Date of Joining

Date:
Place:

Seal of the Firm/Agency

Signature
(Authorized Signatory)
Name:
Designation:

Note:.. You may add more rows, if required.

[To be given on letter head of the firm/agency]

CHECK LIST and the order in which the documents are to be submitted for the Expression of Interest.

Please check whether all the below mentioned documents have been provided in the Expression of Interest. The documents are to be submitted in descending order with item no. 1 on top of all. Please also mention the page number of the expression of interest where these documents are enclosed.

Sl.	The EOI shall accompany the following details of Firm/Agency	Reference Document to be provided by the firm/agency	Enclosed (Yes/No)	Supporting Document available at Eoi Page no(s).	Remark, if any
1.	Authorization letter to sign the Eoi Proposal.	To be provided in original letter head as per prescribed format in Annexure-1		PAGE No. ---- to -----	
2.	Cover letter	To be provided in original letter head as per prescribed format in Annexure-2		PAGE No. ---- to -----	
3.	Information as per Standard format for Eoi from the firm/agency.	To be provided as per prescribed format in Annexure-3		PAGE No. ---- to -----	
4.	Self-declared certificate that the firm/agency is currently not black listed.	To be provided in Non-Judicial Stamp paper in original as per prescribed format in annexure-4		PAGE No. ---- to -----	
5.	Empanelment Information of firm/agency issued by Comptroller and Auditor General of India (C&AG) for the Government audit for the year 2019-20.	Copy of Empanelment certificate issued by C&AG.		PAGE No. ---- to -----	
6.	Proof for an average annual turnover in over a period of last three financial years. i.e for financial year (2016-17, 2017-18 & 2018-19) of firm/agency.	Annual turnover certificate from an Independent Chartered Accountant firm for financial years: (2016-17, 2017-18 & 2018-19) as per Annexure-6.		PAGE No. ---- to -----	
7.	Proof for experience in handling Internal Audit Assignments of work order value not less than INR 1 lakh with Government(s)/Government Agencies in India {excluding Bank Audit}.	Copy of Contract Agreement/Work Order/Completion Certificate. The supporting document annexed by the firm/ agency in support of the experience claimed under criteria must clearly specify the name of assignment, period of assignment, value of contract and scope of work for the said assignments.		PAGE No. ---- to -----	

8.	Proof for experience in handling Statutory Audit Assignments with Government(s)/ Government Agencies in India {excluding any bank audit assignment}.	<p>Copy of Contract Agreement/Work Order/Completion Certificate.</p> <p>The supporting document annexed by the firm/ agency in support of the experience claimed under each criteria must clearly specify the name of assignment, period of assignment, Value of assignment and scope of work for the said assignments.</p>		PAGE No. ---- to -----	
9.	<p>Following details are required by the applicant Firm/Agency , if any:</p> <p>a) Number of Existing Partners in the applicant Firm/Agency.</p> <p>b) Number of Existing Chartered Accountant staffs in the applicant Firm/Agency.</p> <p>c) Number of Existing CA Inter qualified staffs (excluding Articles Assistant) in the applicant Firm/Agency.</p>	<p>Self-Declaration by the authorized signatory as per the annexure 7 alongwith</p> <p>a) <i>Copy of Partnership Deed/ Constitution Certificate issued by ICAI or any other relevant document.</i></p> <p>b) <i>Copy of Appointment letter/Experience certificate/Any Salary Slip of last 6 months or any relevant.</i></p> <p>c) <i>Copy of Appointment letter/Experience certificate/Any Salary Slip of last 6 months or any relevant.</i></p>		PAGE No. ---- to -----	

Applicants to ensure

- a) That all the pages have been numbered
- b) That all the pages are legible (Clearly Readable).

Date:
Place:

Seal of the Firm/Agency

Signature
(Authorized Signatory)
Name:
Designation: