



Request for Expression of Interest (REoI)

REoI No. 1086/ISGPP/PROC-66/2021 dated 24.11.2021

Name of assignment: 'Hiring professional firm for conducting Internal Audit for FY 2021-22 and one quarter (4th quarter) of FY 2020-21 of ISGP Program II'



Institutional Strengthening of Gram Panchayats (ISGP) Program-II
Panchayats & Rural Development Department
Government of West Bengal

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Memo. No. 1086/ISGPP/PROC-66/2021

Date: 24.11.2021

Expression of Interest (EOI)

Institutional Strengthening of Gram Panchayats Program II under Panchayats and Rural Development Department, Govt. of West Bengal invites online e-‘Expression of Interest’ (e-EOI) from reliable, resourceful, bonafide and experienced firms/companies to undertake the work/ service: Hiring professional firm for conducting Internal Audit for FY 2021-22 and one quarter (4th quarter) of FY 2020-21 of ISGP Program II’.

Intending applicants may download the Request for EOI documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

This document contains the followings:

A. Invitation for EOI: (Copy of advertisement)

Institutional Strengthening of Gram Panchayats (ISGP) Program II
Panchayats & Rural Development Department
Government of West Bengal
Request for Expression of Interest (REoI)

Memo No. 1086/ISGPP/PROC-66/2021

Date: 24.11.2021

“Hiring professional firm for conducting Internal Audit for FY 2021-22 and one quarter (4th quarter) of FY 2020-21 of ISGP Program II”

The detail REoI can be seen at <https://wbtenders.gov.in>

The last date for bid submission is 6th December 2021 up to 14:00 hrs.

B. Objectives & scope of work

The objective of this assignment is to provide reasonable assurance that the proceeds of the World Bank loan were used for the purposes intended, that the Audit reports are free from material misstatement and that terms of the loan agreement are complied with in all material respects by carrying out the internal audit of the project activities of ISGPP II for financial year 2021-22 and one quarter (4th quarter) of FY 2020-21

Scope of Work

ISGPP-II will engage a firm of internal auditors, acceptable to the World Bank to audit and certify the consolidated program annual financial statements of the ISGPP-II. The scope of the audit will extend to ISGPP-II and will be additional to any institutional statutory audit processes that may already be in place. The TORs for the audit has been agreed with the World Bank. The annual internal audits would be conducted on quarterly basis and the audit reports would be submitted to the Bank within 15 days of the close of each reporting period

as mandated in the period and audit timelines in this TOR later. The following audit reports would be monitored at the level of Principal Secretary P&RDD.

In conducting the audit, special attention should be paid to the following:

- All external funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided. Relevant legal agreements include the Financing Agreement, the Program Agreement, and the Minutes of Negotiations
- Effective program financial management systems, including internal controls, were in operation throughout the period under audit examination. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security and effectiveness of the operation of the computerized system. All necessary supporting documents, records, and accounts have been kept in respect of all program transactions. Clear linkages should exist between the books of account and reports presented to the World Bank.
- The program accounts have been prepared in accordance with consistently applied relevant Accounting Standards/ Rules and give a true and fair view of the financial situation of the Project for the financial year ending March 31 and of receipts and payments for the year ended as on that date.
- Goods and services financed have been procured in accordance with the Government of West Bengal's procurement guidelines and norms along with the financing agreements.
- All the goods procured and issues are supported by valid receipt and issue documents and are recorded in the stock/ inventory registers and the closing balances worked out correctly. Physical verification of the assets and other inventories would be taken up, as deemed necessary by the auditor.
- Funds transferred to DCUs for incurring expenditure under the project are used for the purposes intended. To establish this, the auditor should visit DCUs and conduct such audit / tests as may be deemed appropriate and necessary for the purposes of the audit.

C. Instructions to the Consultants:

- i. Expression of Interest will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under.
- ii. **PRICE OR RATE WILL NOT BE QUOTED WITH EOI**
- iii. **Schedule of complete bidding process**

a)	Date of uploading of R E.O.I. & other Documents (online) (Publishing Date)	date 25.11.2021, Time: 10.00 hrs.
b)	Documents download start date (Online)	date 25.11.2021, Time: 10.00 hrs.
c)	Documents download end date (Online)	date 06.12.2021, Time: Up to 14.00 hrs.
d)	Online EOI Submission Start Date & Time	Date 25.11.2021, Time: 10.00 hrs.
e)	Online EOI Submission Last Date & Time	date 06.12.2021, Time: Up to 14.00 hrs.

f)	Time and Date of Opening of EOI.	date 08.12.2021, Time: 14.00 hrs.
g)	Publication/ Uploading of names of shortlisted Applicants.	date 10.12.2021,
h)	Date of uploading of RFP & other Documents (online) (Publishing Date) & Documents download start date (Online) for Limited Bid.	date 14.12.2021 Time: 18.00 hrs.
i)	RFP & other Documents download end date (Online) & Online Bid Submission Last Date & Time	date 14.01.2022 to 14.00 hrs.
j)	Time and Date of Opening of Technical Bid of RFP (Bid will be opened by the Authorized Officer)	Date 17.01.2022, Time: After 14.00 hrs.
k)	Publication/ Uploading of names of shortlisted Applicants & Date for opening of Financial Application (Online)	To be notified later

- iv. Amendments if any to this EOI will be uploaded only on the website.
- v. Only eligible applicants having the required qualification shall be considered for short listing and only the shortlisted firms shall be issued Request for Proposal (RFP) document for submission of their applications.
- vi. ISGPP-II reserves the right to reject any or all applications without assigning any reason thereof.
- vii. Pre-qualification/ short listing does not necessarily mean that a job will be assigned to the applicant.
- viii. The cost incurred by the applicants in preparation & submission of this application of EoI / RFP providing clarifications or attending discussions in connection with process of Pre-qualification/ short listing shall be borne by the applicant/bidder. ISGPP-II in no case will be responsible or liable for these costs regardless of the outcome of the process.
- ix. **Lists of common documents which shall have to be submitted by each applicants at the time of submission of EOI:-**
 - a) The applications must be properly signed by the proprietor in case of a proprietary firm and Power of Attorney holder for corporate entities.
 - i) Income Tax Return (For last 3yrs)
 - ii) Pan Card
 - iii) Valid 15digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
 - iv) Technical Credential.
 - v) Financial turn over Certificate (for three years).
 - b) List of documents shall have to upload by a Partnership Firm in addition to **List of common documents**
 - i) The power of Attorney for the firm for signing the tender by a partner.
 - ii) Partnership Deed.
 - c) Joint Venture (JV) /consortium will be allowed.

All the uploaded documents should be organized in proper order in the respective folders assigning names to the individual documents, failing which bid may liable to be cancelled.

D. Pre-qualification criteria:

Name of the work/service	Eligibility Criteria	DisqualificationCriteria	Rejection Criteria
Hiring professional firm for conducting Internal Audit for FY 2021-22 and one quarter (4 th quarter) of FY 2020-21 of ISGP Program II	<ol style="list-style-type: none"> a) The Firm should be affiliated by "The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India/ The Institute of Internal Auditors of India etc. b) The Firm should be empanelled with the "Comptroller and Auditor General of India" in major audit 	<p>Even though the bidders meet the eligibility criteria, they would be disqualified if they have:</p> <ol style="list-style-type: none"> a) Made misleading or false representation in the forms, statements, affidavits and 	<p>During scrutiny of EOI/ proposal if it is found that any information is incorrect or inadequate in the Bid documents, the same will be rejected without</p>

	<p>for the Financial Year 2020-21 (Applicable only for CA firms registered in India).</p> <p>c) They should have valid peer review certificate (if applicable)</p> <p>d) The applicant firm is Independent of the entity to be audited.</p> <p>e) The audit firm is not the incumbent External/ Internal Auditor of the project/program or the PMU.</p> <p>f) No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/Executive Committee/Board of Directors or the Project Director/Managing Director/any Director or any of the senior management (as applicable) of the program. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.</p> <p>g) Neither the firm nor its Partners or Associates have any interest in the business of the program.</p> <p>h) From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the firm ceases to be Auditor, no other assignment of any kind to the PMU/project (including consultancy) will be accepted, either by the firm or by its partners or relatives of partners of the firm or by its associates.</p> <p>i) The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA) and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she –Has been found guilty of professional/other misconduct by the Institute of Chartered/Cos Accountants of India, or is one against whom disciplinary sanction orders have been passed by the PCAOB /NFRA.</p>	<p>attachments submitted in proof of the qualification requirements and or record of submission of anyfalse / fake document(s).</p> <p>b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.</p>	<p>assigning any reason thereof.</p>
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E. Shortlisting of Consultant:

Pass/Fail criteria:

This assignment requires a highly competent firm of Internal Auditors with following requirements.

- Minimum 05 years of experience required in similar nature (audit) of assignment
- Experience in conducting audit of Externally Aided or Govt. sponsored Projects/ Programmes either in Central Government or in State Government level during last 5 (five) years.
- Whether a partnership firm with at least five (5) partners with a minimum yearly turnover of INR 20 Lakh for the last three (3) consecutive financial years.
- Whether the firm have an office situated in West Bengal.

All the consultants who meet minimum criteria mentioned above will be shortlisted and issued RFP

The Agency / firm will be selected in accordance with the selection procedure of Combined Quality cum Cost Based System (CQCCBS) under State Government's notification no. 8385-F(Y) dated 22 Nov, 2013.

S/d

Special Secretary to the Govt. of West Bengal

Panchayats & Rural Development Department and Program
Director, ISGPP-II

Formats

Format for Past experience of the firm

Name of the Assignment:					
Name of the Consultant:					
EoI No & Date:					
1. List only previous assignments successfully completed in the last ...05 years.					
Consultant's Experience					
Sl. No.	Duration (with contract start & end date)	Assignment name/& brief description of main deliverables/outputs	Name of Client with Address (phone no, email id)	Contract value. Exclusive of service tax / GST(in INR)/ Amount paid to your firm	Role on the Assignment (Mention Externally Aided Project where applicable)

Format for Financial strength of the consultant

Name of the Assignment:					
Name of the Consultant:					
EoI No & Date:					
Financial strength of the consultant					
Sl. No.	Particulars	Financial Year.....	Financial Year.....	Financial Year.....	Remarks (if any)
1.	Turnover figure				
2.	Net Profit				