



Government of Bihar
BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY
(State Rural Livelihoods Mission)
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REQUEST FOR EXPRESSION OF INTEREST

Expression of Interest [EoI] For Hiring of CA Firms for Internal Audits of Head Office (SPMU) and Thirty Eighty Districts Offices (DPCUs) with its Block Offices (BPIUs) in Bihar Rural Livelihoods Promotion Society for the FY 2019-20

The Government of Bihar has received a credit from International Development Association in various currencies towards the cost of Bihar Transformative Development Project (BTDP) through Govt. of India and intends to apply a part of the proceeds of this credit to payment under the contract for hiring services of Chartered Accountants firms for Internal Audit of Bihar Rural Livelihoods Promotion Society (BRLPS) for the financial year 2019-20. BRLPS is also implementing LSBA, MKSP, NRETP, NRLM and various other NRLM sponsored projects across 534 blocks in 38 districts of Bihar. BRLPS has been designated as State Rural Livelihood Mission for rolling out National Rural Livelihoods Mission in the state

1. Internal Audit Assignment Packages

Internal Audit assignments of all the districts and state have been divided into 20 packages. Each package consisting of two districts will be treated as one assignment as under:

Assignment - I (Motihari & Sheohar)	Assignment - XI (Bettiah & Gopalganj)
Assignment - II (Gaya & Arwal)	Assignment - XII (Begusarai & Khagaria)
Assignment - III (Patna & Sheikhpura)	Assignment - XIII (Sitamarhi & Kishanganj)
Assignment - IV (Madhubani & Saharsa)	Assignment - XIV (Muzaffarpur & Buxar)
Assignment - V (Nalanda & Munger)	Assignment - XV (Bhagalpur & Banka)
Assignment - VI (Samastipur and Jamui)	Assignment - XVI (Katihar & Araria)
Assignment - VII (Saran & Jehanabad)	Assignment - XVII (Vaishali & Bhojpur)
Assignment - VIII (Rohtas & Aurangabad)	Assignment - XVIII (Purnea & Supaul)
Assignment - IX (Darbhanga & Madhepura)	Assignment - XIX (Nawada & Kaimur)
Assignment - X (Siwan & Lakhisarai)	Assignment - XX (SPMU, Patna)

BRLPS now invites eligible Chartered Accountants firms to indicate their interest in providing the services. Interested CA Firms must provide required information substantiating that they have the required qualifications, relevant experience, availability of appropriate team and financial capability to perform the services under the indicated assignment.

2. Eligibility Criteria

Eligibility for submission of EoI proposal, subject to minimum requirements indicated there against, are as under:

S.N.	Basic Eligibility Criteria	Minimum Requirements
2.1	Audit firm shall be empanelled with office of the Comptroller & Auditor General of India for the FY 2018-19.	<ul style="list-style-type: none">Self-certified copy of the empanelment certificate issued by CAG to be attached.Mere furnishing the copy of acknowledgement of application for such empanelment will not be a valid submission.
2.2	Audit firm should have its Head /Branch Office in Bihar.	<ul style="list-style-type: none">Self certified copy of Firm Constitution Certificate issued by ICAI as on the date of Expression of Interest shall be furnished in support of information required under clause 2.2, 2.3 & 2.4.
2.3	Audit firm should be in existence for more than 05 years as on the date of Expression of Interest.	
2.4	Audit firm should be a partnership firm registered with the Institute of Chartered Accountants of India [ICAI] with following requirements: <u>For Assignments I to XIX</u> At least two (02) partners having a minimum 05 years of audit experience and at least SIX (06) CA -Inter qualified audit/article assistants with minimum 02 years of audit experience and	

S.N.	Basic Eligibility Criteria	Minimum Requirements
	<p><u>For Assignment – XX only</u> At least one (01) partner having a minimum 10 years of audit experience and at least one (01) partner having a minimum of five (05) years of audit experience and at least three (03) CA Inter qualified audit/article assistants with minimum 03 years of audit experience.</p>	
2.5	The Average Annual Turnover [AAT] of the audit firm shall be at least Rs. 10 Lakhs during the last three preceding financial years [namely, 2015-16, 2016-17 & 2017-18].	Self certified copy of the audited Financial statements with turnover certificate duly certified by Chartered Accountants shall be furnished. [Audited FS & Tax Audit Report wherever applicable need to be furnished]

3. Important Notes

- 3.1. Any firm not qualifying the eligibility criteria elaborated at clause 2 above with minimum requirements need not apply as their Expression of Interest [EoI] shall be summarily rejected.
- 3.2. An audit firm may submit the EoI for more than one assignment up to maximum of 03 assignments with indicated preference, but will be given only one assignment depending upon the ranking and among indicated preferences.

 However, a single proposal with clear description of maximum 03 assignments under prescribed tabular format shall be sufficient to indicate the preference for assignments.

 Further, this is to be noted that the audit firm having been shortlisted for more than one assignment shall be required to furnish a separate proposal with separate audit team for each assignment for which the Request for Proposal [RFP] will be issued to such shortlisted firm.
- 3.3. The selection of Internal Auditors will be as per consultant guidelines of the World Bank. Shortlisted firms will be asked to submit technical and financial proposal after short listing.
- 3.4. Information regarding fulfillment of short-listing criteria should be provided in tabular form together with the relevant supporting documents. Tabular form may be downloaded from the website www.brlp.in. Interested firm may obtain any further information during normal office hours from Monday to Saturday.
- 3.5. This assignment is for one year and may be extendable up to a maximum of two years on a yearly renewal basis based on performance and mutual consent of both parties on same terms and conditions including audit fees.
- 3.6. Any disciplinary action/pending cases ICAI/GoB/GoI over the firm/partner may be disqualified. A declaration is required to be submitted by the firm.
- 3.7. Expression of Interest with requisite documents should be submitted to the Chief Executive Officer, Bihar Rural Livelihoods Promotion Society (BRLPS), Patna at the address given above in a sealed envelope clearly superscripted as **"EoI for Internal audit of BRLPS for the FY 2019-20"**. *Submission of expression of interest without hard bound cover, page numbering, affixing seal of firm & signature of partner on each page of EoI documents shall be summarily rejected. Last Date for Submission of Expression of Interests [EoI] is 25th of March 2019 till 04:00 PM.*

Chief Executive Officer

Evaluation Matrix of the Shortlisting Criteria

S.N.	Particulars	Details of the Audit Firm			Weightage for Marks	
1.	Brief Profile of the Firm [Mandatory Requirement: Firm Constitution Certificate issued by ICAI as on the date of EoI]	1.1	Name of Audit Firm	: _____	NA	
		1.2	Address of H.O. [Bihar]	: _____		
		1.3	Address of Branch [Bihar]	: _____		
		1.3	Contact Nos.	: _____		
		1.4	PAN of Firm.	: _____		
		1.5	Service Tax No. of Firm.	: _____		
		1.6	TAN of Firm.	: _____		
		1.7	Date of Incorporation of Firm.	: ____/____/____		
		1.8	Firm Registration No. [FRN] with ICAI.	: _____		
		1.9	No. of Partners.	: _____		
		1.10	No. of Audit/Article Assistants.	: _____		
1.11	Overall Experience of Firm [in Yrs].	: _____				
2.	Firm empanelment with Comptroller & Auditor General of India for the FY 2018-19 [Mandatory Requirement: Refer para 2.1 under Eligibility Criteria.]	Empanelment No.		_____	NA	
		Letter Ref:		_____		
3.	Assignment Preference [Optional to indicate a maximum 03 assignments out of total 20 assignments without any order restriction, if any]	Assignment No.	P-1	: _____	NA	
			P-2	: _____		
			P-3	: _____		
4.	Average Annual Turnover [AAT] of the firm during last three financial years [in Lakhs] <u>Sub-Criteria for Marks Allocation</u> AAT Rs. 10 Lakhs to Rs. 20 Lakhs : 05 Marks AAT above Rs. 20 Lakhs to Rs. 30 Lakhs : 10 Marks AAT over Rs. 30 Lakhs : 20 Marks [Mandatory Requirement: Refer para 2.5 under Eligibility Criteria.]	FY 2015 - 16		_____	20 Marks	
		FY 2016 - 17		_____		
		FY 2017 - 18		_____		
		Average		_____		
5.	Status of the Firm [Mandatory Requirement: Copy of the Firm Constitution Certificate of ICAI as on the date of EoI]	5.1	Partners [Mandatory Requirement: Refer para 2.4 under Eligibility Criteria]	02 partners	05 Marks	10 Marks
			Above 02 partners	10 Marks		
		5.2	Audit/Article Assistants [Mandatory Requirement: Refer para 2.4 under Eligibility Criteria.]	02 - 06 audit/article assistants	05 Marks	10 Marks
			Above 06 audit/article assistants	10 Marks		
6.	Experience of Internal/ Concurrent /Statutory Audit Assignments [Mandatory Requirements: Self-certified copy of Work/ Contract Order issued/ executed to be furnished regarding each assignment.]	6.1 Internal/ Concurrent audit assignments of Government Departments/ Externally Aided or World Bank Funded Govt. Projects Each assignment carry 03 marks upto maximum 30 marks [Excluding assignment under 6.3 Below]			30 Marks	
		6.2 Statutory Audit assignments of Government Departments/ Externally Aided or World Bank Funded Govt. Projects Each assignment carry 01 mark upto maximum 15 marks			15 Marks	
		6.3 Other Internal/ Concurrent audit assignments of Banks/ PSUs/ Private Sectors. Each assignment carry 01 mark upto maximum 15 marks [other than all above]			15 Marks	
		Under mentioned details for each assignment to provided in a separate Annexure: Name of Assignments, Name of Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/ Schemes.				
Total Marks					100	