

Rajasthan Grameen Aajeevika Vikash Parishad

Rajasthan Rural Livelihood Project (RRLP)

(3rd Floor, B-Block, Yojana Bhawan, C-Scheme, Jaipur. Ph. No. 2229386, 5188112, Fax. No. 2229894)

F. 3(16)RGAVP/RRLP/2011

Dated: 03.01.2012

Expression of Interest for Appointment of Auditor

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) intends to select an Auditor for World Bank funded project for auditing of the annual Project Financial Statements (PFS) for the Financial Years 2011-12 and 2012-13. EoI is invited from Chartered Accountants Firms empanelled with the C&AG in the panel of audit firms eligible for major audits and are Independent of the entity (RGAVP) to be audited and no disciplinary orders have been issued by the PCOAB/ICAI against CA Firm/Member. Applying CA firms should have relevant experience in audit of financial statements or internal audit of Projects financed by bilateral or multilateral agencies; or Agencies implementing government projects; or Public sector undertakings in the same sector (Rural Development).

Refer website www.dpipraj.gov.in for further details, structured questionnaire and complete set of EOI documents to be submitted.

Procedure for Submission of EoI: The EoI needs to be submitted in the prescribed format. Detailed EoI along with documents confirming compliance with requirements may be submitted at the address indicated below.

Any updates to the EoI documents will be hosted on our website. The interested parties are requested to ensure that all updates are considered while submitting the EoI.

The Consultant for the contract will be selected using a Fixed Budget Selection (FBS) method in accordance with the World Bank guidelines: Selection and Employment of Consultants by World Bank's Borrowers (published by the Bank in May 2004; revised in October 2006, and May 2010)

Expressions of Interest must be submitted in three (3) copies (one original and two copies) in a sealed envelope clearly marked "**Expression of Interest: Auditor for World Bank funded projects**" and delivered upto 6.00 PM on 31.1.2012 to the address below.

**State Mission Director,
Livelihood Projects & SHGs**

Address:-

**Rajasthan Rural Livelihood Project (RRLP)
3rd Floor, B-Block, Yojana Bhawan,
Tilak Marg, C-Scheme, Jaipur**

**DOCUMENTS
FOR
SOLICITING EXPRESSION OF INTEREST (EOI)**

FOR

**APPOINTMENT OF EXTERNAL AUDITOR
FOR RAJASTHAN RURAL LIVELIHOOD PROJECT**

CREDIT NO.: 4859-IN



**DOCUMENTS
FOR
SOLICITING EXPRESSION OF INTEREST (EOI)
FOR
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SECTION-II	: EOI FORMAT

SECTION – I

DETAILS OF EXPRESSION OF INTEREST

**Rajasthan Grameen Aajeevika Vikash Parishad (RGAVP)
Rajasthan Rural Livelihood Project (RRLP)**

Date:

Expression of Interest (EoI) for Appointment of External Auditor for Rajasthan Rural Livelihood Project (World Bank funded)

Credit No.: 4859-IN

About RRLP: State Project Management Unit (SPMU) along with 17 District Project Management Units (DPMU)

Intent of the EoI:

Rajasthan Grameen Aajeevika Vikash Parishad implementing the Rajasthan Rural Livelihood Project (World Bank funded) intends to select an Auditor for auditing of the annual Project Financial Statements (PFS) for the Financial Years 2011-12 and 2012-13. The objective of the audit of the PFS is to enable the auditor to express a professional opinion as to whether - (i) The PFS provides a true and fair view of the financial position of the project at the end of the period under audit examination; (ii) The funds were utilized for the purposes for which they were provided and; and (iii) Expenditures shown in the PFS are eligible for financing under the relevant loan agreement.

Expression of Interest (EoI):

EoI is invited from Chartered Accountants Firms registered with the Institute of Chartered Accountants of India (ICAI) for taking up the role of the Auditor as per the above provided brief.

Short listing to be based on:

Sl. No	Particulars
1.	CA Firm is empanelled with the C&AG of India in the panel of audit firms eligible for major audits
2.	(a)Applicant CA firm is Independent of the entity (RGAVP) to be audited and (b) no disciplinary orders have been issued by the PCAOB/ICAI against CA Firm/Member.
3	The applicant firm has experience in audit of financial statements or internal audit of Projects financed by bilateral or multilateral agencies; or Agencies implementing government projects ; or Public sector undertakings in the same sector (Rural Development).

Short listing Criteria – detailed explanation:-

- 1. Criterion 1: The applicant CA FIRM is empanelled with the C&AG in the panel of audit firms eligible for major audits.**

2. Criterion 2 (a): The applicant firm is Independent of the entity to be audited. The CA FIRM provides declaration/undertaking to this effect.

- a. The audit firm is not the incumbent Internal Auditor of the project or the **Rajasthan Grameen Aajeevika Vikash Parishad** .
- b. 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 RGAVP. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
- c. Neither the firm nor its Partners or Associates have any financial interest in the business of the RGAVP.
- d. The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

3. Criterion 2 (b): The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. A partner/senior manager of the audit firm is not associated with the audit if s/he is found guilty of professional misconduct (as below).

- a. has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or
- b. is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

4. Criterion 3: The applicant firm has experience in audit of financial statements or internal audit of –

- a. Projects financed by bilateral or multilateral agencies; or
- b. Agencies implementing government projects; or
- c. Public sector undertakings in the same sector – Rural Development (other than above).

Only that experience is considered which pertains to audit of the financial statements or internal audit of the project/agency as a whole.

Apart from the above, suitable weightage would be given for

- a) **Long standing of firm**
- b) **Turnover of the firm**
- c) **Qualification of staff and experience**

The applicant shall furnish documentary evidence in support of their particulars.

Procedure for Submission of EoI: Detailed EoI alongwith documents confirming compliance with shortlisting requirements is to be submitted by 6.00 PM on 31.1.2012 at the address indicated below.

A complete set of the Request for Expression Documents may be downloaded from our website www.dpipraj.gov.in. Any updates to the EoI documents shall also be hosted on our website. The interested parties are requested to ensure that all updates are considered while submitting the EoI.

Form of Expression of Interest

Interested Chartered Accountant Firms should indicate their interest by filling in the Application Format and Structured Questionnaire and providing the following information and documents:-

1. A self attested copy of the latest empanelment intimation letter issued by the CAG containing the Unique Identification Number and the score. The PAF confirms that it is included in the panel for large audits (the panel is posted on the C&AG website).
2. A self attested copy of the latest firm constitution certificate issued by the ICAI.
3. A self declaration signed by an authorized partner of the audit firm verifying that the applicant is independent of the entity to be audited in terms of the parameters given in Criterion 2.
4. A self declaration from the audit firm to the effect that the firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.
5. A self declaration from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.
6. Detailed citation of relevant experience
7. Insert CV of Key staff
8. Last three years financial statements

Expressions of Interest must be submitted in three (3) copies (one original and two copies) in a sealed envelope clearly marked **“Expression of Interest: Auditor for RRLP”** and delivered upto 6.00 PM on 31.1.2012 to the address below.

**State Mission Director,
Livelihood Projects & SHGs**

**Address:-
Rajasthan Rural Livelihood Project (RRLP)
3rd Floor, B-Block, Yojana Bhawan,
Tilak Marg, C-Scheme, Jaipur**

SECTION – II

EOI FORMAT

CONTENTS FOR SECTION - II

Sl. No.	Description	Schedule No.
1.	Application	Application
2.	Structured Questionnaire*	Schedule-1
3.	Declaration	Schedule-2

(The Structured Questionnaire contained in Schedule-1 are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is a integral part of EoI and would be used for evaluation)

APPLICATION

Applicant's Name and Address:

Application Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

State Mission Director,
RRLP,
3rd Floor, B-Block, Yojana Bhawan,
Tilak Marg, C-Scheme, Jaipur (Raj.)

Subject: Expression of Interest (EOI) for Appointment of Auditor for Rajasthan Rural Livelihood Project (World Bank funded) . Credit No.: 4859-IN

Dear Sirs,

- 1.0 We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of short-listing of our firm for Appointment as Auditor for RRLP (World Bank funded project) being implemented by RGAVP.

- 2.0 **Structured Questionnaire:** We are submitting the Credentials/Information (in Original plus two Copies) as stipulated in your aforesaid solicitation of EOI in *Schedule-1*. In case you require any further information in this regard, we agree to furnish the same.

- 3.0 **Supporting documents:** We have enclosed documents supporting compliance to Criteria for Short Listing and in support of the information provided in the Structured Questionnaire

- 4.0 Dated this day of 2012.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place :

Schedule -1

STRUCTURED QUESTIONNAIRE for Appointment of Auditor for Rajasthan Rural Livelihood Project

Applicant's Name & Address: _____ To, State Mission Director, RGAVP, Jaipur

Dear Sirs,

In support of our Expression of Interest, we furnish herewith Structured Questionnaire, alongwith other information, as follows:

General Particulars of Firm

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	
Branch offices if any	

Particulars of Firm

Date of Firm's establishment	
Registration No. with ICAI	
Registration No. with CAG	
Is the firm empanelled on the CAG major list of auditors	Yes/No
Registration No. with RBI (if any)	
Registration/Empanelment with other accounting and auditing bodies	
Number of full time partners	
Fellow	
Associate	
Number of full time qualified audit staff	
Number of other audit staff who are semi qualified/unqualified	

Financial Particulars of the firm

Financial year	Turnover* from audit	Turnover from other activities	Total Turnover
2008-09			
2009-10			
2010-11			

“Turnover*” would mean the professional fee earned excluding service tax and traveling, if billed separately

Partners Brief Profile ***

Name of partner/ M. No.	Age	Associate/ Fellow	Years of post qualification experience	Qualificati on/s	Years of experience as signing partner	Name of clients handled	Number of years associated with the firm (post qualification)

*** Detailed CVs can be provided separately which includes details of clients handled with nature of assignment.

Full Time Qualified Audit Staff Brief Profile ***

Name of Staff/M. No.	Age	Years of experience	Qualification	Number of years associated with the firm (post qualification)	Brief nature of work done

*** Detail CVs can be provided separately

Other Audit Staff Brief Profile ***

Name of Staff	Age	Years of experience	Qualifications	Number of years associated with the firm	Audit assignments where the staff has worked with year

Relevant assignments – Last five years***

Name of Project /Agency Audited	(1) Funded by Multilateral/Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Audit	Year of Audit/ Year of Work Done	Partner who signed the Audit report	Audit fees

*** Detail citation of work can be provided separately. Please also attach self attested copies of the appointment letters for the above assignments

Additional Information

(PART OF STRUCTURED QUESTIONNAIRE)

Name of Audit Firm:
Firm ICAI Registration No.

Attribute	Response of the Audit Firm
1. Does the audit firm have an in house audit manual currently in use?	
2. If (1) is yes when it was last updated?	
3. Does the firm assign a Quality Assurance (QA) Partner (other than the Partner designated to sign the audit report) for quality control for every assignment? If yes, briefly describe the system.	
4. Does the firm use software for audit documentation? If yes, please describe the software used and the extent of usage.	
5. Does the firm use computer aided audit tools (CAAT)? If yes, please describe the software used and the extent of usage.	
6. Have the partners/qualified CA employees completed the minimum CPE hours prescribed by the ICAI (i. e. 20 Hours per year) during the last three years? Please provide CPE hours completed and also details fo other audit related training undergone.	
Total	

Schedule-2

Declaration

To
State Mission Director,
RRLP,
3rd Floor, B-Block, Yojana Bhawan,
Tilak Marg, C-Scheme, Jaipur (Raj.)

Declaration

We hereby confirm that:

- (a) Our firm is independent from the project and there is no COI as outlined in criteria 2 (a).
- (b) Our firm does not face any sanction or any pending disciplinary action from PCAOB or ICAI against our firms or partners as outlined in criteria 2(b)

In case of any further changes which affect this declaration at a later date; we would inform the project appropriately.