

**POSHAN
Abhiyaan**

PM's Overarching
Scheme for Holistic
Nourishment



सही पोषण - देश रोशन

REQUEST FOR EXPRESSION OF INTEREST
FOREMPANELMENT OF INTERNAL AUDITORS OF POSHAN
ABHIYAAN& PMMVY UNDER DEPARTMENT OF SOCIAL
WELFARE, GOVT OF ASSAM

GOVERNMENT OF ASSAM
OFFICE OF THE STATE PROJECT DIRECTOR, POSHAN ABHIYAAN & PMMVY

SARUMOTORIA ::: DR. ZAKIR HUSSAIN ROAD ::: GUWAHATI - 36

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OFFICE OF THE STATE PROJECT DIRECTOR, POSHAN ABHIYAAN & PMMVY
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No: SPMU(POSHAN)AG Audit/23/2019

Date: 13th June 2020

RFP REFERENCE	:	
DATE OF COMMENCEMENT OF EOI DOCUMENT	:	13 th June 2020
DATE OF PRE BID MEETING	:	21 st JUNE 2020
LAST DATE AND TIME FOR RECEIPT OF PROPOSAL	:	3 rd JULY 2020 @ 3.00 PM
TIME & DATE OF OPENING OF BID	:	10 th JULY 2020 @ 11.00 AM
PLACE OF OPENING OF BID	:	Office of the State Project Director, Sarumotoria, Dr.Zakir Hussain Road, Guwahati, Assam
ADDRESS FOR COMMUNICATION	:	Office of the State Project Director, Sarumotoria, Dr.Zakir Hussain Road, Guwahati, Assam
COST OF EOI DOCUMENT	:	Rs. 1000/- (Rupees One thousand only)
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1. BACKGROUND: Poshan Abhiyaan , Assam:

Poshan Abhiyaan: It is a multi-ministerial convergence mission with the vision to ensure attainment of malnutrition free India by 2022. The objective of Poshan Abhiyaan & PMMVY to reduce stunting in all Districts of India with the highest malnutrition burden by improving utilization of key Anganwadi Services and improving the quality of Anganwadi Services delivery. Its aim to ensure holistic development and adequate nutrition for pregnant women, mothers and children.

The State of Assam is implementing Poshan Abhiyaan in all 33 Districts. Poshan Abhiyaan & PMMVY through robust convergence mechanism and other components would strive to create the synergy. The objective of the mission is to find out multidimensional causes of under nutrition . As the program expands to reach more and more villages, it has tremendous potential to impact positively on the nutritional and health status and well-being of the millions of women and children who are eligible for participation.

PMMVY: PMMVY is implemented using the platform of Anganwadi Services scheme of Umbrella ICDS under Ministry of Women and Child Development in respect of States/ UTs implementing scheme through Women and Child Development Department/ Social Welfare Department and through Health system in respect of States/ UTs where scheme is implemented by Health & Family Welfare Department.

It is implemented through a centrally deployed Web Based MIS Software application and the focal point of implementation would be the Anganwadi Centre (AWC) and ASHA/ ANM workers. The State of Assam is implementing PMMVY in all 33 Districts.

2. OBJECTIVES:

1. To express an independent professional opinion with regard to efficiency, effectiveness and economy of the program operations.
2. To ascertain and evaluate the adequacy and effectiveness of the financial management and internal control framework.
3. To ascertain compliance of the laid down policies, POSHAN ABHIYAAN & PMMVY financial norms, State Government procedures, various guidelines, manuals, etc. as applicable under the project.
4. To identifying areas for improvement and critical weaknesses, if any.
5. To provide Project management with timely information and recommendations on financial management aspects of the project to enable timely corrective actions, as necessary.

3. THE SCOPE OF WORK:

- i. Coverage : The internal audit will be performed on an annual basis at State and District Offices of Poshan Abhiyaan & PMMVY. The auditor would visit the various field offices at District Level. The audit will also include a verification of the assets/equipment's /supplies procured under the project.
- ii. Scope of Work of Auditor: The internal audit should be carried out in accordance with the International Standards on Auditing (ISA) published by the International Federation of Accounts and should include such tests and controls, as necessary for performance of the

audit. The scope of the assignment will be comprehensive and will cover the project activities. The responsibilities of the internal auditor includes reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with Poshan Abhiyaan & PMMVY financial norms and State Government procedures. Specific areas of audit should include the following:

- (a) An assessment of the adequacy of the program's financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing agencies and suggestions of improvement, if any.
- (b) Funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing has been provided.
- (c) Generally accepted Accounting Principles are followed by all entities that are authorized to incur expenditure under Poshan Abhiyaan & PMMVY, Assam.
- (d) An assessment of efficiency and timelines of funds flow and reporting (Utilization Certificates) mechanism at the State and District Level for the implementation of project activities.
- (e) Expenditure Statements submitted by different ICDS Projects have been correctly accounted for and disbursements made to them are as the guidelines and norms prescribed under Poshan Abhiyaan & PMMVY Programme.
- (f) Expenditure incurred are in accordance with the financial norms prescribed in the Poshan Abhiyaan & PMMVY framework, administrative guidelines, legal agreement or any other clarifications issued from time to time.
- (g) Expenditure incurred with reference to the budget allocation approved by State Project Director, Poshan Abhiyaan & PMMVY/Administrative guidelines. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.
- (h) Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions.
- (i) Goods, works and services financed have been procured in accordance with relevant provisions of GFR for procurements made under domestic funding and as per World Bank Procurement Procedures for procurements made under World Bank.
- (j) It should be ensured that the records of all procurement, agreements, work/purchase orders, invoices, receipts, stock registers etc. are properly maintained, duly linked and retained including expenditures reported via Interim Unaudited Financial reports (IUFR).

(k) Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.

(l) Submission of quarterly and yearly return of TDS under income tax for State Poshan Abhiyaan & PMMVY.

(m) Submission of Monthly / yearly TDS return of GST for State Poshan Abhiyaan & PMMVY, Assam.

(iii) The scope of work will additionally include detailed review of the issue of advances, staff advances and cash payments for items purchased. Exceptions should be identified and reported. The following should be covered in the detailed review:

(a) Advances

- a. An assessment of the adequacy of the system of review and approval before the settlement of advance and the evidence of the review being retained;
- b. Assess whether fresh advances are being given only after settlement of previous advance.
- c. Ascertain the timeliness of settlement of advances;
- d. Present a status report of the pending advances for more than one year;
- e. Review status of advances and recommend actions for early settlement
- f. Review of advances paid to staff, their purpose and if the staff rules in this regard are followed.
- g. Review the settlement of staff advances as per the operational rule of the programme.

(b) Cash Payments:

1. Review the payments made in cash in the programme (directly or through staff) and advise if the POSHAN administrative guidelines / rules in this regard are being followed on consistent basis (payment made by bearer cheque is considered as cash payment)
2. Review the record keeping for recording the purchases made against cash and advise if this is sufficient to ensure that programme's fiduciary interest is fully safeguarded.

(iv) The scope of work will include the detailed review of the salary payments made under the programme and the following need to be reported:

- (i) Details of the employees worked under the programme and ensure that the employees shown should actually exist.
- (ii) Details of the salary payments made to the employees at (i) and ensure that salary payments must be made directly into the bank account of employees and must be within the ambit or as per the guidelines of Poshan Abhiyaan & PMMVY.

(v) The scope of work will also include the preparation of detail financial statements at District Level and a consolidated financial statement at State Level. The internal auditors should furnish a yearly audit report to State Project Director, Poshan Abhiyaan & PMMVY with an

executive summary of the critical issues / findings that required the attention of senior management and the copy of respective districts report signed by District Social Welfare Officer.

- (vi) Timing of audit and submission of audit report: the period of Audit will be April to March, submission of Report should be before 15th December.
- (vii) Non submission of Audit Report within stipulated period may attract a penalty of 0.5% of total contracted value per week basis after a grace period of 1 ½ months of submission period
- (viii) Period of appointment: The contract will be on regional hub approach and year to year basis, extendable for a period of 3 (three) years depending on the satisfactory completion of assignment during the previous year. Further, based on the performance assessment, extension/ re-appointment letter shall be issued for the second and the third year.
- (ix) Format for Executive Summary: Need to be signed by all DSWOs and State Project Director, Poshan Abhiyaan & PMMVY

Para No.	Major Observations	Implication with risk involved	Recommendations for improvement	Auditee's Comments/ Agreed Actions	Timeline

4. ELIGIBILITY AND QUALIFICATION CRITERIA

Eligibility Criteria: The firm must (a) be empanelled with C & AG and ICAI and existed for not less than 5 years; (b) have at least Four (4) Full Time Fellow Partners continuously associated with the firm for not less than 3 years (As per Certificate of ICAI as on 1.1.2010); (c) have an average turnover of Rs 25 lacs p.a in the last 3 consecutive years; (d) have carried out at least 10 Statutory Audits of corporate entities other than Bank Branch Audit and (e) have at least 4 audit assignments in the State/ Central Social Sector (excluding audit of Charitable Institutions & NGOs) / Externally Aided Projects).

General Process:

The Director, Poshan Abhiyaan & PMMVY, Assam State will form a Standing Committee on Audit (SCA) with suitable representation from programme and finance wings under the chairpersonship of the State Project Director, Poshan Abhiyaan & PMMVY, Assam. The Financial Adviser, Social Welfare Department, Assam Secretariat will be a member of the committee. This Standing Committee will also act as the Selection Committee for the selection of auditors. The Standing Committee on Audit will subsequently monitor the audit process and the follow up on audit paras and Action Taken Reports on those audit paras.

5. The CA firms securing less than cut off marks 55 % in technical evaluation will be communicated that they have not qualified in the technical bid and their Financial Bid will be returned unopened after the completion of the selection process.
6. The firms qualifying in technical bid will be notified by registered post/ email that they have been shortlisted in the technical bid and their Financial Bid opening date shall also be communicated to them in the same notification.
7. Financial Bid opening date shall not be later than 2 weeks after the completion of Technical Evaluations Process.

1. EVALUATION CRITERIA AND METHOD:

Criteria	Weight age %
1. Long standing of the firm	10
2. Turnover of the firm for the last three financial years (FY) from internal audit and assurances services	15
3. Experience and Association of Partners	15
4. Experience and Association of qualified full time staff (being CAs or technically qualified staff relevant to the project)	10
5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit relevant to the Assignment	45
6. Presence in the state where project headquarters are located (more than 3 years)	5
Total	100

2. Criteria (Detailed) and Scoring Scheme for Short listing at the EoI stage

Criteria	Scoring	Maximum Points	Documentation

1. Long standing of the firm	1 point for each year of existence over 5 years	10	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services (“Specified Turnover”)	<ul style="list-style-type: none"> • 10 points for Specified Turnover of Rs. 50 lacs and above in any of the last three FYs; • 8 points for Specified Turnover of Rs. 25 lacs and above in at least one of the last three FYs; • 4 points for Specified Turnover of Rs. 15 lacs and less than Rs. 25 lacs • 1 point for each Partner with PQE of more than 1 year with the firm 	15	Self-certified; the PAF will provide the total turnover and the Specified Turnover “Turnover” would mean the professional fee earned excluding service tax and travelling
3. Experience and Association of Partners	<ul style="list-style-type: none"> • 3 points for each Partner With Post Qualification Experience (PQE) of 10 years or more with the firm • 2 points for each Partner with PQE of 5 years or more with the firm year with the firm 	15	List of Partners with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI
4. Experience and Association of qualified full time staff (technically qualified staff relevant to the project)	<ul style="list-style-type: none"> • 3 points for each full time staff with PQE of 10 years or more with the firm • 2 points for each full time staff with PQE of 5 years or more with the firm • 1 point for each full time staff with PQE of more than 1 year with the firm 	10	List of full time staff with date of qualification and number of years of PQE with the firm. Documentation showing the qualifications and experience of staff other than CAs

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5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit of -			List of the clients audited by the firm and signed under the firm name only, giving the date of issue of the audit report and self-attested copies of the appointment letters (only assignments in respect of which audit report has been issued during the last 5 years from date of EoI and pertaining to project as a whole should be included)
a State. or Centrally Sponsored Projects	4 points for each project	20	
b. Projects in the PSUs/ similar sector (other than above)	3 points for each project	15	
c. Agencies implementing government projects In Different Districts.	2 points for each two Districts	10	
d. Presence in the State/ Districts where project Offices are located	<ul style="list-style-type: none"> • 3 points if a branch office of the applicant firm is located in the three major districts of Assam for at least 5 years and headed by a partner of the firm • 1points if either the branch is in existence for less than 5 years but more than 3 years and is headed by a Qualified employee. Scores shall be allotted each branch office separately, up-till maximum 5 marks.	5	
	Total	100	

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical Evaluation and 30% weight age would be given to the Financial Bid. :

Only those Applicants who's Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration.

Financial Bids will be opened for technically qualified Bidders only.

Selection will be based on total marks scored in Technical and Financial Bid. Bidder with Maximum Marks will be selected.

Total Marks = {30 X (Technical Marks of the Bidder/ Maximum Technical Marks Scored by any bidder)} + {70 X (Lowest Bid / Price Quoted by the Bidder)}

First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation" section.
- iii. The technical proposal scoring at least 65% of the marks shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 65%)

Second Stage:

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 55% of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. Quality cum Cost Based (QCBS) process shall be followed.

3. SPECIAL TERMS AND CONDITIONS:

Application

- 1.1 Submission of bid against this offer shall bind the Bidder for the acceptance of all the conditions specified herein unless otherwise agreed by the The State Project Director, Poshan Abhiyaan & PMMVY State Assam, Social Welfare Department.

2. Payment Terms

- 3.1 Payments towards the Audit will be made strictly as per existing rules & procedures.
- 3.2 On completion of Audit, bills/ Invoices should be raised in triplicate in the name of the EOI Inviting Authority with address with a copies of Audit Reports duly signed by the respective DSWOs with executive summary.

3.3 If at any time during the period of contract, the quoted price cannot be changed.

3.4 Any partial report shall not be accepted.

3. Termination of Contract

4.1 The State Project Director, Poshan Abhiyaan & PMMVY State Assam, Social Welfare Department without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

- If the Auditor fails to Submit the report within the period(s) specified in the contract or any extension thereof granted by the State Project Director, Poshan Abhiyaan & PMMVY State Assam, Social Welfare Department, Assam.
- If the Auditor fails to perform any other obligation (s) as laid out by the State Project Director, Poshan Abhiyaan & PMMVY State Assam, Social Welfare Department, Assam.

6. Arbitration

6.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Secretary, Social Welfare Department, Assam, Guwahati-06.

6.2 The Secretary to the Government of Assam or his designated representative shall be the arbitrator.

6.3 In case the dispute/dissension between both the parties could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of / at Gauhati High Court, Guwahati.

7. Confidentiality

Firms empanelled by Poshan Abhiyaan & PMMVY shall have to give an undertaking to follow all ethics of faith and the information provided by Poshan Abhiyaan & PMMVY shall be kept 'strictly confidential'.

Annexure- A**APPLICATION**

**Details of Chartered Accountant firm for the Internal Audit of Poshan
Abhiyaan & PMMVY, Assam for the Financial
Year 2019-20:**

Sl. No.	Particulars Details	
1	Name of the Firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	Firm Registration No with ICAI	
5	C&AG Empanelment No.	
6	Date of constitution of the firm	
7	PAN of the firm	
8	Firm GST Registration No.	
9	Date since when the firm has a full time FCA	
10	Number of Full-Time Partners as on 31-03-2019 (Details to be provided in “ Annex-B ”)	
11	Number of Full Time Chartered Accountant Employees as on 31-03-2019	

12	Number of Part Time Chartered Accountant Employees as on 31-03-2019	
13	Number of Branches (Details to be provided in " Annex-C ")	
14	Whether the firm is engaged in any statutory/Internal/Concurrent Audit and other accounting work of any Govt. Companies/Autonomous body, and Academic Institutions etc. (If yes, details may be given " Annex-D ").	
15	Head Office of firm should be located at the concerned district/city.	
16	Turnover of the Firm (last 3 years) 2018-19 2017-18 2016-17	
17	No of Years of Firm Existence & Date of Establishment of Firm	Attach Copy of Partnership Deed
18	Details of Partners along with Educational Qualifications & Experience	Annexure E
19	Undertaking on Firm's Letterhead	Annexure - F

(On Firms Letter Head)

Annex-B

Details of Full Time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA & Date of becoming FCA/ACA	Date of Joining the firm (Full Time)	Years Of Experience	Educational Qualifications

Place
Date:

(Signature of Authorized Person with Seal of the Firm)

(On Firms Letter Head)

Annex - C

Particulars of Branches (including foreign branches, if any)

Sl. No	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the Branch (ACA/FCA)	Date of Establishment of the Branch (Attach Proof)

Place:
Date:

(Signature of Authorized Person with Seal of the Firm)

***Documentary proof, to be submitted.

(On Firms Letter Head)

Annex- D

Details of Statutory/Internal Audit Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five year as on 31-03-2019.

Sl No	Name of the Auditee Organization	Financial Year for which Audit was conducted	Nature of assignment(Statutory Audit, Concurrent Audit, Externally Aided Project Audit etc)	Duration Of Assignment	Proof of the work awarded by the Auditee Organization(Attach a copy of the Engagement Letter)
1					[here insert letter no and date]
2					[here insert letter no and date]
3					[here insert letter no and date]
4					[here insert letter no and date]
5					[here insert letter no and date]
6					[here insert letter no and date]

***Documentary proof, to be submitted.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annex- E

Details of Qualified & Semi-qualified Staff (including Articled Clerks etc)

Sl No	Name Of Staff	Length of Associations with the Firm	Educational Qualifications	Area of Key Expertise	Relevant Experince

***Documentary proof, to be submitted.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Annex - F

(On Firms Letter Head)

Undertaking

I/We the following partners of M/s. _____

, Chartered Accountants do hereby jointly and severally verify and declare–

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
2. That the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

***Documentary proof, to be submitted.

(Signature of Authorized Person with Seal of the Firm)

Place:**Date:**