

**Government of Rajasthan**

# **Rajasthan Agricultural Competitiveness Project**

**Expression of Interest**

**For**

**Hiring of Consultancy Services of Chartered Accountant Firm to conduct the  
Internal Audit of RACPMIS**

**Selection Method: Least Cost Selection (LCS)**

**August 2016**

**Project Director,  
Rajasthan Agricultural Competitiveness Project  
II Floor, Academic Block, SIAM Campus, Durgapura, Jaipur - 302018  
Phone: 0141 - 2554215, 2554218, Fax: 0141 - 2554214  
E-mail: pd@racpmis.com**

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

**INDIA**

**RAJASTHAN AGRICULTURAL COMPETITIVENESS PROJECT**

Credit No.5085 IN

**Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of  
RACPMIS**

**Reference No.** RACP/ PMU/LCS/C1/2016-17/4878

Date: 30.8.2016

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society (RACP-MIS) *has received* financing from the World Bank toward the cost of the Rajasthan Agricultural Competitiveness Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include carry out Internal Audit of Project Management Unit (PMU) at Jaipur, Project Implementation Units (PIU) at the line departments at Jaipur, two partner agencies and District Project Management Units (DPMU) Jaipur and 65 drawing and disbursing officers in about seventeen districts in Rajasthan and about 210 cluster based organizations .

The Rajasthan Agricultural Competitiveness Project Management & Implementation Society now invites eligible agencies to indicate their interest in providing the Services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: legal entity, financial capacity, staffing, and experiences of similar activities.

The attention of interested firms 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 [World Bank’s Procurement Guidelines January 2011] (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Least Cost Selection (LCS) method set out in the Consultant Guidelines.

The interested consultancy firms (Chartered Accountant Firms) may obtain detailed information along with prescribed formats from the website [www.krishi.rajasthan.gov.in](http://www.krishi.rajasthan.gov.in) or at the address mentioned below during office hours *i.e.* 1000 to 1700 hours on any working day.

Expressions of interest (EOI) must be delivered to the address below by September 16, 2016 by 5.00 PM.

**Project Director,**

Rajasthan Agricultural Competitiveness Project

II Floor, Academic Block, SIAM Campus, Durgapura, Jaipur - 302018

Phone: 0141 - 2554215, 2554218, Fax: 0141 - 2554214

E-mail: [pd@racpmis.com](mailto:pd@racpmis.com)

## Section -1

### **RACP-EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**

#### **Brief Background Information**

1. The Government of Rajasthan (GOR) is executing & implementing the World Bank assisted Rajasthan Agricultural Competitiveness Project (RACP) (Credit No. 5085-IN) in the state of Rajasthan.
2. Rajasthan Agriculture Competitiveness Project Management and Implementation Society (RACPMIS) is a registered Society which is implementing the World Bank funded Rajasthan Agriculture Competitiveness Project (RACP).
3. The Project Development Objective of the RACP is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management and agricultural technology, farmer organizations and market innovations in selected locations across the eight agro-ecological zones of Rajasthan.
4. The guiding principles under the project are: sustainable and efficient use of water resources, including improved on-farm water use efficiency, reduced water-intensive cropping patterns, and using the resultant savings of water from agriculture sector for economic purposes outside of agriculture in support of the state's water policy objectives; increased private sector participation in the development of value chains in processing and marketing in support of the state's agro-processing and agri-business policy; and improved public sector capacity in delivering agriculture support services.
5. The project is being executed and implemented in seventeen (17) clusters representing eight (8) "Agro-Ecological Zones (AEZs)" of the state of Rajasthan with application of location-specific menu of approaches and interventions. In all the clusters except in Mokhampura, implementation of activities is being carried out by concerning line departments with the support of Non-Governmental Organization (NGO).
6. Each cluster will have a defined theme and demonstration objective. The relevant hydrological catchment area / command area will provide basis of water resource management activities. Each of the clusters will address sufficient quantity of cultivation for the lead commodity identified and selected for the "Value Chain Development (VCD)".

#### **QUALIFICATION CRITERIA**

1. The applicant chartered accountant firm must be a legal entity registered in India as a firm under the relevant regulation/legislation and must have a registered office in India.
2. The applicant chartered accountant firm should have been operational in India for at least past five years.
3. The applicant chartered accountant firm must be independent of the entity (RACP-MIS) to be audited.
4. The applicant chartered accountant firm must be empanelled with the Comptroller and Auditor General of India (CAG) in the panel of audit firms eligible for major Audits.
5. The applicant chartered accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI).
6. The applicant chartered accountant firm must be have experience of executing and successful completion of at least three (03) internal audit assignments/contracts awarded by projects financed by bilateral or multilateral agencies or government projects or Public sector undertaking during past five (05) year's period.

7. The applicant chartered accountant firm should not be the one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board (PCAOB) or the Institute of Chartered Accountants of India (ICAI) and the orders are in force.
8. The applicant chartered accountant firm or a partner or any senior manager of the applicant chartered accountant firm must not have been found guilty of professional misconduct by the Institutes of Chartered Accountant of India (ICAI) under the first or second schedule of the Chartered Accountants Act-1946.
9. Experience of providing similar services, supported by necessary documents.
10. The applicant firm (Individual) must have minimum annual turnover of INR 100.00 Lakh in any one year with minimum INR 75 Lakh per year in remaining two years of last three financial years as supported by Audited Statements.
11. If any firm is applying as joint venture then associated each agency must have minimum annual turnover of INR 75.00 Lakh in any one year with minimum INR 50.00 Lakh per year in remaining two years of last three financial years as supported by Audited Statements., and should be in existence at least for three years.

## Section -2

### RACP-EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS

<b>INSTRUCTIONS TO THE APPLICANTS</b>
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1. Applicant (s) must read all the "instructions to applicants" very carefully prior to begin with preparation of its "expression of interest (EOI)" for submission to the project. These instructions are general as well as specific to a particular issue. Applicant (s) must note that for every specific section and form there are specific instructions and these must be complied strictly failing which the expression of interest (EOI) submitted by the applicant (s) is liable to be rejected for short-listing.
2. This Request for Expression of Interest (REOI) is on behalf of RACPMIS by RACP-PMU for shortlisting of eligible firm of chartered accountant as internal auditor for the RACP.
3. The objective is to solicit Expression of Interest (EOI) from eligible chartered accountant firms for consideration for short-listing.
4. The Consultancy firm (Chartered Accountant Firms) will be selected in accordance with the procedures set out in the "World Bank's Guidelines Selection and Employment of Consultants by World Bank Borrowers (January 2011)". The attention of the consultancy firm is drawn to Paragraph 1.9 of the Guidelines setting forth the World Bank's policy on conflict of interest.
5. While this REOI is issued in good faith, no representation of warranty, express or implied is or will be made, and no responsibility or liability will be accepted by RACP in relation to any liability thereof is hereby expressly disclaimed.
6. The information provided in this request for expression of interest is only indicative in all respects. It does not constitute an offer or invitation, or solicitation of an offer, nor does this or anything contained herein, shall form a basis of any contract of commitment whatsoever.
7. This Request for Expression of Interest (EOI) expressly intends to qualify the suitable submissions of expressions of interests of shortlisting exclusively on the basis of details and information furnished by the applicant(s) without being influenced by any other extrinsic factor.
8. Applicant (s) are advised to provide all required documentary evidences, certificates, registration details, and any other type of supportive document as specified herein as well as with specific section and form.
9. Applicant (s) must note that this request for expression of interest (REOI) does not intend to invite any curriculum- vitae (CV) of any professional of expert. Applicants should note that the expression of interest (EOI) submitted should not contain any CV or any proposal for professionals with or without names in any way.
10. Applicant (s) must ensure that the expression of interest submitted should include only required documents, details, and information. In no case there should be an attempt to make it a bulky document with undesired documents and other unwanted details. The project is not obliged to consider such details that are not related with this REOI
11. Applicant (s) will mandatorily submit its expression of interest (EOI) in well typed or printed form.
12. Applicant (s) must submit its expression of interest (EOI) in the prescribed format only. The prescribed format for EOI contains exclusive section as well as specific forms for different type of specific details and information. Therefore, it is mandatory that the applicant (s) must furnish such details any information accordingly. Any expression of interest (EOI) submitted in any form shall not be considered for short-listing and shall be summarily rejected.

13. Details of project(s)/past experience should be provided strictly in the "Prescribed Format" along with supporting documents/evidence substantiating the similar experience of the applicant (s).
14. Applicant (s) must ensure that each page of the expression of interest (EOI) submitted in the prescribed format as well as all enclosures and annexures are signed by the duly authorized signatory of the applicant.
15. All witnesses and sureties shall be person of status and probity and their full names and addresses shall be stated below their signature. All signatures in the application documents shall be dated.
16. Applicant (s) must furnish the "power of Attorney" in prescribed format for the authorized signatory specifying acts, deeds and things as may be necessary in connection with the EOI.
17. Applicant (s) should note that each form clearly mandates specific and particular type of documentary evidences (s) in support of the details and information furnished by the firm. All such documentary evidences and information must be enclosed along with the EOI and each of these must also be properly annexed in the list of enclosures.
18. The "Declaration" submitted by the applicant (s) must be in accordance with the prescribed form and must be signed by the authorized signatory with competent power of attorney.
19. In case the applicant (s) wish to furnish any additional information it must be provided in prescribed format along with requisite description. Any additional information must also be properly annexed.
20. Applicant (s) may clarify their doubt (s) (if any) by contacting the authorized official (s) of the project communicating through telephone, facsimile or email.

**Section -3**

**EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**

<b>Form No.- 01</b> <b>APPLICANT'S EXPRESSION OF INTEREST</b>
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(Applicants- must submit their expression of interest (EOI) on official letter head of the organization)

To,

**The Project Director**  
**Rajasthan Agricultural Competitiveness Project (RACP),**  
**Second Floor, Academic Block, SIAM Campus Durgapura,**  
**Jaipur-302018 (Rajasthan)**

**Subject:** RACP-Expression of Interest (EOI) to Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS.

**Reference:** Your Request for Expression of Interest (REOI) No. (*Insert EOI NO. here*) published on (*insert date*)

Dear Sir,

We (name of organization) intend to submit an expression of interest (EOI) as **Chartered Accountant Firm to conduct the Internal Audit of RACPMIS** in response to the request for Expression of Interest (REOI) published on (*insert date here*).

We, the undersigned applicant, have read and examined in detail your solicitation of expression of interest (EOI). We are submitting our Proposal in association with [*Insert full name and address of associated agency, if any*].

We are submitting all the required credentials/information as prescribed in your solicitation of EOI in prescribed formats.

We confirm that the information contained in this expression of interest or any part thereof, including its exhibits, and other documents submitted or to be submitted to RACP is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the project in its short-listing process. If any of the information provided here is found to be misleading the short listing process or unduly favours our agency in the short listing process, we are liable to be disqualified and rejection from the shortlisting.

We understand that this expression of interest is liable to be rejected from the shortlisting process if it is revealed that there exists any conflict of interests.

It is hereby confirmed that I/We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this, \_\_\_\_\_ Day of 2016

(Signature)  
(*In the capacity of*)  
*Duly authorized to sign the EOI for and on behalf*  
*of*  
(Name and Address of agency) Seal/Stamp

**EOI- To Engage Chartered Accountant Firm**

**Form No.- 02**  
**POWER OF ATTORNEY**

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF EOI  
*(To be executed on Non Judicial Stamp paper of appropriate value)*

**Power of Attorney**

Know all men by these presents, we .....(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our "**EOI for Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**" including signing and submission of all documents and providing information / responses, submission of expression of interest (EOI) to Rajasthan Agricultural Competitiveness Project (RACP), representing us in all matters before RACP, and generally dealing with RACP in all matters in connection with our EOI for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(signature)

(Name, Title and Address of the Attorney)

Note:

- (1) The mode of execution of the Power of Attorney should be in accordance with the procedure, laid down by the applicable law.*
- (2) Separate power of Attorney in case of associate agency in favour of same signatory will be required.*



**Section -4**

<b>Form No.03</b>
<b>Brief Information about firm</b>
<b>The applicant chartered accountant firm must furnish a brief account about the organisation, its general and specific management objectives, experience related to key areas of activities along with capability and experience of working with bilateral/multilateral projects (If any). Please ensure that the note should only be a two paged write up containing not more than 1000 words.</b>

<b>Form No.-04-</b>			
<b>PARTICULARS OF APPLICANT ORGANIZATION</b>			
Name of Applicant Organization			
Address (Head Office and / or Registered Office)			
Phone Number(s)		FAX	
Email		WEBSITE	
<b>Authorized Contact Person</b>			
Name			
Designation			
Address			
Office Telephone Number(s)	Cellular(Mobile) Number(s)	FAX Number(s)	
Email		Website	
<b>Engagement of Partner/ Associate Partner Firm</b>			
Partner Firm Name	Partner's Experience (No. of Years)	Period of Association With Applicant agency (Years)	Brief Description of Capacity of Engagement/ Association

***Applicant must furnish brief profile of the engagement partner/associate partner agency including its post-qualification experiences and its roles and responsibilities in not more than 100 words.***

**EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of  
RACPMIS**

<b>Form No. – 5</b>			
<b>LEGAL STATUS</b>			
<b>CAG Empanelment</b>			
Empanelment Number & Date	Registering Authority	Validity of Empanelment	Empanelment Document
			Cite reference to Document & Enclosure / Annexure no.
<i>Applicant must enclose a documentary evidence of CAG Empanelment (e.g. Empanelment document) issued by competent authority and this should be properly annexed/enclosed.</i>			
<b>Service Tax Registration</b>			
Registration No.	Registration Authority	Validity of Registration	Registration Certificate/Document
<i>Applicant must furnish the legally valid Service Tax Registration document (certificate etc.) issued by the competent authority and it must be annexed accordingly.</i>			
<b>Income Tax</b>			
<b>PAN Number</b>		<b>Income Tax Authority (Circle)</b>	
<b>ICAI Registration</b>			
Registration Number & Date	Registering Authority	Validity of Registration	Registration Document
			Cite reference to Document & Enclosure / Annexure no.
<i>Applicant must enclose a documentary evidence of ICAI registration (e.g. registration certificate) issued by competent authority and this should be properly annexed/enclosed.</i>			

**Section -5**

**EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**

<b>Form No. -06- ANNUAL FINANCIAL CAPACITY (TURNOVER) STATEMENT</b>
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*(The Applicant(s) shall necessarily furnish details about its Annual Turnover for past three (03) years based on the Audited Annual Financial Statements)*

<b>Financial Year</b>	<b>ANNUAL TURNOVER (INR)</b>		
	Applicant (Lead) Firm (Name_____)	Associate Partner Firm (Name_____)	Associate Partner Firm (Name_____)
2014-15			
2013-14			
2012-13			
<p><i>1. Applicant(s) must enclose Certified Copy of Audited Annual Accounts and Annual Reports for the last Three (03) Financial Years ended on March 31, 2015.</i></p> <p><i>2. Applicants, including each associate partner(s) agency must furnish financial information supported by audited statements. Each applicant or partner agency shall fill in this form. If necessary, use separate sheets to provide complete information.</i></p>			

**Section -6**

**EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**

<b>Form No.7 Internal Audit Assignment Completed During past five years</b>
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<b>Client Details</b>	
<b>Name of Client</b>	
Specify here clearly if the client is a GOI or State ministry/ department/ project/public sector undertaking/ public enterprise/company/trust/society or any other	
Specify here clearly if the client is a Bilateral/Multilateral funding agency or funded by such an agency like World Bank/ United Nations/ any other agency.	
Furnish name and complete contact details of a responsible person officially representing the client who could be contracted.	

<b>Form No.-08 - Internal Audit Experience</b>
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Period of Internal Audit Assignment					
Date of Award	Stipulated completion date	Actual Completion date	No. of Accounting Units Covered	Total Contract Value (INR)	Other Relevant Information

Form No.-09 Human Resources Assignment To the task of Internal Audit				
Team Leader (s)	Qualified Experienced Chartered Accounts (C.A.S.)	Articles	Semi – Skilled Professionals	Other support staff

<b>Form No – 10</b>			
<b>STAFFING STATUS*</b>			
<b>Permanent Staff</b>			
Name	Qualification	Experience	Period of Association with organization
<b>Part Time Staff</b>			
Name	Qualification	Experience	Period of Association with organization

**\*Note:** Please indicate the staffing status of only those persons who are engaged in similar assignments / work.

<b>Form No – 11</b>					
<b>Details of Professionals who are on panel or could be mobilised</b>					
Name	Age	Years of Professional experience	No. of years associated with this firm	In what capacity associated with this firm	Brief nature of work done

<b>Form No. 12</b>
<b>Brief Description of Internal Audit Assignment (about 100 words only)</b>
<b>Applicant (s) will necessarily furnish the documentary evidence (contract award letter) issued by the client clearly specifying terms and conditions of the contract along with the scheduled period of the contract. Applicants (s) must also furnish documentary evidence that it has completed the contract/assignment satisfactorily (certified by the client)</b>

*Applicant firm will necessarily furnish the documentary evidence (contract award letter) issued by the client clearly specifying terms & conditions of the contract along with the performance certificate.*

**Form No. 13**

**CONCURRENT COMMITMENTS**

<b>S.No.</b>	<b>Name of Client</b>	<b>Brief Description of Assignment</b>	<b>Value of Contract (INR)</b>	<b>Date of Commencement</b>	<b>Stipulated Date of Completion</b>

**Applicant (s) will necessary furnish the documentary evidence (Contract award letter) issued by the client clearly specifying terms and conditions of the contract along with the contract value and scheduled period of the contract.**

**EOI- Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS**

**Form No.-14 : DECLARATION BY THE APPLICANT**

*(Declaration must be on the official letter head duly signed by the authorized/competent signatory)*

1. We hereby confirm that we (name of the applicant Organization) are interested in submission of our expression of interest (EOI) for the **Hiring of Consultancy Services of Chartered Accountant Firm to conduct the Internal Audit of RACPMIS.**
2. We confirm that all information contained in this, Expression of Interest (EOI) and subsequently provided / clarified are in good interest and faith. All the information provided herewith is genuine and accurate.
3. We understand that this is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
4. We hereby confirm that our agency is independent from the project and there is no Conflict of interest. We also confirm that our organization is completely independent of the entity (RACPMIS). Neither the agency nor its Partners or Associates have any financial interest in the business of the RACPMIS.
5. We confirm that no partner of the organization or any qualified employee of the organization is related to any member of the Governing Body/Executive Committee/ or any of the senior management of the RACP-MIS and RACP. The term "Relative" here means husband, wife, brother, or sister, or any lineal ascendant or descendant.
6. We confirm that our organization has never been and is not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by CAPART or with any of the Government agencies.
7. We confirm that in case of any further changes which affect this declaration at a later date; we would inform the project appropriately.

Dated this, ..... Day of, 2016

(Signature)

*(In the capacity of)*

*Duly authorized to sign the EOI for and on behalf of*

(Name and Address of agency) Seal/Stamp

**Form No.-15 LIST OF ENCLOSURES/ ANNEXURES**

S. N.	Brief Description of Enclosure/Annexure	Enclosure/Annexure Reference Number	Page Number
1			
2			
3			

***Applicant(s) must ensure that all documents submitted supporting any detail or information of this expression of interest must be listed with its title/brief description herein with specific enclosure/annexure number and page number.***