

**Rajasthan Grameen Aajeevika Vikas Parishad
(RAJEEVIKA)**

3rd Floor, RFC-Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur

(Phone – 0141-2227011, 2227416, Fax –0141-2227723)

No. F 12(4)/RGAVP/2013/

Date: 04.09.2013

Credit No. 4859 IN

**Expression of Interest for selection of Chartered Accountant Firm for Providing Financial
Management Services under RGAVP**

The Rajasthan Grameen Aajeevika Vikas Parishad, with funding from The World Bank, intends to implement the Rajasthan Rural Livelihood Project (Credit No. 4859 IN). The project aims to enhance the economic opportunities and empowerment of the rural poor with a focus on women and marginalized groups in 18 targeted districts (Baran, Bhilwara, Bundi, Banswara, Bikaner, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Jhalawar, Karoli, Kota, Pratapgarh, Sawai Madhopur, Rajsamand, Tonk & Udaipur) of Rajasthan. Similarly The RGAVP is also implementing Government of India funded National Rural Livelihood Mission and National Rural Livelihood Project (NRLM/NRLP) for remaining Fifteen (15) districts of Rajasthan.

The Main Tasks :The Firm should provide a team of three members comprising of a Team Leader, who should be a Chartered Accountant , having post qualification experience of at least Five (5) years and Two Assistants having qualification of CA (Inter), and the team should have knowledge of Tally. The main tasks to be performed are:-

- (1) Preparation of Annual Financial Statements of the Society (.2)Bank Reconciliation
- (3)Support in Accounting process as per statutory requirements including Income Tax, TDS, Service tax, and filing of returns. (4)Support in rolling out and effective functioning of TALLY accounting system.(5)Provide training and technical support to SPMU and DPMU staff.(6) Ensure proper financial management arrangements as per World Bank guidelines, legal agreements, Finance Manual and Communities Operations Manual of RRLP, NRLM framework and guidelines. (7) Preparation and submission of Interim Un-audited Financial Reports (IUFs). Details of the tasks to be performed may be seen in TOR.

Qualification and Experience(a) The firm must be empanelled with Comptroller and Auditor General of India for major audits. (b) Firm should have at least Fifteen (15) yrs of experience in Public Financial Management, Accounting and Audit. (c) The firm should have experience of working in similar externally aided/ Public Sector Undertakings /Government of India Funded project/projects .(d) The annual financial turnover of the firm should be Rs. Fifty (50.00) Lacs. during the last Three (3) years.

Duration of Assignment :Initially the period of assignment will be from November 2013 to October 2014 (Twelve Months)and may be further increased on satisfactory services / performance report and requirements of RGAVP.

The Agencies / Institutions will be selected using a Quality and Cost Based Selection (QCBS) method, in accordance with the procedures set out in the World Bank's 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 available at www.worldbank.org/procure). An indicative criterion for short-listing of the proposals is given on the website www.rgavp@yahoo.com.

The interested Agencies/Firms / Institutes may obtain further information and download the format from our website www.rgavp.org.in or at the address mentioned below . Expressions of Interest must be submitted in three (3) copies (one original and two copies) in a sealed envelope clearly marked "**Expression of Interest for : Financial Management Services**". Expression of Interest must be delivered to the address mentioned below by 23rd Sept, 2013 by 5.00 PM.

State Project Management Unit,
Rajasthan Grameen Aajeevika Vikas Parishad
(RAJEEVIKA)
3rd Floor, RFC-Block, Udyog Bhawan, Tilak Marg,
C-Scheme, Jaipur E-mail : rgavp@yahoo.com

Subir Kumar (IAS)
State Mission Director

Terms of Reference for providing Financial Management Services to RGAVP.

Section A: Background

Rajasthan Grameen Aajeevika Vikash Parishad (RGVAP) is an autonomous society formed by the Government of Rajasthan under the administrative control of Department of Rural development. The society is registered under Society Registration Act, 1958 and mandated to implement all rural livelihoods programs associated with SHG based institutional architecture. The Society aims at creating financially sustainable and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services and to build their capacities to deal with the rapidly changing external socio-economic and political world. Presently, the society is implementing World Bank funded Rajasthan Rural Livelihoods Project (RRLP) and the National rural Livelihoods Mission (NRLM)/National Rural Livelihood Project (NRLP), assisted by MoRD, Government of India.

The Rajasthan Rural Livelihoods Project (RRLP) is rural livelihoods project under the aegis of RGAVP, aims to improve the economic opportunities, living standards and social status of the poor and marginalized group in 18 targeted districts of Rajasthan namely Baran, Bhilwara, Bundi, Banswara, Bikaner, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Jhalawar, Karoli, Kota, Pratapgarh, Sawai Madhopur, Rajsamand, Tonk & Udaipur over a five year period.

National Rural Livelihoods Mission (NRLM)/ National Rural Livelihood Project (NRLP) also follows similar approach of rural poverty alleviation i.e. through building institutions of the poor viz. SHGs(Self Help Groups), CDOs(Cluster Development Organization) and Area Federations. The mission would cover the entire State of Rajasthan.

RGAVP has procured Tally.ERP 9 Multi User Software for SPMU and all 17 DPMU to manage all funds flow from World Bank-SPMU-DPMU's along with proper processes through Customization. Then we have installed tally.ERP 9 software and deployed customization at all locations (SPMU and DPMUs). In customization as per the World bank requirement and approval we are addressing following process –

1. Common Chart of Accounts (Including Expenditure ledger with component and CBO details)
2. Funds Approval System
3. Fund Rejection System
4. Financial Accounting
5. IUFR Reporting (IUFR Summary , IUFR – 1 , IUFR – 2)
6. File Tracing System
7. Claim Reimbursement
8. Printing Fund Sanction Order and Fund Transfer Order (In Hindi)
9. Payment Process (Three level work flow)
10. For Consolidated report – when Accounting is done separately at DPMUs and SPMU level independently . All data backups once in every month shall send to SPMU by all DPMUs

In Customization we have already designed some reports for group reporting at SPMU level (like – IUFR Summary , IUFR - 1 , IUFR – 2 and claim Reimbursement). For Other reports we will create a Group Company and include all DPMU and SPMU as a member for Trial Balance , Balance Sheet and group wise reporting.

Section B : Scope of Work

RGAVP intends to outsource the services from Chartered Accountant Firms (called Financial Management Consultant or FMC) for the following tasks:-

Tasks / Brief details of work:

1. Preparation of Annual Financial Statements of the Society (RGAVP)(books of accounts to be prepared on basis of fund based accounting system clearly identifying the RRLP transactions and NRLM/NRLP expenditure as given below), including selection and application of accounting policies ;
 - Preparation & Finalization of Trial balance.

- Balance Sheet, showing accumulated funds of the Project(s)/Mission, Bank Balance, other Assets of the Project(s)/Mission and Liabilities, if any, from November 2013 to October 2014
 - Income and Expenditure Account containing summary of Income and Expenditure shown as per the project component/sub-component cumulative, from November 2013 to October 2014 separately for RRLP and NRLM/NRLP and any other project to be implemented by RGAVP.
 - Receipts and Payments Account, from November 2013 to October 2014 and other Statutory Accounts, if any, required under Societies Registration Act 1958.
2. Banking Reconciliation and preparing statement for the period as indicated above up to the end of FY 2013-14 & up to Oct 2014.
 - The non-reconciled entries may be brought out date-wise and missing entries identified.
 - Checking whether the Interest is credited by the bank correctly and whether TDS deducted by the Bank, if any, is as per Income Tax provisions. The inconsistencies if any needs to be identified for rectification.
 - Effecting entries of Interest etc. in the Books.
 3. Support in Accounting process as per statutory requirements including Income Tax, TDS, Service tax, and filing of returns with issuance of certificate to the concerned authorities/parties, from November 2013 to October 2014.
 - The rate of TDS on various contractor/consultant/service provider/supplier as applied while releasing payment is to be checked and CA firm would suggest the correct rate, if required.
 4. Ensure high standards of accounting and financial management system within RGAVP at all levels i.e. SPMU, DPMU and community organizations especially Utthan Sansthan (CDO-Cluster Development Organization)
 5. Support in rolling out and effective functioning of TALLY accounting system at SPMU and 18 DPMUs.

6. Provide training and technical support related to financial management and accounting including Voucher preparation to the staff of SPMU and DPMUs.
7. Ensure proper financial management arrangements as per World Bank guidelines, legal agreements, Finance Manual and Communities Operations Manual of RRLP, NRLM framework and guidelines as well as Accounting standards applicable in India and in preparation of Accounting notes and policies.
8. Preparation of IUFRRs (Interim Un-audited Financial Reports) at SPMU after collating the IUFRRs submitted by all the DPMUs as per Finance Manual and facilitate synchronization of Accounts at SPMU level.
9. Support in preparing Annual Budget of SPMU and DPMUs and consolidation thereof at SPMU level.
10. Analysis of Budget Variance with actual expenditure on quarterly basis and its tracking on regular basis.
11. Support and ensure that proper maintenance of supporting documents, registers and records are in place.
12. Bank Reconciliation statement is prepared at all levels every month and reconcile with the fund released to Field units.
13. Support in verification of Assets and Stock on quarterly basis and its reconciliation at all levels.
14. Preparation of JV etc., if required, for consolidation, will have to be prepared and suggested by the firm.
15. Advise Program Managers in strengthening Internal controls for various program and livelihood funds.
16. Ensure that common chart of accounts is maintained.
17. The day to day accounting, writing book of accounts on Tally, maintenance of records/documents, approval of transactions etc shall be the responsibility of existing accounting staff of RGAVP at SPMU and DPMUs.

Section C: Role of Consultant (FMC)

As it is clear from the scope of work that FMC will be an integral part of project implementation and work as support partners with the project. The role is to carry out the accounting and financial activities smoothly, implementation of proper system and recommendation among all the levels of project financial system including community. The FMC have to travel to blocks frequently.

Section D: Schedule for completion of tasks

<u>Work assigned/ Deliverables</u>	<u>Frequency / Period</u>
(a) Synchronization of the customized TALLY accounting system to all the District as per need and suggest requirement of Computerized Accounting system for NRLM/NRLP.	once within one month As per need
(b) Provide training and support related to Financial Management and accounting to SPMU & DPMU.	Initial training of FM & Accounting at all levels as per requirements. Minimum 3 days for all first time and their after as per requirement.
(c) Ensure maintenance of proper accounting practices as per the regulation of World Bank and project agreement as well as Accounting Standard applicable in India.	Regular
(d) Support in accounting process as per statutory requirement including Income tax, sales tax, service tax and filing of return on monthly basis with issuance of certificate to concerned authority/parties.	Monthly basis
(e) Ensure proper accounting and record keeping of CPF and ESI as per its regulation and submission of reports, deposit on monthly basis	Monthly basis
(f). Preparation of IUFR at State level on quarterly basis.	Quarterly basis

<p>(g) Ensure submission of monthly IUFR of DPMU and SPMU latest by 2nd week of the next month.</p>	<p>Monthly basis</p>
<p>(h) Support in preparing Annual Budget of SPMU and DPMU and consolidation thereof.</p>	<p>Annual Budget once in a year and other reports as per need</p>
<p>(i) Analysis of budget variance with actual expenditure of SPMU and DPMU on quarterly basis and its tracking on regular basis.</p>	<p>Quarterly basis</p>
<p>(j) Ensuring preparation of Bank Reconciliation Statement at all levels every month and reconcile it as per fund released.</p>	<p>Monthly basis</p>
<p>(k) Verification of Assets and Stock on quarterly basis and its reconciliation at all levels.</p>	<p>Quarterly basis</p>
<p>(l). Support GM(F)/FM/DPM in monitoring of Internal Audit work and submission of compliance at district level at quarterly basis. Ensure timely follow-up action is taken to address the issues identified in audit report. Provide suggestions on systemic issues identified by the internal auditors.</p>	<p>Support on regular basis and compilation on quarterly basis</p>
<p>(m). Advise Program Managers on the potential risks and control measures for various program and livelihood funds as they develop during implementation.</p>	<p>As per requirement</p>
<p>(n) Reconciliation of fund released at all levels.</p>	<p>Quarterly</p>

<p>(o) The FMC will highlight the areas of weaknesses in internal control and internal checks mechanism in project and provide suggestions for strengthening of the systems.</p>	<p>Will review the existing system within first months & regular monitoring.</p>
<p>(p) To submit a District wise summary of report on quarterly basis in simple four-five pages, highlighting the key findings and key actions recommended to the Financial Advisor at the state level.</p> <p>To submit an overall state level management letter addressed to the Financial Advisor</p> <p>(a) confirming that books of accounts are being maintained in tally at all districts, all statutory returns have been filed, IUFRs are prepared etc</p> <p>(b) Areas that require management attention such as problems being faced on tally, long pending external and internal audit paragraphs, internal control issues.</p> <p>(c) Provide recommendations for improvement in internal controls/processes and Manuals.</p>	<p>Quarterly basis</p>
<p>(q) FMC will support & ensure that proper accounting for maintenance of supporting documents, registers and records maintenance are in place.</p>	<p>Regular</p>
<p>(r) Any other work related to FMC as assigned by the project</p>	<p>As per the requirement</p>

Section E: Period of assignment

The services of the Consultant would be initially required for a period of one year starting from (Date to be decided) and may be renewed after assessing the pace of implementation, the project's needs and performance of the consultant for further two years on same terms.

Section F: Services and facilities provided by the RGAVP

- 1) All data will be provided as per the needs and requirement.
- 2) Proper seating and filing arrangement.
- 3) One desktop computer will be provided.
- 4) Travel and logistic arrangement and other expenses as approved in advance by the Client’s coordinator.
- 5) Team leader and two assistants expenses will be reimbursed or incurred as per RGAVP Norms.

One Casual Leave will be allowed per month to every member of FMC.

Section G: Reporting Requirement

Requirement will be as per scope of works and Schedule for completion of tasks. The agency would be required to submit a District wise report on quarterly basis in simple four-five pages covering the deliverables as indicated in the TOR and contract with highlighting the key findings and key actions recommended to **Financial Advisor (FA)** at the state level.

Section H: Term of Payments

Payment to the agency will be made in twelve equal installments in every second week of next month upon submission of invoice. Payments may be released on basis of time sheet’s submitted on monthly basis.

Section I: Monitoring and Review

The Financial Advisor will monitor and review the work of FMC on quarterly basis.. The FMC shall work under supervision of FA and in close coordination with GM(F).

Section J: List of key positions, whose CV and experience would be evaluated.

S.No	Key position	Area of Specific Expertise Desired	Minimum Qualification and professional Experience desired.
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1	<p>Financial management consultant</p> <p>TEAM LEADER</p> <p>(One) Based at SPMU, Jaipur.</p>	<p>Finance, Taxation, & procurement in similar externally aided projects and govt. agencies. Good knowledge of TALLY accounting systems</p>	<ol style="list-style-type: none"> 1) Chartered accountant having at least 5 years of post qualification experience in respective fields (or equivalent). Specific experience in similar externally aided project is required and with proven track record in anchoring / conducting financial management and technical support consultancy. 2) Expert knowledge of Tally accounting packages. 3) Regular travel to project areas is required. 4) He has to attend office regularly.
2	<p>Assistant to financial management consultant.</p> <p>TEAM MEMBER</p> <p>(Two at SPMU)</p> <p>To support team leader at district office.</p>	<p>Finance and taxation</p>	<ol style="list-style-type: none"> 1) CA (Inter) 2) Knowledge of Tally accounting packages. 3) He has to attend office regularly 4) Regular travel to project areas is required.

EOI Format

CONTENTS FOR SECTION - II

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

(The Structured Questionnaire contained in Schedule-I are to be submitted by the interested Applicant duly filled in, signed and stamped on each page. This questionnaire is an integral part of EOI and will 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,

Rajasthan Gramin Aajivika Vikas Parishad (RGAVP)

3rd Floor,Udyog Bhawan,

Tilak Marg, C-Scheme, Jaipur (Raj.)

**Subject: Expression of Interest (Eoi) for Selection of Chartered Accountant Firm for Providing Financial Management Services Under RGAVP(World Bank funded).
Credit No 4859 IN**

Dear Sir,

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 of Agency for **Selection of Chartered Accountant Firm for Providing Financial Management Services** (World Bank funded project) being implemented by RGAVP.

2.0 **Structured Questionnaire:** We are submitting the Credentials/Information 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 and in support of the information provided in the Structured Questionnaire

4.0 Dated this day of 2013.

Thanking you, we remain

Yours faithfully

Date :

(Signature)

Place :

**Structured questionnaire for appointment of agency for Selection of Chartered Accountant Firm for
Providing Financial Management Services Under RGAVP**

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

Dear Sirs,

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

1. General Particulars of Agency

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	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts in Rajasthan if any	

2. Particulars of Agency

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 & auditing bodies	
Number of full time Partners Fellow Associate	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
TAN No.	

3. Financial Particulars of last three years of the Agency

S. No.	Financial Year	Total Turnover	Turnover from the similar assignments, applied for
1.	2010-2011		
2.	2011-2012		
3.	2012-2013		

4. Partners Brief Profile***

Name of partner/ M. No.	Age	Associate/ Fellow	Years of post qualification experience	Qualification/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.

5. Presently Professional Staffs with the Agency*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Specialization and brief nature of work done (assignment done where the staff has worked with year)

* Excluding the Office Support Staff viz. – Clerk, Steno, Computer Operator, Class-IV etc.

6. Other than Professional staff**

Name of Staff	Age	Years of experience	Qualification	Number of years associated with the Agency	Assignments where the staff has worked with year

** Clerk, Steno, Computer Operator and Class-IV etc.

7. Experience of the agency/organization –

7. A. Sector specific experience – Last three years***

Name of Deptt/	(1) Funded by Multilateral/ Bilateral funding agency;	Client Name	Nature of Assignment	Year of Work	Value of Assignme	Place of work

Project / 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			Done	nt	done

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

Relevant assignments – Last Three years***

Name of Project /Agency Audited/ consultancy	(1) Funded by External agency/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/ consultancy	Year of Audit/ consultancy	Partner who signed the reports	Audit/ consultancy fees

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

Declaration

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or CAG or any other donor/partner organization in past and Our firm does not face any sanction or any pending disciplinary action from PCAOB or ICAI against our firms or partners

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

Authorized Signatory

(with seal)