

Tamil Nadu Rural Transformation Project
(Department of Rural Development and Panchayat Raj,
Government of Tamil Nadu)
5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial
Estate, Guindy, Chennai- 600 032, Phone No.044 - 43443200
Email – procurement.tnrtp@gmail.com , Website: www.tnrtp.org

File No: 001/TNRTP/2019

Dated: 18.10.2021

**REQUEST FOR INVITE EXPRESSIONS OF INTEREST FOR HIRING OF
CHARTERED ACCOUNTANTS FIRM SERVICES FOR INTERNAL AUDIT UNDER
TNRTP**

The Tamil Nadu Rural Transformation Project invites “Expression of Interest” from the eligible Chartered Accountants firms to submit their interest for providing consulting services for World Bank funded TNRTP Project for **Hiring of Chartered Accountants Firm services for Internal Audit under TNRTP**. Interested CA firm may submit their “EXPRESSION OF INTEREST” in a sealed envelope clearly super scribed as Expression of Interest for “**Hiring of Chartered Accountants Services for Internal Audit under TNRTP**” latest by **15.30 hours on 11.11.2021**. This selection will be done on **Consultants Qualification based Selection (CQS)** of The World Bank. The CA firms may obtain further information and procedures for submitting the “Expression of Interest” from the official website of TNRTP i.e. www.tnrtp.org

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REQUEST FOR INVITE EXPRESSIONS OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANTS FIRM SERVICES FOR INTERNAL AUDIT UNDER TNRTTP

Tamil Nadu Rural Transformation Project
Chennai, Tamil Nadu, India

Assignment Title: Hiring of Chartered Accountants firm Services for Internal Audit under TNRTTP for State and District office (25 units)
Project Reference No: TNRTTP (P157702)

The project titled **Tamil Nadu Rural Transformation Project (TNRTTP)** implementing through Tamil Nadu Rural Transformation Society intends to engage CA firm's services for **hiring of Chartered Accountants firm Services for Internal Audit under TNRTTP**. The consulting services ("the Services") include hiring of Consultant Services for Internal Audit under Tamil Nadu Rural Transformation Project. The estimated duration of contract will be for subject to extension of further period till the end of the project based on the requirement and performance. The detailed activities are mentioned in the Terms of Reference as per [Annexure-A](#).

Tamil Nadu Rural Transformation Society now invites eligible CA firms ("Consultancy") to indicate their interest for providing the services. Interested CA firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short-listing will be based on eligibility criteria. (The firm should submit all the below required details)

The **eligibility criteria** are as follows:-

1. The Auditors shall be a firm of practicing Chartered Accountants empaneled with the Comptroller & Auditor General of India.
2. The firm shall have a standing of at least 10 years in the profession.
3. The firm shall have at least 3 Fellow/Associate Chartered Accountants as partners.
4. The Firm shall have sufficient number of employees to handle the audit of the Project breakup details of (i) semi qualified & (ii) other staff (articled/ audit clerks, paid assistants to be furnished) total number preferably not less than 10 numbers.
5. The firm should have handled internal & statutory audit of at least 15 Government Companies/Boards/Societies and shall be familiar with Government Rules & Regulations.
6. The firm should have handled audit of Externally Aided Projects preferably of a similar nature.
7. The firm shall not be involved in any legal cases in professional matters with its clients or others. Has a Peer Review certification from ICAI
8. The firm should have headquarters in project location or Project state.

Format for Submission of EOI to TNRTP is attached as Annexure B.

A Consultant firm will be selected in accordance with the – **Consultants Qualification based Selection (CQS) method** set out in the World Bank’s Consultant’s Guidelines; Attention of the interested Consultants is drawn to Section- III of the "**THE WORLD BANK Procurement Regulations for IPF Borrowers PROCUREMENT IN INVESTMENT PROJECT FINANCING Goods, Works, Non-Consulting and Consulting Services- July 2016**" (IPF: Investment Project Financing) relating to World Bank’s policy on Conflict of Interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower’s staff.

Expression of interest must be delivered in a written form to the address below in person or through postal/courier services latest by **15.30 hours on 11.11.2021** at the following address.

Address:

The Chief Executive Officer

Tamil Nadu Rural Transformation Project

(Department of Rural Development and Panchayat Raj, Government. of Tamil Nadu)

5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy,

Chennai- 600 032, Phone No.044 - 43443200

Email – procurement.tnrtpp@gmail.com

Website www.tnrtpp.org

Annexure-A
TAMIL NADU RURAL TRANSFORMATION PROJECT

**TERMS OF REFERENCE FOR APPOINTING INTERNAL AUDITORS FOR
THREE YEARS FROM F.Y 2021-22, 2022-23 and 2023-24**

1. Project Background:

Tamil Nadu Government has been focusing on poverty reduction since 1983 through socio-economic empowerment of women by establishing the Tamil Nadu Corporation for Development of Women (TNCDW). The key strategies for implementation are organizing poor women into Self Help Groups (SHGs) and development of women-based community institutions through financial and livelihood access. Tamil Nadu Rural Empowerment and Poverty Reduction Project (TNEPRP) and Tamil Nadu State Rural Livelihoods Mission (TNSRLM) project were launched in 2005 and 2011 respectively and both the projects are supporting the empowerment of the poor and improving their livelihoods by developing, strengthening and synergizing pro-poor community institutions/groups; enhancing skills and capacities of the poor (especially women, youth, differently-abled, and the vulnerable); and financing productive demand driven investments in economic activities.

The Tamil Nadu Rural Transformation Project (TNRTP) will leverage the strategies and investments made in the above projects to harness the institutional and knowledge capital for promoting inclusive economic development and growth for a transformative agenda in rural Tamil Nadu.

2. Project Objectives:

The project development objective is to “Promote rural enterprises, access to finance and employment opportunities”. This is envisaged through business eco system development, enterprises promotion, business plan financing and skilling and employment generation in 120 blocks from 31 districts of Tamil Nadu.

The enterprise promotion component would aim to promote individual and group enterprises and by building effective market and institutional linkages. The group enterprises will be Enterprise Groups (EGs), Producer Groups (PGs) promoted at the village level and Producer Collectives (PCs) promoted at the block, sub-district or district level. EGs would be collective enterprises with maximum of 30 members promoted at village level, PGs would be primary level aggregation of producers who would be involved primarily in production activities, aggregation of produce and may be in the first level of processing. These institutions would be formed of producers involved in farm, off-farm and non-farm sectors. As per the need of the subsector/ commodity, the PGs would be federated into PCs. The PCs would be supporting the producers in integrating with the market effectively, provide them with market intelligence and streamlined access to quality inputs. The promoted PCs would be responsible for procurement, processing and marketing of the produce of the PG members. The project plans to promote 7000 PGs and 50 PCs during the entire project time period.

3. The project implements the following four components:

1. Rural Enterprise Ecosystem Development
2. Enterprise Business Plan Financing
3. Skills and Job opportunities
4. Project Management

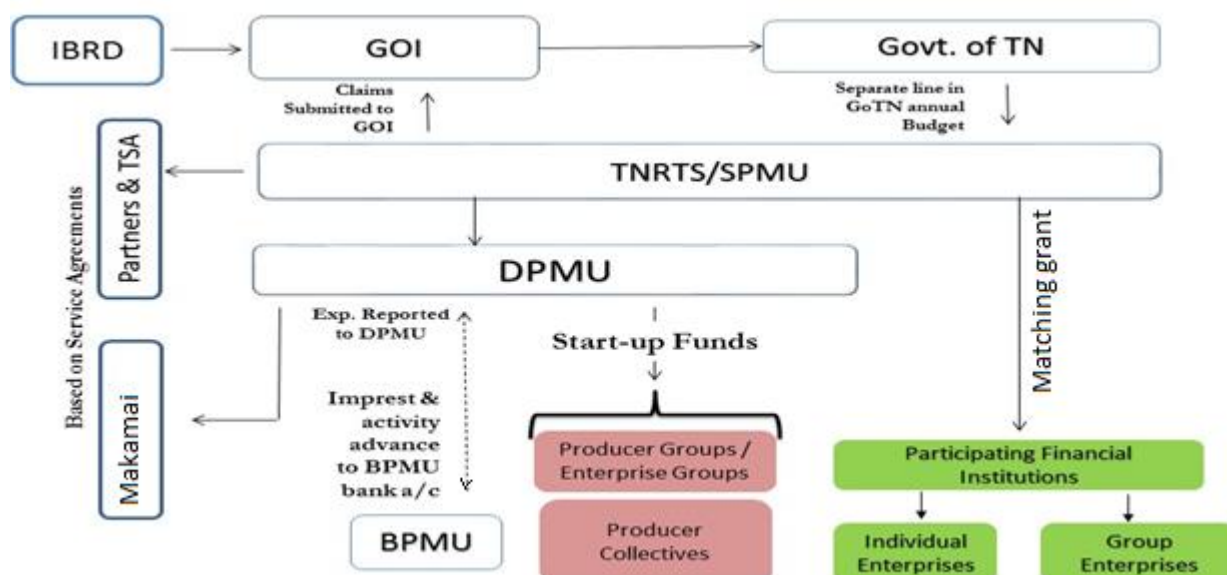
4. Implementation Arrangements:

The enterprise promotion activities will be led by the State Project Management Unit (SPMU) at the state level and District Project Management Units (DPMU) at the district level under the project to provide support in the areas of promotion of these enterprises. It will support these institutions to sustain on a profitable basis by addressing the issues of inadequate financing, common assets, lack of skill and technology, increasing market access, inadequate risk coverage etc. The team from TNRTP will comprise of one professional head at the State level, one lead person in the district and one person in the Block who will lead Promotion of Enterprise/Producer Groups and Producer Collectives. Makamai a Community Professional Learning and Training Centre (CPLTC) will play a major role in creating and capacity building of a resource pool of Enterprise Community Professionals (ECPs). The Enterprise Community Professionals (ECPs) will mobilise the producers into PGs at the village level and link them to the One Stop Facility (OSF). The One Stop Facility is a small business facilitation cum incubation centre established at the block level, through which the rural enterprises can get access to a range of business development services.

5. Proposed Implementation/ Funds Flow Arrangements:

- Budgetary allocation made by the Government of Tamil Nadu to the State Society TNRTS against agreed budget lines. The World Bank will reimburse expenditure to the extent of 70% of agreed project costs. Such reimbursement shall be made on a quarterly basis and on the basis of the Interim Unaudited Financial Reports (IUFRs) submitted by the SPMU.
- Based on the project expenditure reported, the office of the CAAA, DEA – MoF, GoI will submit withdrawal applications to the Bank for disbursement. Bank will disburse funds to GoI which will in term pass on these funds to GoTN to its Consolidated Fund, in accordance with its standard arrangements.
- GoTN shall provide funds for the project to SPMU through an annual budgetary allocation.
- SPMU shall submit reimbursement application to the World Bank on a quarterly basis for amounts spent for the project through IUFRs
- DPMU shall, based on the approvals/proceedings received from SPMU, make withdrawals from the Bank account which shall be replenished from the SPMU Parent Bank account by the end of the day.

Flow of funds:



6. Objective of the Internal Audit

The objectives of the Internal audit are to: (i) enable the auditor to express a professional opinion on the effectiveness of the overall financial management and procurement arrangements of the project; (ii) whether the overall financial management and arrangements including the system of internal controls as documented in the Project Financial Management Manual (FMM), Community Operations Manual (COM), the Project Implementation Plan (PIP) are in practice, effective and adequate, commensurate to the nature of the operations and (iii) provide project management with timely information of financial management aspects of the project, including internal controls and compliance with financing agreements, to enable follow-up action.

This should include aspects such as adequacy and effectiveness of accounting, financial, procurement related and other operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security and effectiveness of the operation of the computerized system.

The internal auditor shall provide the SPMU with timely information and recommendations on the financial management, procurement, project management and physical progress aspects of the Project to enable the management to take corrective measures, wherever necessary.

In addition, it is expected that internal auditor should play a role in assisting management to prevent mis-utilisation of funds including the prevention, detection and Investigation of fraud as part of “bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management control & governance processes.

7. Method of selection:

The Internal Audit firm to be engaged for three years from 2021-2022 to 2023-2024 under the Consultant's Qualification based Selection method of World Bank procurement guidelines.

8. Coverage and Standards for Audit

The audit would cover the entire project i.e., covering the implementing units at the **Project level (SPMU and 24 DPMU, including BPMU)** and the **Community Institutions (PG, EG and PC** on a sample basis). The audit would also cover all consultancies or other contracts that may be entered into by the implementing agencies. The internal audit should be carried out in accordance with the Auditing & Assurance Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls, as the auditor considers necessary under the circumstances.

Specific areas of coverage of the audit will include the following:

Project level (SPMU, DPMU and BPMU):

- a) An assessment of the adequacy of the project financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plan and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls or creating controls in areas where they are lacking; verification of assets and liabilities.
- b) Efficiency and timeliness of the funds flow mechanism at the SPMU, DPMUs and BPMUs and to the Community Institutions.
- c) Whether the fund/ tranche released to the Community Institutions are properly approved as per agreed procedures and having the necessary authority, and the conditions (triggers/graduation criteria) for fund release (as provided in the COM for various funds) have been complied and are in line with the financing agreement, with the World Bank.
- d) Whether the DPMU/BPMU is accounting for the sub grant releases properly in the subsidiary records and is monitoring the receipt of periodic reports and utilization certificates from the community institutions & systems to follow up on overdue reports are adequate. Quantify (number and amount) of the funds transferred to the Community Institutions for which the reports and/or UCs are overdue.
- e) Whether the accounts of the project are compiled in a timely manner and the expenditures consolidated on a monthly basis at the SPMU level.
- f) An assessment of compliance with provisions of financing agreements (IBRD Financing Agreement and Project Agreement), especially those relating to procurement, accounting and financial matters.

- g) Goods, works and services financed have been procured in accordance with the World Bank procurement guidelines, procurement manual of the project and financing agreements;
- h) All necessary supporting documents, records, and accounts of all project activities have been kept in respect of all project activities and that clear synchronizations exists between accounting records, accounts books and the periodic financial reports (internal and external i.e. Interim Financial Reports).
- i) Adequate records are maintained regarding the assets created and assets acquired by the project, including details of cost, identification and location of assets and ensuring that there is a system of physical verifications of assets.
- j) The auditor is expected to obtain and satisfactorily document sufficient audit evidence to support audit conclusions.
- k) Inter unit fund transfers and Bank reconciliations have been carried out on a monthly basis.
- l) The Auditor should ensure all the registers in all units updated and shall be made available to the statutory auditors.

Village Level

In case of audit of Community Institutions (PG/EG/PC) specific consideration will be given to the following -

- a) Whether the PG/EG/PC have maintained/are maintaining the books/records to account for sub-grants received, and decisions taken are appropriately reflected in the Minute books.
- b) Check sample of assets procured at the PG/EG level including those procured under funds - check whether inventory records are up to date and book balance agrees with physical stock balance.
- c) The reports and other documents see, whether the reports submitted by the PG/EG/PC to the DPMU/BPMU form the basis of providing funds by the Project provide clear linkages with the books/records and reflect the correct position.
- d) The transactions are supported with necessary documents/ bills and vouchers and are approved by the competent authority and forum.
- e) Goods, materials and services have been procured in accordance with the COM.
- f) Balance in Bank accounts, with third parties and the Project are duly reconciled.
- g) Whether Social accountability, transparency / disclosure and social audit mechanisms, prescribed in the Manual, are being adhered to by the PG/EG/PC and the documentation exists as evidence of compliance. (please document the nature of evidence obtained)

9. Reporting and Audit Opinion

The internal auditor should review and assess the analysis drawn from the internal audit evidence obtained as the basis for his conclusion on the efficiency and effectiveness of systems, processes and controls. Each report shall have the following sections:

- Introduction- Objective, scope, nature and coverage of the audit including period covered, locations reviewed, work carried out, staff involved, level of coverage of all listed aspects
- The internal auditor's opinion as to the overall adequacy of the systems of internal control,
- Key findings; separately for Financial Management, Procurement, Project Management and Others.
- Detailed internal audit findings, with adequate descriptions of weaknesses identified and the associated risk. This section will be supported with details, tables, annexure.
- Recommendations; separately for Procurement, Financial Management, Project Management & Institutional Aspects and Others.
- Responses to findings and recommendations by authorized persons stating the timeline for remediation and the person responsible
- Progress on earlier set of recommendations and constraints faced.

The Auditor will provide quarterly audit report and Executive Summary of the key findings, implications and recommendations of the critical issues preferably classified as per thematic area. Also the rectification of previous audit remarks. The report should be discussed and agreed with the auditable units and should be structured to list the observations, the implications of the observations, the suggested recommendation and the management comments/agreed actions. The audit observations should be supported by instances and quantified, as far as practicable. Copies of all internal audit reports shall be made available to the external auditors.

10. Timeline for Audit and Period of Contract:

The auditor will commence their audit immediately after the close of the quarter, complete the audit and submit their audit report within 45 days from the end of the quarter. The Internal Audit report will be addressed to the Chief Executive Officer at the SPMU.

The audit will be done as per the Internal Audit Calendar as follows:

S. No	Period	Audit to be conducted in	No. of Districts /State	Submission of audit report
Financial Year 2021 - 2022 (3 Visits)				
1	1 st April – 30 th September 2021	November	24+1 (Dist.& State)	30 th December
2	1 st October - 31 st December	January	24+1 (Dist.& State)	15 th February
3	1 st January – 31 st March 2022	April	24+1 (Dist.& State)	15 th May

Financial Year 2022-2023 & 2023 – 2024 (4 Visits per Year)				
4	1 st April – 30 th June	July	24+1 (Dist.& State)	15 th August
5	1 st July – 30 th September	October	24+1 (Dist.& State)	15 th November
6	1 st October - 31 st December	January	24+1 (Dist.& State)	15 th February
7	1 st January – 31 st March	April	24+1 (Dist.& State)	15 th May

The scope of the initial contract under this assignment will cover a period of one Year audit for the F.Y 2021-22 (31st March 2022). The satisfactory performance of the auditor, the contract may be considered for extension of another 2 financial year.

11. Composition of Review Committee to Monitor Internal Auditor’s Works:

The following officers will be on the committee to monitor Internal Auditor’s Report:

1. Chief Operating Officer (Project Management)
2. Associate Chief Operating Officer (Finance Management)
3. Associate Chief Operating Officer (M&E and MIS)
4. Deputy Chief Operating Officer (Accounts)
5. Deputy Chief Operating Officer (Procurement and Contracts)
6. Deputy Chief Operating Officer (Admin)

The Committee will review the audit report then & there.

12. Support/Inputs to be provided by the SPMU

The internal auditor will be given access to all legal documents (Financing Agreement, Project Appraisal Document), Project Procurement Plan, and any other unclassified information associated with the Project and deemed necessary by the auditor. It is extremely important that the auditors become familiar with the Project Guidelines on Disbursements and Procurements. All these documents will be provided to the auditor by the SPMU.

13. Qualification and Team Composition:

Qualification and Experience of Internal Audit Firm (for shortlisting):

1. The Auditors shall be a firm of practicing Chartered Accountants empanelled with the Comptroller & Auditor General of India.
2. The firm shall have a standing of at least 10 years in the profession.
3. The firm shall have atleast 3 Fellow/Associate Chartered Accountants as partners.

4. The Firm shall have sufficient number of employees to handle the audit of the Project breakup details of (i) semi qualified & (ii) other staff (articled/ audit clerks, paid assistants to be furnished) total number preferably not less than 10 numbers.
5. The firm should have handled internal & statutory audit of at least 15 Government Companies/Boards/Societies and shall be familiar with Government Rules & Regulations.
6. The firm should have handled audit of Externally Aided Projects preferably of a similar nature.
7. The firm shall not be involved in any legal cases in professional matters with its clients or others.
8. Has a Peer Review certification from ICAI

The Internal Auditor team must have considerable experience and expertise in conducting audits particularly on infrastructure development projects. The Consultants should also have experience in the process and audit practices of World Bank assisted projects. The list of professional required are given in the table below, only Curriculum Vitae's and experience of key experts will be evaluated for selection purpose:

List of key Personnel Qualification and Experience					
S. No	Professionals	Description of Services to be provided	Experience	Estimated Man Days	
				FY 2021 – 22 (3 visits)	FY 2022 to 2024 (4 Visits Per year)
1	Team Leader -Audit & Procurement	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant with at least 10 years' experience as a partner with expertise in internal audit procurement audit, auditing in PSU, government and infrastructure sector, audit planning, execution and reporting.	18 Days	24 Days
2	Sr. Audit Manager – Procurement (1 Number)	Responsibility of Review and check all the procurement is in accordance with World Bank guidelines at SPMU.	Public procurement consultant with at least 7 years of experience in Multi development banks projects. A Post graduation in finance / MBA finance / Qualified Chartered Accountants or similar qualifications. Experience in prior and post review of the public procurement is desirable.	9 Days	12 Days

S.No	Professionals	Description of Services to be provided	Experience	FY 2021 – 22 (3 visits)	FY 2022 to 2024 (4 Visits Per year)
3	Audit Manager (2 Number)	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with heads of offices at district / state units and reporting writing and finalization.	Qualified Chartered Accountants with at least 5 years' experience in internal audit, auditing in PSU, government and infrastructure sector with ability to lead a team and interact with senior level government officials	36 Days	48 Days
Non Key Expert					
4	Audit Assistant (6 number)	Vouching and verification of DPMU and SPMU books of accounts	Semi Qualified Chartered Accountant (CA Inter/CA Final) with at least three years of experience in auditing.	162 Days	216 Days

14. Reporting Format;

Part-I: Serious Observations

In this part, give details of serious audit observations such as ineligible expenses, major lapses in internal controls, systemic weakness, procurement procedures not followed etc.

Part-II: Other Observations

Observations that are not serious in nature, but nonetheless require the attention of the Projects should be detailed in this part.

Part-III: Executive Summary to the project and Suggestions/ Recommendations.

Provide an Executive summary of the observations in Part A and B along with suggestions/ recommendations. Only those observations that are dealt with in either Part A or part B should be included in this section provide specific recommendations on internal control and systemic weakness.

Part-IV: Matters Requiring Immediate Attention

a) Matters Requiring Immediate Attention

Auditor should point out the serious issue like cash defalcation, payment made without any approval and beyond the limit of devolution of powers, blank cheque signed and any other matter auditor deemed serious nature.

b) Persisting Irregularities

Under this para, auditor should report the persisting irregularities which have been raised earlier but not complied.

c) **Books of Accounts**

Under this auditor should verify all the books of account maintained by the unit, identify the discrepancies in the books of accounts and also suggest their improvement.

d) **Internal Control System**

Under this para, auditor should report on discrepancies of current internal control system and suggest remedial measure.

e) **Compliance with financial manual**

Under this para, auditor should comment on deviation from finance Agreement, PIP, PAD and Finance manual

f) **Procurement Manual**

Under this paragraph auditor should report on procurement process which deviate from World Bank procurement guidelines.

g) **Training expenses and its variance**

Physical and financial achievement as per action plan and budget, verify the evidence of training and exposure from training and feedback from participants etc. and also comment on unit cost of training exposure.

h) **Computerised Financial Management system**

Under this paragraph auditor should report on computerised accounting system.

- I. Accounting Entries in Accounting software up to date or not
- II. Payroll accounting in accounting software or not
- III. Verification of Chart of Accounts in accounting software
- IV. Cost centre
- V. Verification of computerised balance with Manual Books of accounts (Cash Book. Cheque issue register etc.)
- VI. Statutory deduction/ payments like income tax TDS, TDS on GST, EPF, professional Tax and its compliance.
- VII. Deduction and date of deposit with any irregularities.
- VIII. Advance to staff and others and its periodicity (Age of advance).
- IX. Verify and certify the IUFRR from available books of records.
- X. Check the accuracy of quarterly IUFRR from accounting software / BRS etc.
- XI. Any other matter auditor feel deemed to the notice to the management.

Annexure B
Format for Submission of EOI to TNRTP
Submission Requirements
Expression of Interest (EOI) Consulting Firms
(Additional Soft copy of this filled format shall be provided in CD along with this EOI)

Project Name	Tamil Nadu Rural Transformation Project	
Address:	Tamil Nadu Rural Transformation Project (Department of Rural Development and Panchayat Raj, Government of Tamil Nadu), 5th Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy, Chennai- 600 032, Phone No.044 - 43443200, Email – procurement.tnrtp@gmail.com Website: www.tnrtp.org	
Assignment Title	Hiring of Chartered Accountants firm Services for Internal Audit under TNRTP.	
Reference No.	001/TNRTP/2019	
Date:		
Consultant's Firm Profile [Maximum 2 Pages]		
Organization	Provide a brief description of the background and organization of your firm/entity. The brief description should include: <ul style="list-style-type: none"> • Organization details • Date and place of incorporation of the firm, • Objectives of the firm, • Availability of required capacities among staff. 	
Consulting Firm's Information		
Details Required	Particulars Furnished	Documents Required
Consultant Name:		Copy of Registration Certificate
Country of Incorporation: Independent legal existence and should be registered in India under the applicable Act.		Copy of Registration Certificate / Partnership deed,
Year of Incorporation		Constitution Certificate
Pan No.		Pan Number
GST No.		GST certificate
Number of years in the similar consultancy service		Self-certification
Annual Turnover	Year 2020-21 – Rs Year 2019-20 – Rs Year 2018-19 - Rs	Audited Financial Statements

Consultant's Experience [Maximum 20 pages]					
1.	Experience of working in Government or any other externally funded agencies in India. At least 10 years' experience in the profession The firm should have handled audit of externally aided projects preferably of a similar nature. (You may add more rows). (Please enclose copy of the contract as evidence)				
	Name of the Client (GoI /Externally Aided Project)	Nature of the assignment	Location and coverage (entire State, country, etc.)	Duration of Assignment (In month)	Value of Contract (in INR)
		(Information provided should match with eligibility criteria as number of specific Project done etc). (Supporting shall be attached Experience Certificate and contract Agreements etc)			
2.	The firm should have handle internal audit of at least 15 Government companies/Boards/ Societies and familiar with government rules & regulations. (you may add more rows)(Please enclose copy of the contract as evidence)				
	Name of the Client (GoI/ PSUs /Externally Aided Project)	Nature of the assignment (Internal Audit)	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. In Lakh)
3.	Two Experts to be proposed with experience Development Sector or Externally Aided Project in the areas of Internal Audit at-least for a period of 3 years. Detailed CVs are not required at REOI stage, which will be submitted if the agency qualifies for RFP stage.				
	Name of the proposed Expert				
	Designation				
	Experience of 3 years in Development Sectors or any externally aided projects				
	Name of Project	Internal Audit works experience.	Client and State	Duration of Assignments (In month)	

<u>Any Other Information</u>		
Address of office in Tamil Nadu –		Address proof

- If the Consultant intends to form or has formed a Joint Venture (JV), along with all the above details, details of each member of the Joint Venture (JV) and the name of the lead partner, shall be provided.

**Sd/-
Chief Executive Officer**

**Annexure C
Declaration**

To whom so ever it may concern

Date:...../...../2021

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/agency/institute/company has not been blacklisted by any government or any other donor/partner organization in past.

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

Authorized Signatory (With seal)