

File No. J-17060/6/2014 Aajeevika Skills

**Government of India
Ministry of Rural Development
Department of Rural Development
7th Floor, NDCC-II Building, Jai Singh Road, New Delhi 110001, INDIA
Web: <http://ddugky.gov.in> and <https://aajeevika.gov.in>**

Hiring the Services of a Forensic Audit Service Provider (FASP) under the Deen Dayal Upadhyay Grameen Koushalya Yojana (DDU GKY)

I. Letter of Invitation:

Request for Expression of Interest

REOI No. J-17060/6/2014/FASP/2021

Dated: 5 March 2021

Hiring the Services of a Forensic Audit Service Provider (FASP)

MoRD invites “Expression of Interest” from the eligible consultancy agencies to submit their interest for providing consulting services for “**Hiring the Services of a Forensic Audit Service Provider (FASP) under the Deen Dayal Upadhyay Grameen Koushalya Yojana (DDU GKY)**” assignment at New Delhi. Interested agencies may obtain further information and procedure for submitting the “Expression of Interest” from the websites: <https://eprocure.gov.in/eprocure/app> and <https://rural.nic.in/>

Sd/

Chief Executive Officer

**Ministry of Rural Development, Department of Rural Development
7th Floor, NDCC-II Building, Jai Singh Road, New Delhi 110001, INDIA
Web: <http://ddugky.gov.in> and <https://aajeevika.gov.in>**

II. Instructions to the consultants, Description of Services and Qualification Criteria:

NATURE OF JOB

1. The Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the DDU-GKY - Deen Dayal Upadhyaya Grameen Kaushalya Yojana. DDU-GKY is implemented through a 3 tier structure with MORD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. DDU-GKY envisages a central role for SSMs/SRLMs in driving program delivery, its quality and outcomes. Detailed guidelines of DDUGKY is available at (<http://ddugky.gov.in/>).

2. The objective is to engage a consulting firm as '*The Forensic Audit Service Provider (FASP) shall perform investigative work into the financial affairs of a 'grant-receiving' entity/ies of DDU-GKY*' as directed by the appropriate authority of DDU-GKY. The duration of the assignment will be for two years.

SUBMISSION REQUIREMENTS

3. The Eols should only be submitted by email: tenders.nrlps@gov.in by or before the deadline. The EOI document should be one single PDF document. The submission including all annexures shall not be more than 25MB. All the pages of the EOI should be clearly scanned and numbered. **Multiple documents and submission sent by google links, etc. and/or any unclear or illegible EOIs will not be scored.**

SUBMISSION DEADLINE

4. Interested Firms must submit their EOIs in English language **through email** to the email ID mentioned above on or before **11:00 a.m. on 26th March, 2021**.

5. There is no Bid Processing Fees for this assignment.

BRIEF PURPOSE AND SCOPE OF WORK

6. The overall objective is to perform investigative work into the financial affairs of a 'grant-receiving' entity/ies of DDU-GKY as directed by the appropriate authority of DDU-GKY.

Brief Scope of Work

7. The FASP is expected to perform the following tasks:

Task	Focus Area	Key Activities
Capacity Building (scale and sustainability)	<ul style="list-style-type: none">• Classroom Trainings• Workshop and Interactive Sessions	<ul style="list-style-type: none">• Interactive sessions with State teams, Appraisal agencies, CTSA's, TSA's, and Q teams of PIA's to share learnings from audits and upskilling them for their designated roles.
Forensic Audits (Performance and Quality)	<ul style="list-style-type: none">• Random Audits• Thematic Audits• Other Audits- Appraisal and Full	<ul style="list-style-type: none">• Comprehensive review of a project lifecycle will include candidate and employer discussions and review of financial transactions.• Focused audits limited to review of financial transactions or placements claimed by the PIA for a particular project.• Limited appraisal audits and full audits requiring evidentiary burden of proof for submission of reports to court.
Portfolio risk assessment (Early warning signs) and suggestive mitigation strategies	<ul style="list-style-type: none">• Data analytics framework and monitoring mechanism• Red flags-based interventions	<ul style="list-style-type: none">• Run data analytics procedure on E-kaushal /MPR data available to develop themes indicating early warning signs of default and other potential red flags.

	<ul style="list-style-type: none"> • Suggest system driven changes 	<ul style="list-style-type: none"> • This will also serve as mechanism for sample selection. • Deliver the basic outlines of IT based monitoring system to monitor the financial deployment of project funds on decided interventions.
--	---	--

[Detailed Terms of Reference will be shared at the Request for Proposal (RFP) stage.]

Qualification Criteria

8. EOI responses received will be shortlisted based on the criteria indicated below and a list of Shortlisted firms will be drawn. MoRD will come with the Shortlist of firms that have expressed interest, meeting the criteria and have the relevant experience, managerial and organizational capabilities for the assignment. The shortlist will include not less than Five (5) firms and shall not be more than Eight (8) *[If top scoring firms are more than 8 with tied scores then bidder with more experience of Forensic Audits will be shortlisted]*

9. All the EOI responses received will be scored based on the criteria indicated below. In order to consider the EOI, the firm should meet all the mandatory criterion indicated below.

Eligibility Criteria:

10. Firms which do not meet the following qualifying criteria will be rejected at the first stage:

- I. The Firm should be a legally registered entity.
- II. The Firm should not be debarred by any State/Central Government Ministry/ Department in India.
- III. The Firm should have an Annual turnover of **Rs 3 Crores in each of** the last three financial years, i.e. 2017-18, 2018-19, 2019-20 (as on 31 March 2020).
- IV. The Firm should have experience of **at least two similar Forensic Audit of Projects in India** with (Central/ State Government Department /Agency or Donor funded project in India) **in the last 6 years** (between 1 April 2014 until 31 March 2020).

Note: A Joint Venture (JV) is not allowed.

11. Evaluation Criteria for REOI stage

The proposed Evaluation Criteria is as follows:

SNo	CRITERIA	MARKS	EVIDENCE REQUIRED
1	<p>The Consulting Firm should have an annual turnover of Rs 3 Crores in each of the last three financial years, i.e. 2017-18, 2018-19, 2019-20 (as on 31 March 2020)</p> <ul style="list-style-type: none"> • Annual Turnover of Rs 3 Crores during each of the last three financial years 20 marks • 1 mark will be awarded for each additional Rs 1 Crore of Annual Turnover to a maximum of 40 marks. 	40	Duly Audited Accounts and Income Tax Returns, etc.
2	<p>The Consulting Firm should have experience of at least two similar Forensic Audit of Projects in India with (Central/ State Government Department /Agency or Donor funded project in India) in the last 6 years (between 1 April 2014 until 31 March 2020).</p> <ul style="list-style-type: none"> • Two similar projects40 marks • For every additional similar project, 5 marks will be awarded to a maximum of 60 marks. 	60	Work Orders/ Contract Completion Certificates/ Any other documentation.
	Total Marks	100	
	Passing marks to qualify for RFP stage	60	

12. The Consultant would be selected in accordance with the 'Quality and Cost Based Selection (QCBS)' method stipulated in the General Financial Rules (GFR) 2017, Manual for Procurement of Consultancy and Other Services 2017, Ministry of Finance. MoRD will only contact shortlisted agencies.

13. Further information can be obtained through email addressed to tenders.nrlps@gov.in and cc to procurementnrlps@gmail.com within 10 days of publication of advertisement. All queries need to be through email. *No queries by phone or in person shall be entertained.*

Government of India
Ministry of Rural Development
Department of Rural Development
7th Floor, NDCC-II Building,
Jai Singh Road, New Delhi 110001, INDIA

FORMATS FOR EOI RESPONSE

FORM I: COVERING LETTER

(Company letterhead)

[Date]

To,

The Joint Secretary (Skills)

MoRD

Ref: Hiring the Services of a Forensic Audit Service Provider (FASP) under the Deen Dayal Upadhyay Grameen Koushalya Yojana (DDU GKY)

Dear Madam,

Having examined the Request for Expression of Interest (REOI), we, the undersigned, hereby submit our response for selection of Agency to provide above services to MoRD. We attach hereto the response as required by the REOI.

Primary and Secondary contacts for our company are ***{Note to Bidders – Please include contact details of only those that deal with this particular bid, not based on your company/agency hierarchy}:***

	Primary Contact	Secondary Contact
Name:		
Title:		
Company/ Organization Name:		
Address:		
Phone:		
Mobile:		
E-mail:		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to MoRD 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 department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the REOI document.

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

Dated this Day of **2021**

(Signature) (In the capacity of)
(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company/Organization) Seal/Stamp of Consulting Firm

Witness Signature:

Witness Name:

Witness Address:

FORM II: CERTIFICATE

(Company letterhead)

[Date]

To,

The Joint Secretary (Skills)

MoRD

Ref: Hiring the Services of a Forensic Audit Service Provider (FASP) under the Deen Dayal Upadhyay Grameen Koushalya Yojana (DDU GKY)

Dear Madam,

We,....., the Board of Directors/ Trustees /{add relevant authority}
of certify that
..... who signed the above Bid is
authorized to do so and bind the organization by authority of its board/ governing body.

Date:

Signature:

(Name)

(Company Seal)

FORM III: GENERAL DETAILS OF THE ORGANIZATION/FIRM

Details of the Organization	
Name of organization/ Firm	
Nature of the legal status in India	
Legal status reference details	
Nature of business/ work in India	
Date of Incorporation/ Registration	
Date of Commencement of Business/ Work	
Address of the Office in Delhi	
Address of the Registered Office in India	
PAN Number	
GSTIN	
Other Relevant Information	
<p>Mandatory Supporting Documents:</p> <ul style="list-style-type: none">a. Certificate of Incorporation from Registrar of Companies (ROC) / Registration Certificate, etc. as applicableb. PANc. GST Registration	

FORM IV: ELIGIBILITY, FINANCIAL STRENGTH AND RELEVANT PROJECT EXPERIENCE (PLEASE ADD ADDITIONAL SHEETS AS REQUIRED)

Note to Bidders: Please complete details in the table below in including details of page numbers where respective evidence is attached – incomplete details or table with missing information may result in reduced scores.

Please provide responses only in the templates providing all the information required. Incomplete or Eols with missing information may not be evaluated.

Checklist:

SNo	Criteria	Yes/ No	If Yes - Evidence Required	Evidence attached at Page No
1	The Firm should be a legally registered entity.		Memorandum of Association/ Partnership Deed/ Certificate of Registration, etc.	
2	The Firm should not be debarred by any State/Central Government Ministry/Department in India		Form V of this REOI	
3	The Consulting Firm should have an Annual turnover of Rs 3 Crores in each of the last three financial years i.e. 2017-18, 2018-19, 2019-20 (as on 31 March 2020)		Duly Audited Accounts and Income Tax Returns, etc.	
4	The Firm should have experience of at least two similar Forensic Audit of Projects in India with (Central/ State Government Ministry/Department /Agency or Donor funded project in India) in the last 6 years (between 1 April 2014 until 31 March 2020).		Work Orders/ Contract Completion Certificates/ Any other documentation. (attach <u>only</u> relevant pages such as page that include consultant and client details, scope of work, contract value, contract duration, etc.)	

FINANCIAL STRENGTH:

The Consulting Firm should have an annual turnover of Rs 3 Crores in <u>each</u> of the last three financial years (as on 31 March 2020) Duly Audited Accounts and Income Tax Returns, etc.	Provide the turnover of firm/agency (on the basis of the duly Audited Accounts and Income Tax Returns, etc.,) in the last three financial years in Indian Rupees.			
	2017-18	2018-19	2019-20	Total Turnover

RELEVANT PROJECT EXPERIENCE:

Kindly use the table below without making any changes – any information shared in any other template or with missing information/ unclear scanned copies/ may not be evaluated or may be awarded low scores.

CRITERIA 2:

The Firm should have experience of **at least two similar Forensic Audit of Projects in India** with (Central/ State Government Ministry/Department /Agency or Donor funded project in India) **in the last 6 years** (between 1 April 2014 until 31 March 2020).

[Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]

Declaration	Yes/No
We have experience specific to Forensic Audit of Projects in India with (Central/ State Government Department /Agency or Donor funded project in India) in the last 6 years (between 1 April 2014 until 31 March 2020).	

SNo	Duration of Contract (Start date and end date}	Assignment name/& brief description of main deliverables/ outputs	Name of Client	Approx. Contract value (in INR)	Evidence attached (Page No)
1	{e.g., Jan.2009– Apr.2010}	{e.g., “Project Management support to ... }	{e.g., Ministry of,	{e.g., INR 5.5 Crore	{Experience/ Work completion certificate from Client.. – Page Nos X-Y}

FORM V: UNDERTAKING ON MAJOR LITIGATION AND DEBARMENT.

(Organization letterhead)

[Date]

To,

The Joint Secretary (Skills)

MoRD

Ref: Hiring the Services of a Forensic Audit Service Provider (FASP) under the Deen Dayal Upadhyay Grameen Koushalya Yojana (DDU GKY)

Dear Madam,

I/We as potential bidders do hereby state that our company/ organization is not involved in any major litigation which may impact the performance of the services to be provided by us, if selected by MoRD.

I/We also certify that we are not currently debarred by GoI or State Government Ministries/ Departments etc.

In case there is any change in the status, we will notify the MoRD.

Yours faithfully,

Authorized Signatory

Designation