

SICOM
Ministry of Environment, Forest & Climate Change
Government of India
Ground Floor, B-4 Wing, Deendayal Antyodaya Bhavan,
CGO Complex, Lodhi Road, New Delhi- 110003

ONLINE TENDER

REQUEST FOR EXPRESSION OF INTEREST (REOI)
FOR
INTERNAL AUDIT SERVICES

REOI No.: SICOM/2021-22/Consultancy/REOI/03

Country: India

Name of Project: National Coastal Management Program (NCMP)

Funding: Government of India

Dated: 30th December 2021

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management (ICZM) practices across the country for National Coastal Management Programme.
2. With a view to protect the Coastal and Marine ecosystem and environment through a holistic Coastal Management, the MoEFCC, Government of India has embarked upon the ICZM principles for the management of Coastal Zone of India.
3. SICOM intends to select firm from reputed/experienced Chartered Accountant firms (CA) to indicate their interest in providing Internal Auditing Services.
4. The detailed Terms of Reference (ToR) may be seen at **Annexure- I**.
5. The duration of the Contract is 2 years for FY 2021- 22 and 2022-23 only.
6. Joint Venture/ Consortiums are not allowed under this assignment.
7. A firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) Method procedures set out in the General Financial Rules (GFR) 2017 and Manual for Procurement of Consultancy & Other Services 2017 of Department of Expenditure, Ministry of Finance, Government of India.
8. The following eligibility criteria is mandatory for shortlisting:
 - a) A firm should be experienced Chartered Accountant firm (CA); and should have been in operation for at least 10 years;
 - b) Empaneled with Comptroller & Auditor General (C&AG) for the FY 2021-22;

- c) The minimum full time partners with the Firm should be 5 (Five) with at least three being a fellow CA;
- d) The Firm should have an average annual turnover of minimum INR 25 Lakhs (Rupees Twenty Five Lakhs only) during the last three financial years i.e. 2017-18, 2018-19 & 2019-2020;
- e) The Firm should have experience of Audit of Government/State Government/ PSUs, Public sector enterprises etc during the Last 3 years
- f) No partner/ employee of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board. Declaration to this effect shall be provided as per **Annexure- III**;
- g) The firm should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector Undertakings on the date of opening of EoI. Undertaking to this effect shall be provided as per **Annexure- IV**; and
- h) The firm should be independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, or have any financial or close business relationship with the entity) during the last 3 years.
9. A Firm is required to furnish their particulars including, name, address, e-mail, telephone numbers etc. Further, the qualification criteria and their marks are as under:

S. No.	Criteria/ Sub-Criteria	Maximum Marks	
		Criteria Total	Sub-criteria
a)	Experience of the Firm (maximum 12 marks) i) Experience <ul style="list-style-type: none"> • 10 years of experience • 10-15 years of experience • 16 to 25 years of experience • 26 years and above ii) No. of Audits of projects of Central/State Government, PSUs, Public Sector enterprises or similar during the last 3 Financial years i.e., 2017-18, 2018-19 & 2019-2020 (maximum 48 marks) <ul style="list-style-type: none"> • 6 marks for each audit maximum of 48 marks 	60	5 marks 8 marks 10 marks 12 marks 48 marks
b)	Experience and Qualification detail for 5 key staff/Partner i) Qualifications ii) Relevant Experience	30	10 marks 20 marks
c)	Overall Financial strength of the Firm in terms of Annual average turnover during the last 3 Financial Years i.e. 2017-18, 2018-19 & 2019-2020 i) Average annual turnover INR 25 Lakhs- 50 Lakhs during the last 3 FY ii) Average annual turnover of INR 50 Lakhs and above during the last 3 FY	10	6 marks 10 marks

Note: Certificate of Incorporation of firm, Curriculum Vitae (CVs) and financial statements are not required at this stage.

10. Once the Firm meet the minimum criteria stated at para 8 above, the EoIs shall be evaluated strictly based on the substantive information/credentials/documentary evidence submitted by Firm in support of the information as asked for at para 9 above. The Firm which secures a minimum of 70 marks out of 100 will be shortlisted. Thereafter, Request for Proposal (RfP) will be issued to the maximum of top 8 shortlisted firms but not less than 3.
11. The prior experience and prior turnover are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. The eligibility criteria of 'Experience of firm' and 'prior turnover' as given in 9 (a) (i) and 9 (c) above are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. These firms will be given full marks for the above two parameters. In case of MSE/Startup, the bidder shall submit the requisite documents along with the Undertaking as per **Annexure VIII**.
12. **The EoI should be signed & properly Indexed with heading & page numbering and supporting documents should be attached as per Annexure II.** An authorized representative of the bidder shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written power of attorney as per **Annexure VII**.
13. Please note that at this stage no technical and financial proposals are required. Based on the information submitted in response to this request for EoI, SICOM will prepare a shortlist of qualified Firms and Request for Proposal (RfP) document will be issued to these qualified firms.
14. REoI document may be downloaded from the web portal: **<https://moefcc.euniwizarde.com> or through SICOM's website: sicom.nic.in** prior to the deadline for submission of EoI online. **The EoI shall be submitted online only.** To participate in this REoI, it is mandatory for the bidders to get their firms registered with **E-Procurement Portal <https://moefcc.euniwizarde.com/>**, using a valid Digital Signature Certificate (DSC) and valid email address. The bidders will be required to submit their EoI online on the e-Procurement Module. After downloading the REoI document, the Bidder should go through them carefully and then upload the documents as asked. The shortlisted organizations shall be later invited to submit detailed proposals online in the form of Request for Proposal (RfP).
15. Interested Firms must upload Expression of Interest online latest by 21st January 2022 till 1500 hours.
16. **Address for communication:**

Office name	SICOM, Ministry of Environment, Forest & Climate Change
Office Address	Society of Integrated Coastal Management, Ground Floor, B4 Wing, Pandit Deen Dayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi -110003

	<p>For any queries/ clarifications, the bidders can visit SICOM office from 30th Dec 2021 to 20th January 2022 (on working days) between 0930 hrs to 1700 hrs or contact at the below mentioned phone number and email id:</p> <p>Tel.: 011-24360934 E-mail: procurement.sicom@gov.in Website: www.sicom.nic.in</p>
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17. The EoIs will be opened on 21st January 2022 at 1530 hours.
18. The EoI received unsigned/incomplete shall be summarily rejected.
19. SICOM reserves the right to accept or reject any or all tenders without assigning any reason thereof.

SICOM
New Delhi- 110003

**Terms of Reference
Internal Audit Services for SICOM**

Background

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forests and Climate change, Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of National Coastal Management Program across the country and NPMU for the project in all the 13 Coastal states /UTs.
2. With a view to protect the Coastal and Marine ecosystem and environment through a holistic Coastal Management, the Ministry of Environment, Forest & Climate Change, Govt of India has embarked upon the NCMP principles for the management of Coastal Zone of India.

Objective of the Assignment

3. NPMU intends to engage a qualified firm for carrying out Internal Audit of SICOM, under these terms of reference.

Scope of Services

4. The internal audit will be carried out in accordance with the general principles and standards of audit laid down by the Institute of Chartered Accountants of India (ICAI). In conducting the audit, special attention should be given to the following:
 - a) The essence of the Project's audit policy is to ensure that the MoEF&CC receives adequate independent professional audit assurance and the allocations for the Project were used for the purposes intended, that the annual project financial statements are free from material misstatement, and all vouchers, Balance Sheet and Income & Expenditure Account shows the correct picture of Project.
 - b) That, all project funds have been used in accordance with the conditions of the relevant financing agreements, with due attention to transparency, economy and efficiency and only for the purposes for which the financing was provided;

- c) That, goods, services and works financed have been procured in accordance with relevant financing agreements and as per the guidelines for procurement of goods, works and services;
 - d) That, all expenditures incurred is as per the project guidelines;
 - e) That, all necessary supporting documents such as records, vouchers, bids, bidding documents etc., and books of accounts have been kept adequately in respect of all project procurements and expenditure covered;
 - f) For works contract, the internal Auditors shall verify from the records of NPMU that there is adequate linkage between measurement books and contractors' running bills (duly approved by the competent authorities). The contractors' ledger is updated and all statutory deductions and mobilization advances recovered while making payments;
 - g) That, the assets sanctioned and created under the Project (including goods, works and services contracts in the project) have been:
 - Actually created and adequate documentation in this regard including photographic evidence is collected and properly maintained at the NPMU; that proper record in the form of an Asset Register showing details of cost identification location and custodian is maintained and that the physical verification of the asset is being carried out by NPMU and they have been put to use for the purpose for which they were created;
 - Fixed assets of physical verification, consumables and stationary; and
 - Wherever the Internal Auditors identify any discrepancy between the results of physical verification of assets sanctioned and created under the Project (including goods, works and services contracts under the Project (including goods, works and services contracts in the project) and the magnitude of expenditure incurred against each of these, they will examine such cases of discrepancy in detail, and if require will adequate physical verification of such cases at a reasonable sample basis.
5. The audit will be carried out on regular basis and the Auditor will conduct interim reviews for each of the quarters of financial year ending 30th June, 30th September, 31st December & 31st March for financial years 2021-22 and 2022-23.
6. Based on the internal audit, the Internal Auditors shall prepare and submit Quarterly Interim Review Reports. The Quarterly Interim Review Reports will include the following:

- a) An executive summary highlighting key issues, weaknesses and way forward;
 - b) Specific comments about whether the statement give a true and fair view of the financial situation of the project for the quarter under internal audit and of the sources and expenditures for that quarter; the internal audit examination shall cover (i) whether expenditures are eligible (ii) includes expenditures which in the opinion of the Internal Auditors are ineligible expenses for the purpose of the Project, including specific discussion on each such expenditure as to why these are considered ineligible expenses. For the examination, the Internal Auditors will apply such tests and controls, as the Internal Auditor considers necessary under the circumstances;
 - c) Comments and observations on the accounting records, systems and control that were examined during the course of the internal audit for the relevant quarter;
 - d) Verification that monthly/quarterly/annual MIS prepared from the financial records is adequate;
 - e) Comments on the degree of compliance of each of the financial covenants on the financing agreements and give comments, if any, on internal and external matters affecting such compliance;
 - f) Recommendations to address specific deficiencies and weaknesses that had been identified systems and controls;
 - g) Comments on whether and how the suggestions for improvements from earlier internal audit reports had been incorporated by NPMU;
 - h) That physical verification or inspection of assets acquired or created under the Project (through works, good, services and community contracting) on a reasonable sample basis is adequately undertaken and documents by NPMU. Internal Auditor will prepare a brief summary of such records of inspection and/or verification, and attach with the Quarterly Interim Review Reports;
 - i) Description of matters that have emerged during the audit which might have a significant impact on the implementation of the Project; and
 - j) Any other comments and/or recommendation considered important by Internal Auditors that would need the attention of the NPMU and the National Project Director of NPMU.
7. The quarterly Internal Review will be carried out based on the Annual Internal Audit Plan for the Project. Internal Audit will cover all project activities at least once a year. An annual audit plan will be prepared by the Auditor in consultation with the NPMU.

8. The Internal Auditor will attend the periodic Audit Committee meetings organized by the NPMU, provide technical support to NPMU on the ways to implement the recommendations of the Internal Audit Reports, and record the decisions of the Audit Committee (to be summarized in the Quarterly Internal Review Report).
9. In addition to the audit report on the project financial statements, the Auditor should prepare a management letter, containing recommendations for improvements in internal control and other matters coming to the attention of the Auditor during the audit examination; and specific mention of the cases of procurement in violation of the Project's Procurement Manual.

Period of Assignment and Outputs Related to Payments

10. The Auditors will be appointed for an initial contract period of two years i.e. for conducting the internal audits for the financial years 2021-22 and 2022-23. Based on the satisfactory performance, the contract may be extended.
11. The audit should be carried out at the earliest and the report should be provided to the SICOM after each quarter. The Auditor must submit three copies of the audited accounts and audit report to the National Project Director, SICOM in time.

Reports

12. The Auditor is required to submit the following reports under this contract:

S. No.	Report	Period to be covered
1.	First Quarterly Report -Ist year	April, 2021 to June, 2021
2.	Second Quarterly Report -Ist year	July, 2021 to September, 2021
3.	Third Quarterly Report -Ist year	October, 2021 to December, 2021
4.	Fourth Quarterly Report -Ist year	January, 2022 to March 2022
5.	First Quarterly Report -IInd year	April, 2022 to June, 2022
6.	Second Quarterly Report - IInd year	July, 2022 to September, 2022
7.	Third Quarterly Report - IInd year	October, 2022 to December, 2022
8.	Fourth Quarterly Report - IInd year	January, 2023 to March 2023

Check List- Supporting Documents

S. No.	Eligibility Criteria	Supporting Documents	Page No.
1.	A firm should be experienced Chartered Accountant firm (CA)	Name of the firm, entity and details of partners etc.	
2.	Experience of the Firm	Must indicate the number of years in operation	
3.	Empaneled with Comptroller & Auditor General (C&AG) for the FY 2021-2022	Self-attested copy of the empanelment letter issued by C&AG	
4.	The minimum full time partners with the Firm should be 5 (Five) with at least three being a fellow CA	Details should be provided	
5.	Average annual turnover of the Firm during the last 3 financial years i.e., 2017-18, 2018-19 & 2019-2020	Must indicate each year turnover	
6.	Power of Attorney	As per Annexure- VII	
7.	No partner/ employee of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board	Declaration as per Annexure- III	
8.	The Firm should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector Undertakings on the date of opening of EoI	Undertaking as per Annexure- IV	
9.	The Firm should be independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, or have any financial or close business relationship with the entity) during the last 3 years	Self- declaration should be enclosed	
10.	Nos. of Audits of Central/State Government, PSUs, Public Sector Enterprises etc during the last 3 Financial years i.e., 2017-18, 2018-19 & 2019-2020	Details as per Annexure- V	
11.	General Profile of qualification and experience of key staff/ partners	Details as per Annexure- VI	
12.	In case of MSE or Start up as defined by DIPP, Certificate should be enclosed	In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed,	

		failing which their tender will be liable to be ignored/rejected. Also Undertaking as per Annexure VIII shall be submitted	
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DECLARATION (On Firm's Letter head)

I _____ son/daughter of _____ resident of _____ solemnly undertake that I am an authorized signatory of M/s _____ *(insert name of the company with full address)* and I hereby declare that no partner/ employee of the firm has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949. Also, there are no partners/ employees, against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board.

Name: _____

Signature: _____

Mobile Number: _____

UNDERTAKING (On Firm's Letter head)

I _____ son/daughter of _____ resident of _____
solemnly undertake that I am an authorized signatory of M/s _____
(*insert name of the company with full address*) and I hereby undertake that we have not been
suspended/ debarred/ blacklisted by any Ministry/Department/Organization/Public Sector
Undertakings on the date of opening of EoI.

Name: _____

Signature: _____

Mobile Number: _____

Annexure- V

Details of Audits of Central/State Government, PSUs, Public Sector Enterprises etc during the last 3 Financial years i.e., 2017-18, 2018-19 & 2019-2020.

S. No.	Assignment name	Brief description of the assignment	Deliverables/ output	Name of Client	Duration of the Contract	Contract value (INR in Lakhs)

Note: - Audit for one financial year will be considered as one completed assignment.

Details of Key/Partner Staff

S. No.	Name of Incumbent	Designation	Qualification	Experience

Power of Attorney
(On Stamp Paper of INR 100/- or Letter Head of Firm)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr. / Ms. (full name and residential address) who is presently employed with us and holding the position of _____, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for _____, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

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

Dated ----- day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person) Date

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director/Partner or Proprietor of the bidder, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney.

Undertaking by MSME/Startups

- a) I/ We have read and understood all the conditions and requirements in the tender document.
- b) I/ We are applying in this tender in the capacity of MSME/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSME/Startup as required under GFR 2017, are enclosed:
 - -----
 - -----
 - -----
 - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date:

Signature of Bidder/Authorized signatory:

Name of the Bidder:

Seal of the Bidder: