

Expression of Interest

External Audit of Pradhan Mantri Gram Sadak Yojana Works in state of Himachal Pradesh

Himachal Pradesh Gram Sadak Development Agency (HPGSDA) an autonomous body of Himachal Pradesh, invites Expression of Interest (EOI) from reputed Chartered Accountants firms having head office/branch office in the state and empanelled with C&AG of India, who wish to undertake the work of External audit (Statutory Audit) of Program Implementing Units (PIU) and Himachal Pradesh Gram Sadak Development Agency (HPGSDA) located in the State of Himachal Pradesh for the year 2019-20.

The Auditor will cover the task of audit of HPGSDA as well as the consolidated State level PMGSY annual financial statements and the audit for the 18 PIUs as auditors. *The location of various PIUs may be obtained from this office or downloaded from our website <http://hppwd.gov.in/>*

Based on the (EOI), firms would be short listed and invited to submit technical and financial offer. *The basis of criteria for short listing may be seen from our web site*. The process for selection would be QCBS (Quality and Cost Based Selection) method. The firms must include in their EOI the following information with documentary evidence:-

1. Date of constitution of firm and “turnover”⁰¹ of firm from audit and assurance services during last three years;
2. Details of partners, full time staff indicating the nature of specialization, qualifications and experience considering requirements for the current assignment;
3. The general and overall experience during last five financial years of the firms including experience of audit of projects financed by bilateral and multilateral agencies, projects in the same sector, agencies implementing government projects, Public Works Accounts etc.
4. Present location of head office, branch offices with names of Partner/CA in charge of branch.

The firms must satisfy following criteria failing which they will be summarily **disqualified***-

- The applicant is **empanelled with the C&AG** in the panel of audit firms eligible for **Major audits for the year 2018-19**.
- The audit firm is not incumbent Internal Auditor of NRRDA. No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/ Executive Committee/ Board of Director or the Project Director/ Managing Director/ any Director or any of the senior management (as applicable) of the PIA. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
- Neither the firm nor its Partners or Associate have any interest in the business of the Project.
- From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Auditor, no other assignment of any kind to the Project (including consultancy) will be accepted, either by the firm or by its partners or relatives of the partners of the firm or by its associates.
- The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year. The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.

The EOI should be delivered at the address given below during working hours 10.00 hours to 17.00 hours, on or before **October 5, 2019** positively. If the office happens to be closed on the date of receipt of Expression of interest as specified, the Expression of interest shall be received on the next working day at the same time and venue. The firm should submit the EOI in an envelope duly sealed marked "Expression of Interest for External Audit of World Bank Assisted PMGSY Projects in the State of Himachal Pradesh"

Name of Officer:	Chief Executive (PMGSY)
Name of Office:	Himachal Pradesh Gram Sadak Development Agency, Nirman Bhawan, Nigam Vihar, Shimla-171002
Contact Number:	Phone: 0177-2621401, 0177-2621402 0177-2628237 Fax : 0177-2629312
Email id:	hp-ce@nic.in , hp-finc@nic.in

01 Turnover is defined as professional fee earned from audit and assurance services and exclude service taxes and travelling, if billed separately.

*Information on the documentation requirements to support the Minimum Eligibility Criteria is available on the website mentioned above.

Criteria for Short listing at the EOI stage

Criteria	Weightage %
1. Long standing of the firm	10
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services	15
3. Experience and Association of Partners	15
4. Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)	10
5. Experience of the firm during the last 5 years in audit of Financial Statements/ Internal Audit relevant to the assignment	45
6. Presence in the state where project headquarters are located (more than 3 years)	5
Total	100

Criteria (Detailed) and Scoring Scheme for Short listing at the EoI stage

Criteria	Scoring	Maximum Points	Documentation
1. Long standing of the firm	1 point for each year of existence over 10 years	10	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services “Specified Turnover”)	<ul style="list-style-type: none"> • 15 points for Specified Turnover of Rs. 50 lacs or above in each of the last three FYs; • 8 points for Specified Turnover of Rs. 50 lacs and above in at least two of the last three FYs; • 4 points for Specified Turnover of Rs. 25 lacs and less than Rs. 50 lacs 	15	Self -certified; the PAF will provide the total turnover and the Specified Turnover “Turnover” would mean the professional fee earned excluding service tax and travelling, if billed Separately.
3. Experience and Association of Partners	<ul style="list-style-type: none"> • 3 points for each Partner with PQE of 10 years or more with the firm • 2 points for each Partner with PQE of 5 years or more with the firm • 1 point for each Partner with PQE of more than 1 year with the firm 	15	List of Partners with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI
4. Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)	<ul style="list-style-type: none"> • 3 points for each full time staff with PQE of 10 years or more with the firm • 2 points for each full time staff with PQE of 5 years or more with the firm • 1 point for each full time staff with PQE of more than 1 year with the firm 	10	List of full time staff with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI Documentation showing the qualifications and experience of staff other than CAs
5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit of:			List of the clients audited by

a.Projects financed by bilateral or multilateral agencies	4 points for each project	20	the firm and signed under the firm name only, giving the date of issue of the audit report and self attested
b.Projects in the same sector (other than above)	3 points for each project	15	copies of the appointment letters (only assignments in respect of which audit report has been issued during the last 5 years from date of EoI and pertaining to project as a whole should be included)
c.Agencies implementing government projects (other than above)	2 points for each agency	10	
6.Presence in the state where project headquarters is located	<ul style="list-style-type: none"> • 5 points if the head office of the applicant firm is located in the same state as the project headquarters • 3 points if a branch office of the applicant firm is located in the same state as the project headquarters for at least 5 years and headed by a partner of the firm • 1 points if either the branch is in existence for less than 5 years but more than 3 years or is headed by a qualified employee 	5	Latest firm constitution certificate issued by ICAI Date of establishment of the branch and name of Partner/CA qualified employee in charge of the firm
	Total	100	

Documentation Requirement to Support the Minimum Eligibility Criteria

In support of meeting the Minimum Eligibility Criteria, the following documentation should be submitted:

- (a) A self-attested copy of the latest empanelment intimation letter issued by the CAG containing the Unique Identification Number and the score. The firm confirms that it is included in the panel for large audits (the panel is posted on the CAG website);
- (b) A certificate from the firm to the effect that no partner 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. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner;
- (c) A Declaration signed by an authorized partner of the audit firm verifying that the applicant is 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, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years);
- (d) A self-attested copy of the latest firm constitution certificate issued by the ICAI (*this certificate shall also act as evidence for verifying the Date of Constitution of the firm*). This certificate should not be older than 30 days as on the date of the EoI;
- (e) Self-certified statement giving the date of establishment of the branch and name of Partner/CA qualified employee in-charge of the firm;

Details of Agencies:

Agency	No. of PIUs/ Agencies to be Audited	Total Turnover (FY 2018-19) (INR in Cr.)
Himachal Pradesh Gram Sadak Development Agency, HPWD, Nirman Bhawan, Nigam Vihar Shimla-171 002	19	744.86

Detailed List of PIUs:

S No.	PIU
1	HPPWD, 5 th Circle Palampur
2	HPPWD, 7 th Circle Dalhousie
3	HPPWD, 9 th Circle Nurpur
4	HPPWD, Division. Killar (Distt. Chamba)
5	HPPWD 1 st Circle Mandi
6	HPPWD, 6 th Circle Kullu
7	HPPWD, Joginder Nagar Circle
8	HPPWD, Udaipur Div. (Distt. Lahual&Spiti)
9	HPPWD 8 th Circle Hamirpur
10	HPPWD, 10 th Circle Bilaspur
11	HPPWD, 15 th Circle Una
12	HPPWD, 3 rd Circle Solan
13	HPPWD, 4 th Circle Shimla
14	HPPWD, 11 th Circle Rampur
15	HPPWD, 12 th Circle Nahan
16	HPPWD, 14 th Circle Rohru
17	HPPWD, Division Kaza, Distt. Lahual&Spiti
18	HPPWD, Division Kalpa Distt Kinnaur
19	Head Quarter of HPGSDA at Nirman Bhawan, Nigam Vihar Shimla-171002