

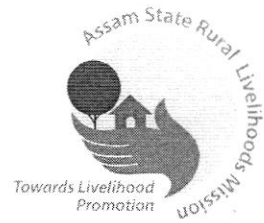


## GOVERNMENT OF ASSAM

### অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান

### ASSAM STATE RURAL LIVELIHOODS MISSION

NABAJYOTI NAGAR, SIVA NATH GOGOI PATH, GUWAHATI, ASSAM - 781037



No: - ASRLM/DDU-GKY/5099/2023-24/ 11

Dated: 10 -05-2023

**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR HIRING OF A TECHNICAL SUPPORT AGENCY FOR PROVIDING FINANCIAL CONSULTANCY SERVICES UNDER DDU-GKY (DEEN DAYAL UPADHYAYA GRAMIN KAUSHALYA YOJANA) PROGRAMME FOR ASSAM STATE RURAL LIVELIHOODS MISSION(ASRLM).**

- 1) ASRLMS intends to hire an agency for providing financial consultancy services to support Accounts teams of ASRLMS under DDU-GKY (Deen Dayal Upadhyaya Gramin Kaushalya Yojana) in various Financial & Accounts matters.
- 2) The duration of Contract will be for a period of Two (2) years effective from the date of signing of contract which may further be renewed depending on requirement of ASRLMS or satisfactory performance of Agency.
- 3) The Terms of Reference (TOR) for the proposed assignment is provided in the website of ASRLMS [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in) for ready reference.

**1. The short-listing criteria for RFP Stage include:**

2. The Agency must be a Chartered Accountancy Firm empanelled with the Comptroller & Auditor General of India.
3. The Firm must have an average Annual Turnover of Rs. 80 Lakhs during the last three Financial Years(FY 2019-20,2020-21 & 2021-22)(Copies of Audit Reports to be furnished)
4. The agency should have experience of atleast 15 years of having undertaken audit/financial consulting of rural development sector projects funded by Government/world bank or other international agencies .
5. Experience of having undertaken at least Three(3) Assignments of Internal Audit/Statutory Audit/Financial Consulting Work in Externally Aided Project in Community Development Sector Projects funded by World Bank or other International Agencies in areas specific to the proposed assignment in last three (3) years of contract value not less than 7.5 Lakhs per assignment. ***Continuation of Single Assignment with any client by the bidder in consecutive years will be treated as One(1) assignment.***
6. The firm should have office in Guwahati with full fledged manpower as per TOR requirement, IT and other infrastructure.



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7. ASRLMS will not entertain any Agency with Joint Venture/Consortium to compete in the bidding process
8. The Agency should have valid PAN, TAN and GST registration number.
9. The Agency must have available Key Professionals with domain expertise and experience as per Terms of Reference.
10. The bidder should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.
11. The firm must submit Annexure-I information with EOI

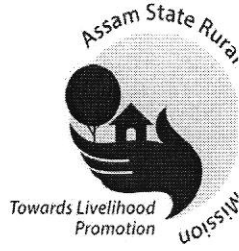
#### The lists of documents to be submitted along with EOI are

- a) *Document (s) to demonstrate that the firm is in the business for the last Five 15 years;*
  - b) *Details of Work Experience and Similar Assignments undertaken to support the short-listing criteria accompanied by completion or acceptance certificate(s);*
  - c) *Self-certified details of available Key Professional with domain expertise and experience as per Terms of Reference;*
  - d) *Audit Reports along with Certificate from the statutory auditors/ Chartered Accountant certifying the year wise amount of turnover from 'consultancy business' during the last three (03) financial years (2019-20, 2020-21 and 2021-22).*
  - e) *Documents to demonstrate that the firm has an office in Guwahati with full fledged manpower as per TOR requirement, IT and other infrastructure.*
  - f) *Copy of PAN, TAN & GST Certificates.*
  - g) *Undertaking that the Bidder should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.*
4. The Agency will be selected in accordance with the **Least Cost Based Selection Method.**
  5. The detailed Terms of Reference for the proposed assignment may be obtained from the website [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in) The EOI should be submitted in hard copy to the office of undersigned on or before 31<sup>th</sup> May, 2023 up to 3:00 PM.

State Mission Director, Assam  
State Rural Livelihoods Mission.  
Sivanath Gogoi Path, Panjabari, Guwahati-37



**GOVERNMENT OF ASSAM**  
**অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান**  
**ASSAM STATE RURAL LIVELIHOODS MISSION**  
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM -781037



**TERMS OF REFERENCE (TOR)**

**HIRING A TECHNICAL SUPPORT AGENCY FOR PROVIDING PROJECT  
MANAGEMENT SERVICES TO DDU-GKY COMPONENT OF ASRLMS**

**1. Background:** Placement Linked Skill Development Training Program under Deendayal Upadhaya Grameen Kaushalaya Yojana (DDU-GKY) in Assam is being implemented by the Assam State Rural Livelihoods Mission (ASRLMS) to cater to the challenges of creating a large number of Skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State. ASRLMS is an autonomous body formed under the Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1864. It has been designated by Govt. of Assam to implement the Deendayal Antodya Yojana-National Rural Livelihoods Mission in the state. As such, ASRLMS has been implementing DDU-GKY as a vertical under DAY-NRLM. The mandates of ASRLMS under DDU-GKY are:

- Mobilization of poor Rural Youth
- Training of rural youth for skill development and skill up-gradation
- Liaison with Skill providers, Corporate with Industries for training and placement support
- Capacity Building of professionals of DAY-NRLM across all levels, Panchayati Raj Institutions and Project Implementing Agencies (PIAs)
- Designing DDU-GKY promotional (IEC) strategies
- Documentation of best practices, success stories etc. (Knowledge Management)
- Placement and Post placement support including setting up of Migration Support Centers and Alumni Support Cell
- BPO services for the trainees as well as for general public
- Policy framing and advocacy for Skill Development Programmes in the state

**Deendayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY)**, the skill training and placement program of the Ministry of Rural Development (MoRD), occupies a unique position amongst other skill training programmes, due to its focus on the rural poor youth and its

emphasis on sustainable employment through the prominence and incentives given to post-placement tracking, retention and career progression. Even as India moves towards becoming an international skills hub, there is a need to acknowledge the challenges preventing the rural poor from taking advantage of this momentous economic transition. Lack of formal education, marketable skills and other constraints imposed by poverty place significant entry barriers to today's job market. DDU-GKY is therefore designed to not only provide high quality skill training opportunities to the rural poor, but also to establish a larger ecosystem that supports trained candidates secure a better future.

The current target of the program in the state is to achieve training and placement of 78,508 rural youth by 2021. The key target beneficiaries of DDU-GKY are the rural youth from poor families. It gives priority to disadvantaged groups such as SC/ ST / women and minorities through its attention to market-led training programs to ensure employability, and its emphasis on partnership based skilling and placement delivery.

ASRLMS will hire the services of a **Technical Support Agency (TSA)**, that will provide support services for Finance matters of ASRLMS. For the purposes of technical assistance to the state unit for enhancing their program implementation capacity, it is envisaged that the technical assistance services in financial matters as per Guidelines and SOP of DDU-GKY, will be made available through the TSA.

## **2.Objective of the Consultancy:**

To provide certain defined services to ASRLMS for carrying out program implementation and provide financial & technical assistance for DDU-GKY in the state.

## **3. Need for the Financial Management Support Agency:**

The Financial Management Support Agency will provide support to the Accounts Team of DDU-GKY, ASRLMS at SMMUs, DMMUs and BMMUs in discharging responsibilities related to Financial Management, Tally Synchronization, Preparation of Financial Reports and Taxation related matters.

## **4.Scope of the Assignment:**

The TSA will be responsible for providing high quality services to ASRLMS through deployment of qualified manpower. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The agency would be mandated with the role of Technical Support Agency (TSA for DDU-GKY) for solutions for financial matters essentially as an effective project management unit.

The Technical Support Agency (TSA) will provide Financial Management support to the DDU-GKY vertical of ASRLMS in achieving the objective of the programme by focusing on following key function areas and outputs:

**I. Financial Management Support:**

The agency will provide support to Finance Team of State Mission Management Unit (SMMU) and District Accounts Manager/ DPM at District level in the following matters:

**Deliverables:**

- (a) Provide training and support related to Financial Management and accounting to SMMU, DMMU, BMMU and PIAs
- (b) Ensure functioning of the system and facilitate the preparation and monthly / quarterly consolidation of the financial information as per Standard Operating Procedure(SOP) of DDU-GKY for the DMMU, BMMU and PIAs
- (c) Will Examine and verify the Monthly Financial Reports of the PIAs.
- (d) Will verify the claims submitted by PIAs for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> installments & Closure as per SOP.
- (c) Will prepare reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts etc.
- (d) Filing and preparation of various statutory returns (like eTDS filling) applicable to society and issuing certificate to concerned parties.
- (e) Will ensure proper reporting and accounting as per EPF regulation.
- (f) Filing and preparation of various statutory returns of SMMU (like ETDS filling) applicable to society and issuing certificate to concerned parties.
- (g) Monthly consolidation and reconciliation at state level of SOE/IUFR prepared by District & Block levels. Further, reporting it to World Bank, Govt. of India and Govt. of Assam as per the requirement.
- (h) Reconciliation of fund release at all levels. Getting Bank reconciliation statements prepared for SMMU.
- (i) Will prepare financial statements such as Receipt and Payment Statement, Balance Sheet, etc for the purpose of audit and consolidation of reports at the end of financial year.
- (j) Will examine the Fund Release Proposals of DMMUs & BMMUs.
- (k) Will assist SMMU officials in conducting 1<sup>st</sup> month Audit of PIAs under DDU-GKY.
- (l) Preparation of database of Post Prior Review List of Contract comprising, Goods/Works/Non Consulting/Consulting etc

### 1. Schedule for completion of tasks

<b>Deliverables</b>	<b>Period</b>
(a) Provide training and support related to Financial Management and Accounting to SMMU, DMMU, BMMU and PIAs	As and when required.
(b) TALLY Accounting of transactions for SMMU.	Monthly
(c) Ensure functioning of the system and facilitate consolidation of the financial information from Monthly Financial Reports submitted by the PIAs/DMMUs & BMMUs	Monthly
(d) Will prepare reporting and accounting as per regulatory and legal requirements including taxation, annual report and accounts etc.	As and when required.
(e) Will ensure proper reporting and accounting as per EPF regulation.	As per legal requirement.
(f) Filing and preparation of various statutory returns (like eTDS filing) applicable to society and issuing certificate to concerned parties.	Quarterly
(g) Reconciliation of fund release at all levels. Getting Bank reconciliation statements prepared for SMMU.	Monthly
(h) Conducting audit of the PIAs at their respective head offices	As and when required.
(i) Prepare financial statements such as Receipt and Payment statement, Balance Sheet, etc for the purpose of audit. And consolidation of reports at the end of financial year.	As per requirement.
(j) Verification of installment claims by PIAs	As per requirement.
(k) Any other task assigned by the competent authority	As per requirement.

**5. Period of Assignment:**

The services of the Consultancy will be for a period of Two Years(2) starting from the date of agreement. Depending on annual performance review of the selected agency, and available budget, the contract may be extended further on yearly basis up to a maximum of total 5 years with mutual agreement.

**6. Data, services and facilities provided by the ASRLM (DDU-GKY)**

- 1) Financial data will be provided as per the needs and requirement.
- 2) Accounts, administrative and procurement team of ASRLMS (DDU-GKY) will Support the team
- 3) Proper seating and filing arrangement, computer system will be made available.

**7. Final output (i.e. reports etc) that will be required from the consultants.**

Requirement will be as per scope of works and deliverables.

**8. Composition of Review Committee and Review procedures to monitor Consultants**

The Review Committee at SMMU will keep a watch on the deliverables of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under State Mission Director, ASRLMS with the following members: -

<b>SMMU Members</b>	<b>Designation</b>
State Mission Director	Chairman
Chief Finance Controller	Member
State Project Manager-Finance & Accounts	Member
Project Manager- Finance & Procurement	Member
Project Manager-Finance & Accounts, Skills	Member
Project Manager- Finance & Procurement, Skills	Member Secretary

## 9. Profiles of Team Members:

SI No	Key position	Minimum Qualification and Experience(Post Qualification)	Area of Specific Expertise desired & other terms
1	<b>Team Lead(1)</b>	<p>1) Chartered Accountant having at least 5 years of post qualification experience in assignments of internal Audit/External Audit/Financial Consulting work in externally aided project of Rural/Social Development Sector Projects funded by World Bank or other international agencies</p> <p>2) Expert Knowledge of Tally accounting package and MS Excel.</p>	<p><b><u>Area of Specialization:</u></b> Preparation of Financial Reports IUFRR, Tally ERP 9 Synchronisation, DS return filing in similar Externally Aided Projects and Government Agencies</p> <p><b><u>Other Terms:</u></b> 1. Periodic travel to project areas &amp; PIA Headquarters for audit is required whenever necessary. 2. Team Lead will have to attend SMMU-ASRLMS Office regularly during office hours.</p>
2	<b>Team Member(6)</b>	<p>1.M.COM having atleast 2 years of post qualification experience in assignment of internal Audit/External Audit/Financial Consulting work in externally aided project of Rural/Social Development Sector Projects funded by World Bank or other international agencies.</p> <p>2. Working Knowledge of Tally accounting package and MS Excel.</p>	<p><b><u>Area of Specialization:</u></b> 1.Finance, Taxation and Procurement in similar externally aided projects and government agencies.</p> <p><b><u>Other Terms:</u></b> 1. Periodic travel to project areas &amp; PIA Headquarters for audit is required whenever necessary. 2. Team Members will have to attend SMMU-ASRLMS Office regularly during office hours.</p>



### 10. Travel & logistic Arrangement:

Travel & Logistic arrangement will be made by ASRLM for travel to District and PIA head Offices which will be reimbursed as per the following rates below:

SI No	Key Positions	DA		Lodging Rate/Day		Local Travel/Day (Not applicable when Office Vehicle is used)	
		Within Assam(except for visit to Guwahati/Dispur)	For visit to Outside the State	Within Assam(except for visit to Guwahati/Dispur)	For visit to Outside the State	Within Assam(except for visit to Guwahati/Dispur)	For visit to Outside the State
1	Team Leader(1)	850	1250	1800	3500	600	1000
2	Team Member(6)	800	1000	1600	3000	400	750

### 11. Payment Schedule:

Payment will be made on Quarterly Basis according to the deliverables as mentioned in the approved work plan. The agency will be eligible for payment on satisfactory performance as per deliverables and recommendation of review committee.

**Annexure I**

Mandatory information of FMTSA of Assam state Rural Livelihoods Mission Society

**Submission Requirements****A. Consultants' Company/Firm Profile:****1. Organisational:**

Provide a brief description of the background and organization of your Firm/Entity. The brief description should include ownership details, date and place of incorporation of the firm ,objective of the firm etc.

<b>Brief datasheet of the firm</b>		
Sl No	Particulars	To be filled up by the CA firm
1	Name of the Firm	
2	Registration No & Date(Please attach Registration Certificate)	
3	Year of Incorporation	
4	CAG Empanelment Number(Please attach Empanelment Certificate)	
5	CAG Empanelment Year	
6	Total number of years of Experience from the incorporation of the firm	

**2. Financial:**

Provide previous three financial years turnover and networth of the firm on the basis of the audited accounts of the previous three financial years as follows:

Particulars	Amount in Lakh(INR)
Turnover FY 2019-20	
Turnover FY 2020-21	
Turnover FY 2021-22	

**B. Consulting Firm Experience**

Three(3) Assignments of Internal Audit/statutory Audit/Financial Management/Accounts Consultancy Assignments of Government of India or other State Government and Externally aided projects in areas specific to the proposed assignment in the last 3 years of contract value not less than 7.5 Lakhs per assignment

SL No	Name of Assignment	Type of Assignment	Fees Received

**C. Key Experts Profile:**

**A) Total number of fulltime Chartered Accountants (Partners with the firm)**

SI No	Name of Chartered Accountant(Partner)	Education	Total Years of Experience

**B) Details of paid Chartered Accountants with the firm**

SI No	Key member of the firm(Name/Position)	Education	Total Years of Experience