

Society of Integrated Coastal Management (SICOM)

**REQUEST FOR EXPRESSIONS OF INTEREST
(FOR CERTIFICATE OF UC AND CASH FLOW STATEMENT – FIRMS SELECTION)**

ASSIGNMENT TITLE: APPOINTMENT OF “CA FIRM FOR CERTIFICATION OF UC AND CASH FLOW STATEMENT FOR THE SOCIETY OF INTEGRATED COASTAL MANAGEMENT (SICOM)”

1. Ministry of Environment, Forests and Climate Change is implementing the World Bank assisted Integrated Coastal Management (ICZM) project through the Society of Integrated Coastal Management (SICOM). SICOM is the National Project Management Unit of the ICZM project. SICOM is located in Delhi and operating all coastal states and Union Territories of Government of India. Society of Integrated coastal Management (SICOM) is a registered society under Societies registration Act 1860.
2. **Scope of Audit:** As per the Terms of References (ToR)
3. **Invitation:** The SICOM now invites eligible Chartered Accountant firms (“CA Firms”) to indicate their interest to act as Auditor for SICOM. Interested CA firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. They are also requested to submit their financial proposal together with expression of interest. The short listing criteria are:

Qualification criteria: Only firms fulfilling the following conditions may apply:-
 - a) The firm shall have a standing of at least ten years in the profession. C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof Registration Certificate].
 - b) The Chartered Accountancy firm shall have at least 2 chartered accountants / CA Partners.
4. A Consultant will be selected in accordance with the Least Cost Selection (LCS) method. The estimated cost for the audit of UC and Monthly cash flow statement of SICOM is Rs 12000/- per month (excluding taxes).
5. Further information can be obtained from Shri Akash Sharma, Controller F&A (Phone-24360932) at the address below during office hours *i.e. 10.00 to 17.00 hours from Monday to Friday excluding holidays*.

6. Expressions of interest in one original in a sealed envelope must be delivered in a written form to the address below (in person) by 07th December 2017 before 1700 hrs. The envelope should be super scribed with **“EOI for appointment of CA”**

To

The Additional Project Director,
Society of Integrated Coastal Management,
Ministry of Environment, Forest and Climate Change,
Room No 111, Pt Deen Dayal Antyodyay Bhawan
CGO Complex, Lodhi Road
New Delhi-110003

Annexure I
Mandatory Information to be submitted along with EOI for certification of UC and cash flow statement

Submission Requirements

A - Chartered Accountancy Firm Profile:

1. **Organizational:** 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, objectives of the firm etc

Brief Data Sheet of CA Firm for Statutory Audit		
Sl. No.	Particulars	To be filled up by CA firms
1	Name of Firm	
2	Registration No. & Date: (Please attach Registration Certificate)	
3	Year of incorporation	
4	Total number of years of Experience from the incorporation of the Firm.	

2. **Financial:** Provide previous three financial years turnover and net worth of the firm on the basis of the audited accounts of the previous three financial years as follows.

Particulars	Amount in Lakh (INR)
Turnover2014-15	
Turnover2015-16	
Turnover2016-17	

Key Staff Profile:

A) Total Number of full time chartered accountants (partners with the firm)

S. 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

(Authorized Signature)
Stamp & Seal of the Firm

TERMS OF REFERENCE FOR AUDIT OF UTILISATION CERTIFICATES AND MONTHLY CASH FLOW STATEMENT OF SOCIETY OF INTEGRATED COASTAL MANAGEMENT

1-BACKGROUND

Ministry of Environment, Forests and Climate Change is implementing the World Bank assisted Integrated Coastal Management (ICZM) project through the Society of Integrated Coastal Management (SICOM). SICOM is the National Project Management Unit of the ICZM project. SICOM is located in Delhi and operating all coastal states and Union Territories of Government of India. Society of Integrated coastal Management (SICOM) is a registered society under Societies registration Act 1860.

2-AUDIT STANDARDS & OBJECTIVES

The audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit/loan proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements.

3- SCOPE

- a) Audit of Utilization certificate of funds received under GOI :-

The utilization certificates of funds received by SICOM under ICZM project from GOI as and when required will be audited.-Periodically

- b) Audit of Monthly cash flow statement of funds received under ICZM Project:-

The Monthly cash flow statement of funds received by SICOM under ICZM project from GOI will be audited.-Monthly

4- TIMING OF AUDIT

The Chartered Accountant firms will be appointed for audit of Utilization certificate of SICOM and Monthly cash flow statement as mentioned below :

Sl. No.	Component	Task	Period
1	SICOM	Certification of Utilization certificate of SICOM	As and when required. The period will start from 01.04.2017.
2.	SICOM	Certification of Monthly cash flow statement	Monthly basis. The period will start from 01.04.2017.

5. KEY PERSONNEL

S.No	Key Professionals	Description of Services to be provided	Eligibility condition	No. of persons
1	Partner/ Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant	2 (Two)

6.-QUALIFICATION CRITERIA: Only firms fulfilling the following conditions may apply:-

6. a-The firm shall have a standing of at least ten years in the profession. C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof Registration Certificate].

6.b-The Chartered Accountancy firm shall have at least 2 chartered accountants / CA Partners.

7.-SELECTION PROCEDURES: A Consultant will be selected in accordance with the Least Cost Selection (LCS) method. The estimated cost for the audit of UC and Monthly cash flow statement of SICOM is Rs 12000/- per month (excluding taxes).

8. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY SICOM-

8.a-The auditor will be given access to all legal documents, financial management manual, operations manual, government orders/circulars, World Bank Procurement Guidelines correspondence, monthly financial statements, Project Financial Statements, IUFs and any other information associated with SICOM and as deemed necessary by the auditor.

8. b-The auditors will be provided office space and office facilities by SICOM during the period of audit at SICOM.

9- FINANCIAL PROPOSALS: Chartered Accountant firms possessing the qualification criteria mentioned under point number 7 above are requested to submit their financial proposal in the following format along with the expression of interest.

Sl. No.	Descriptions of Fee	Fees in INR
1	Monthly Fee for Certifying of Monthly Cash Flow Statement and UC(as and when required) of SICOM	Rs_____/-
2	Applicable Tax	Rs_____/-
	Total Cost for Certifying of Monthly Cash Flow Statement and UC(as and when required) of SICOM	