

BAY OF BENGAL PROGRAMME INTER GOVERNMENTAL ORGANISATION (BOBP-IGO), CHENNAI

REQUEST FOR EXPRESSION OF INTEREST (REOI) AND FINANCIAL PROPOSAL FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM

REOI No.: BOBP/Accounts/EOI-CA

Dated: 29.09.2023

1. Bay of Bengal Programme (BOBP) is an Inter-Governmental (IG) a Non-profit organization enacted by the Council of Ministers, Cabinet, and Government of India having member countries i.e India, Sri Lanka, Bangladesh, and Maldives. BOBP-IGO receives contributions from member countries and also from the United Nations Food and Agricultural Organization, International Maritime Organization etc of UNO for conducting social welfare programs for the underprivileged sections.
2. The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO), evolved from the erstwhile Bay of Bengal Programme of the Food and Agriculture Organization (FAO) of the United Nations (UN) and was set up in 2003 as a regional fisheries advisory body. The current members of the Organisation are Bangladesh, India, Maldives, and Sri Lanka. The organization focuses on fisheries management, ecosystem conservation, livelihood issues, and occupational safety and serves through policy advocacy and capacity building.
3. Consulting services are now required to provide professional support to BOBP-IGO. The overall objectives of the proposed services are:
 - a) To prepare Financial, Procurement and Administration manual of BOBP-IGO
 - b) To provide other professional services as mentioned in Terms of Reference
4. The duration of the Contract is to provide one-time services as per TOR. However, the scope of the contract may be extended further based on the requirement, mutual consent and satisfactory performance of the Entity.
5. BOBP-IGO intends to select the Entity from the reputed/experienced organizations/eligible consulting firms who indicate their interest to provide the requested Services.
6. An Entity will be selected in accordance with the Least Cost Based Selection (LCB) procedures.
7. The eligibility criteria for the assignment are as follows:
 - i) The Entity must be a legally constituted entity (under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; or Partnership Firm); and should have been in operation for at least 10 years.

- ii) The Entity should have an average annual turnover of a minimum of INR 25 Lakhs (Rupees Twenty-Five Lakhs only) during the last three Financial Years i.e., 2019-20, 2020-21 and 2021-22.
- iii) The Entity including its subsidiary firm/ company should not have been suspended/ debarred/ blacklisted by any Ministry/ Department/ Organization (as of the date of opening of EoI). Declaration to this effect is to be submitted as per **Annexure- III**.
- iv) The firm should have a standing of at least ten years in the profession. The C.A. firm must be an Indian firm having an independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate].
- v) Either the Firm or the partners of the firm must have experience of having conducted assignments of Statutory Audit/ Internal Audit/ Tax advisory/ GST Work, etc., with Central/ State Government/externally aided projects/ Autonomous Bodies / PSUs in India in the last 5 years i.e., 2017-18 to 2021-22.
- vi) The Chartered Accountancy firm shall have at least 3 Chartered Accountants/ CA Partners in full-time practice.

Notes:

- *The checklist in this regard is placed at Annexure- II, which is required to be completely filled in by the Entity.*
- *In case the above requirement is not met, BOBP-IGO shall not consider the proposal.*

8. The evaluation criteria are as mentioned below:

S. No.	Evaluation Criteria	Maximum Marks
(a)	<p>General Qualification</p> <p>(i) Standing of the Entity (Maximum marks- 15)</p> <ul style="list-style-type: none"> • 10-15 years standing- 5 mark. • More than 15 years of standing - 15 marks <p>(ii) Experience of following works with Government Organizations/ Multilateral Funding Agencies like World Bank/ ADB, etc. during the last 5 years i.e., 2017-18 to 2021-22 (Maximum marks- 40)</p> <ul style="list-style-type: none"> • Statutory Audit/Internal Audit/ Tax consultancy/GST Audit/ GST Work/ Certification work only (8 marks for each project subject to a maximum of 40 marks) <p>Note: In the event of an extension of the contract, every year will be treated as a separate project.</p>	55

S. No.	Evaluation Criteria	Maximum Marks
(b)	Nos. of Full-time Partners Full-time Partner- 2 marks for each partner subject to a maximum of 10 Marks	10
(c)	Qualification and Experience of at least 4 Partners/ Key Experts i. Educational Qualification and professional experience: 10 Marks ii. Experience of handling Finance/ administration/Procurement division of Central/State Govt Offices: 20 Marks (4 marks for each partner/Key Expert, but maximum of 16 marks)	26
(e)	The financial strength of the Entity during the last three financial years i.e., 2019-20, 2020-21 and 2021-22 (i) Average annual turnover of Rs 25 Lakhs - 3 marks (ii) Average annual turnover of more than Rs 25 Lakhs- 4 marks	4
(f)	Number of branches as on 31.10.2023: (i) Up to 4 branches: 2 Marks (ii) More than 4 branches: 5 Marks	5
Total		100

9. Once the Entity meets the minimum criteria stated in para 7 above, the EoIs shall be evaluated strictly based on the substantive information/ credentials/ documentary evidence submitted by the Entity in support of the information as asked for at para 8 above. The Entities which secure a minimum of 75 marks out of 100 will be shortlisted and eligible for evaluation of the Financial Proposal.
10. Joint Ventures/ Consortiums are not permitted.
11. In case of an abnormally low bid, BOBP-IGO may reject the Proposal. An Abnormally Low Bid is one in which the proposal price, in combination with other elements of the proposals, appears to be substantially low that it raises material concerns as to the capability of the Consultant to perform the contract at the offered price. The decision of the BOBP-IGO is final in treating a bid as an abnormally low bid.
12. **The Proposal should be signed and properly indexed with heading & page numbering and supporting documents should be attached as per Annexure II.** An authorized representative of the entity shall sign all the pages. The authorization shall be in the form of a written power of attorney as per **Annexure VI.**

13. Further information can be obtained at the address mentioned below during office hours *i.e., 10.00 to 17.00 hours from Monday to Friday excluding holidays* -

**Bay of Bengal Programme Inter Governmental Organisation (BOBP-IGO)
91, ST Mary Road, Abhiramapuram,
Chennai - 600018, Tamil Nadu.**

14. Expressions of interest (EoI) and the proposals (both technical and financial) from the interested and eligible Chartered Accountant Firms shall reach the Office of the undersigned within due date and time **i.e., 15/10/2023 at 11:30 hrs.** in the prescribed format and manner. Proposals received after the due date & time shall be rejected and will be returned unopened.

**The Director
Bay of Bengal Programme Inter Governmental Organisation (BOBP-IGO)
91, ST Mary Road, Abhiramapuram,
Chennai - 600018, Tamil Nadu.**

15. Interested Bidders can download the EOI document containing detailed terms & conditions, scope of work and eligibility criteria from the official website: The cost of the EOI document is **NIL**.
16. The Proposal shall remain valid for a period not less than 90 days after the last date of submission of EOI.
17. Proposals are to be submitted in **Two (2) separate** sealed envelopes as follows:

The **FIRST ENVELOPE** should be superscribed "**Technical Proposal for appointment of CA Firm**" and should contain detailed statement giving the various technical particulars of the proposal.

The **SECOND ENVELOPE** should be superscribed "**Financial Proposal for appointment of CA Firm**" and should contain details of the financial bid of the proposal, etc. in the format given.

Finally, the above-mentioned 2 envelopes should be kept in a single cover/envelop sealed and super- scribed in bold letters as - '**TENDER FOR APPOINTMENT OF A CHARTERED ACCOUNTANT FIRM, NOT TO BE OPPEPED BEFORE 15/10/2023, 11:30HRS**' and submitted to:

**The Director
Bay of Bengal Programme Inter Governmental Organisation (BOBP-IGO)
91, ST Mary Road, Abhiramapuram,
Chennai - 600018, Tamil Nadu.**

18. The EoIs will be opened on 15/10/2023 at 1300 hours.
19. Any EoI received after the closing date & time will not be considered. The EoIs received unsigned/ incomplete shall be summarily rejected.
20. BOBP-IGO reserves the right to reject all or any proposals without assigning any reason.


**Director, BOBP-IGO,
Chennai**

**Terms of Reference
for
Project Management Consultancy Services**

A. Background

Bay of Bengal Programme (BOBP-IGO) is an Inter-Governmental (IG) a Non-profit organization enacted by the Council of Ministers, Cabinet, and Government of India having member countries i.e India, Sri Lanka, Bangladesh, and Maldives. BOBP-IGO receives contributions from member countries and also from the United Nations Food and Agricultural Organization, International Maritime Organization etc of UNO for conducting social welfare programs for the underprivileged sections.

The Bay of Bengal Programme Inter-Governmental Organization (BOBP-IGO), evolved from the erstwhile Bay of Bengal Programme of the Food and Agriculture Organization (FAO) of the United Nations (UN) and was set up in 2003 as a regional fisheries advisory body. The current members of the Organization are Bangladesh, India, Maldives, and Sri Lanka. The organization focuses on fisheries management, ecosystem conservation, livelihood issues, and occupational safety and serves through policy advocacy and capacity building.

B. The objective of the Assignment

1. Consulting services are now required to provide professional support to BOBP-IGO. The overall objectives of the proposed services are:
 - c) To prepare Financial, Procurement and Administration manual of BOBP-IGO
 - d) To provide other professional services as mentioned in Terms of Reference

C. Scope of the Services

The overall scope of the services is to provide the following services:

- i. Revision of status of BOBP-IGO from Firm to AOP in PAN: Currently under Income tax, BOBP-IGO is registered as Firm which is required to be changed to AOP.
- ii. Registration u/s 12A
- iii. Preparation of Financial, Procurement and Administration Manual
- iv. Registration for GST
- v. Registration for GST TDS
- vi. Obtaining TAN

D. Period of Assignment:

The firm shall start the assignment within 15 days from the date of signing of the Contract and will be completed in 6 months, however timeline may be extended if there will be delay from statutory bodies like Income Tax/GST authorities.

E. Skills Required:

1. The Consultants provided to perform the assignment should have a good knowledge in their relevant fields. The integrity of the appointed Consultant is a must for the assignment, and in the proposal, the Consultant shall state the internal control systems in detail.
2. With the ambitious targets of the project and the variety of activities, a strong service-oriented attitude of the Consultant is expected. Thorough country knowledge, flexible and dynamic organization, and excellent communication skills and abilities are essential. Consultants will ensure that the best standards of integrity and transparency as per the Government of India norms are maintained throughout the contract period.

F. FACILITIES TO BE PROVIDED BY THE BOBP-IGOP:

- i. Will provide office space within the premises of BOBP-IGO, workstations, and all office equipment & stationery required by the Consultants.
- ii. In case, consultant is required to visit Chennai or any other place during the assignment, The TA/DA expenses will be borne by the BOBP-IGO as per TA/DA rules of BOBP-IGO if any or paid on actual basis.

G. PAYMENTS UNDER THE CONTRACT:

- i) 50% of the contract price shall be paid on submission of 1st Draft of all three Manuals.
- ii) 20% of the contract price shall be paid on submission of application form for PAN status change, application form for obtaining TAN, submission of application for registration under GST & GST TDS, and submission of application for obtaining exemption under Sec 12 AB of income tax.
- iii) 20% of the contract price on submission of final version of all three Manuals. BOBP-IGO shall provide its comments within 15 days from receipt of the draft version. In the event of delay from the BOBP-IGO side in providing the comments on the draft version, firm can claim its claim with an undertaking that, the firm will complete the final version after incorporating the comments of BOBP-IGO, within 7 days on receipt of the same.
- iv) 10% of the final contract price shall be paid after completion of PAN status change, obtaining TAN number, GST and GST TDS registration and 12AB certificate.
- v) Payments are subject to the deduction of statutory levies.
- vi) In each stage of payment, the firm shall submit an appropriate tax invoice with supporting documents against the deliverables.
- vii) Payments against all the above stages can be submitted separately after completion of each stage, or in combination of stage or in a single payment. However, all claims must be supported with proof of deliverables.

Check List- Supporting Documents

S. No.	Eligibility Criteria	Supporting Documents	Page No.
1.	The Consultancy Firm/entity must be legally constituted (under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; or Partnership Firm)	Name of the entity and details of partners, etc. A copy of Firm Card/ Certificate should be provided.	
2.	Average turnover of the Entity during the last 3 financial years i.e., 2019-20, 2020-21 and 2021-22	Must indicate each year's turnover. Copies of the audited Balance Sheets and Profit & Loss Accounts should be provided.	
3.	Power of Attorney	As per Annexure-VI	
4.	The Entity should not have any conflict of interest as per GFR 2017	Self-declaration in entity's letterhead	
5.	The Entity including its subsidiaries should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSU on the last date of submission of EoI	Undertaking in entity's letterhead as per Annexure III	
6.	Experience of the Entity	Must indicate the number of years in operation	
7.	Experience with Govt Agencies/ World Bank/ ADB/UNDP/ JBIC/ KFW/ DFID during the last 5 years i.e. 2017-18 to 2021-22.	Details as per Annexure IV	
8.	General Profile of qualification and experience of partner/ key staff	Details as per Annexure V	
9.	PAN	Copy of PAN card	
10.	GST Number	Copy of GST certificate	
11.	Acceptance of EOI	Copy of complete EOI, duly signed and stamped.	

UNDERTAKING (On Entity's Letterhead)

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/PSUs on the date of opening of EoI.

Signature: _____
Name: _____
Designation _____
Mobile Number: _____

Company Seal

Annexure- IV

Details of Experience with Govt. Agencies/ World Bank /ADB /UNDP /JBIC /KFW /DFID during the last 5 years i.e., 2017-18 to 2021-22

S. No.	Name of the Client	Detail of assignment	Duration of the Contract	Page no.

Note: The copy of Work order should be attached with all work mentioned above.

Details of Key Staff

S. No.	Name of the Partner	Qualification	Experience	FCA/ACA

Note: The CV of at least 4 Partners/Key Experts should be attached.

Power of Attorney
(On 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 BOBP-IGO in all matters in connection with our bid.

Dated _____ day of 2023.

For

(Signature)

(Name, Designation, and Address) Accepted

(Signature)

(Name, Title, and Address of the Authorized Person along with official stamp)

Note: In case the bid is signed by an authorized Director/ Partner or Proprietor of the bidder, the power of attorney may be signed by that person also.

**Format of Financial Proposal
(to be printed on letter head)**

From

To

The Director
Bay of Bengal Programme
Chennai

S. No.	Services	Total Fees (Excluding GST) (in INR)
A	B	C
1.	Professional Fees for all services	
2.	Others if any	
3.	GST	
Total Fees Including GST		

Note:

1. The above fees quoted is excluding travelling expenses and TA/DA will be reimbursed by BOBP-IGO
2. GST will be charged as per actual.
3. The amount will be paid proportionately on completion of service mentioned above as per fees quoted against particular service.
4. TDS/GST TDS will be deducted as per prevailing norms.