Financial Management Technical Support Agency (FMTSA) for providing Financial Management Services to National Rural Livelihood Promotion Society (NRLPS)

Dated: 25th November, 2019

I. Letter of Invitation:

Request for Expression of Interest

No: J-11060/12/2019-RL /FM/1/2019/New Delhi
Dated: 25/11/2019

Request for Expression of Interest (REOI) for Hiring of FMTSA for providing Financial Management Services to National Rural Livelihood Promotion Society (NRLPS)

MoRD invites “Expression of Interest” from the eligible consultancy agencies to submit their interest for providing consulting services for “Financial Management Technical Support Agency (FMTSA) for providing Financial Management Services to National Rural Livelihood Promotion Society (NRLPS) assignment at New Delhi.

Interested agencies may obtain further information and procedure for submitting the “Expression of Interest” from the official website i.e. https://aajeevika.gov.in.

Sd/
Chief Executive Officer

Ministry of Rural Development, Department of Rural Development
7th Floor, NDCC-II Building, Jai Singh Road, New Delhi 110001, INDIA
Web: https://aajeevika.gov.in
FORMATS FOR EoI RESPONSE

FORM I: COVERING LETTER

(Company letterhead)

[Date]

To,

Joint Secretary (RI),
Ministry of Rural Development,
7th Floor, NDCC II Building, Jai Singh Road,
New Delhi 110 001, INDIA

Ref: Request for Expression of Interest from Firms for Financial Management Technical Support Agency (FMTSA)

Dear Madam,

Having examined the Request for Expression of Interest (REOI), we, the undersigned, hereby submit our response for selection of Agency to provide above services to MoRD.

We attach hereto the response as required by the REOI.

Primary and Secondary contacts for our company are:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company/Organization Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Mobile:</td>
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<tr>
<td>E-mail:</td>
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</tbody>
</table>

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to MoRD is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the REOI document.
It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2019

(Signature)  (In the capacity of)
(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company/Organization) Seal/Stamp of Consulting Firm

Witness Signature:
Witness Name:
Witness Address:

Encl: 1. EOI along with enclosures duly filled in
2. CD/Pen drive
FORM II: CERTIFICATE
(Company letterhead)
[Date]

To,
Joint Secretary (RL)
Ministry of Rural Development,
7th Floor, NDCC II Building, Jai Singh Road,
New Delhi 110 001, INDIA

Ref: CERTIFICATE AS TO AUTHORISED LEGAL SIGNATORIES

Dear Madam,

We, ....................................................., the Board of Directors/ Trustees
of ........................................, certify that ...............................................................
who signed the above Bid is authorized to do so and bind the organization by authority of its board/ governing body.

Date:
Signature:
(Name)
(Company Seal)
**FORM III: GENERAL DETAILS OF THE ORGANIZATION/FIRM**

<table>
<thead>
<tr>
<th>Details of the Organization</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name of organization/ Firm</td>
<td></td>
</tr>
<tr>
<td>Nature of the legal status in India</td>
<td></td>
</tr>
<tr>
<td>Legal status reference details</td>
<td></td>
</tr>
<tr>
<td>Nature of business/ work in India</td>
<td></td>
</tr>
<tr>
<td>Date of Incorporation/ Registration</td>
<td></td>
</tr>
<tr>
<td>Date of Commencement of Business/ Work</td>
<td></td>
</tr>
<tr>
<td>Address of the Office in Delhi</td>
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<tr>
<td>Address of the Registered Office in India</td>
<td></td>
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<tr>
<td>PAN Number</td>
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<tr>
<td>GSTIN</td>
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</tbody>
</table>

**Other Relevant Information**

Mandatory Supporting Documents:

a. Certificate of Incorporation from Registrar of Companies (ROC) / Registration Certificate as applicable

b. Relevant sections of Memorandum of Association of the organization or filings to the stock exchanges to indicate the nature of business of the organization

c. Copy of yearly filings to statutory authorities for last 3 years
**FORM IV: ELIGIBILITY, FINANCIAL STRENGTH AND RELEVANT PROJECT EXPERIENCE (PLEASE ADD ADDITIONAL SHEETS AS REQUIRED)**

Eligibility criteria checklist:

<table>
<thead>
<tr>
<th>SNo</th>
<th>Criteria</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The agency should be a legally registered entity in India.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The firm should possess at least 8 years of experience as CA firm.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The firm should have an Average Annual Turnover of at least INR 2 Crores during the previous 3 years.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The firm should have experience of at least 1 assignment of providing similar services (financial management and monitoring of Government programme at National and States level).</td>
<td></td>
</tr>
</tbody>
</table>
**Financial Strength:**

The firm/agency should have an annual turnover of at least **Rs.2 Crore** in each of the last three Financial Years (2015/16, 2016/17 and 2017/18.)

*Audited Statements/ CA Certificate, etc.*

Provide the turnover of firm/agency (on the basis of the audited accounts) in the last three financial years in Indian Rupees.

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Relevant Project Experience:**

**Criteria:** Experience of at least 1 assignment of providing similar services (financial management and monitoring of Government programme at National and States level).

<table>
<thead>
<tr>
<th>Duration</th>
<th>Assignment name/ &amp; brief description of main deliverables/outputs</th>
<th>Name of Client &amp; Country of Assignment</th>
<th>Approx. Contract value (in INR)</th>
<th>Role on the Assignment</th>
<th>Evidence attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>{e.g., Jan.2009–Apr.2010}</td>
<td>{e.g., “Improvement quality of...........”: designed master plan for rationalization of ........; }</td>
<td>{e.g., Ministry of ......, country}</td>
<td>{e.g., INR 2 Crore}</td>
<td>{e.g., Lead partner in a JV A&amp;B&amp;C}</td>
<td>{Experience/ Work completion certificate from Clients/ Work Orders/ Any other..}</td>
</tr>
</tbody>
</table>
FORM VI: UNDERTAKING ON MAJOR LITIGATION

(Organization letterhead)
[Date]

To,
Joint Secretary (RL)
Ministry of Rural Development,
7th Floor, NDCC II Building, Jai Singh Road,
New Delhi 110 001, INDIA

Sub: Undertaking on Major Litigation and Blacklisting

Madam

I/We as potential bidders do hereby state that our company/ organization is not involved in any major litigation nor has been blacklisted which may impact the performance of the services to be provided by us, if selected by MoRD. In case there is any change in the status, we will notify the MORD.

Yours faithfully,

Authorized Signatory
Designation