



Indian Council of Forestry Research and Education

(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)

P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

COUNTRY: INDIA

NAME OF PROJECT: ECOSYSTEM SERVICES IMPROVEMENT PROJECT (ESIP)

Grant No.: TF0A3990

Assignment Title: Hiring of an External Auditor (AG&CAG empaneled)

Reference No.: IN-ICFRE-242011-CS-CQS

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP) and intends to apply part of the proceeds for Consulting Services.

The Consultant/ Consultancy firms include engagement of Procurement of External Auditor (AG & CAG empaneled) for implementing of one of the components of ESIP *i.e.* Scaling up Sustainable Land and Ecosystem Management in Selected Landscapes. The External Auditor would need to carry out procurement reviews/ audits related matter of the project. The duration of the contract for this assignment is till November 2022. The auditor will provide the audit report of the project for the financial years 2020-21 within a month of contract agreement and subsequently after closing of financial years. Auditor shall maintain working papers in a systematic manner and make them available to MOEFCC and the World Bank, if required. The detailed TOR along with format for submitting REOI is given in Annexure – I and Annexure – II respectively.

The Indian Council of Forestry Research and Education (ICFRE), Dehradun now invites eligible External Auditor (AG & CAG empaneled) to indicate their interest in providing the Services. Interested Consultant/Consultancy firms should provide information demonstrating that they have the required qualifications and relevant experience in Auditing. The shortlisting criteria are:

Team Composition & Qualification Requirements for the Auditor:-

1. Auditor should be empanelled with the AG&CAG of India
2. Auditor is an independent of the entity to be audited and no disciplinary orders have been issued by the Institute of Chartered Accountants of India against Auditor.
3. Auditor has experience in audit of financial statements or internal audit of projects financed by bilateral or multilateral agencies; or agencies implementing government sponsored projects etc.
4. Auditor shall have knowledge and experience of carrying out review of procurement aspects.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [Government of India, 16 August 2017]* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

An Auditor will be selected in accordance with the Selection Based on the Consultant Qualification Selection (CQS) method set out in the Consultant Guidelines. A consultant / consultancy firms shall submit their Expression of Interest Proposal as per the prescribed format (Annexure-II). The consultant / consultancy firms are to be selected based on their relevant experience, qualifications, and capability to carry out the assignment.

Expression of interest proposals must be delivered in a written form either through postal mail or by email using the format given in Annexure – II along with curriculum vitae and self attested copies of all the necessary documents on or before **27 August 2021 (17:30 hours)**.

Further information can be obtained at the address below during office hours [*0900 to 1730 hours*]:

Project Director,
Ecosystem Services Improvement Project,
Indian Council for Forestry Research and Education
P.O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
Tel: +91-135-2224831, 2224803, Tele Fax: +91-135-2750296
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Website: www.icfre.gov.in

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Terms of Reference

Hiring of an External Auditor (AG&CAG empanelled) for Ecosystem Services Improvement Project

1. Background

The Government of India has received financing from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP). The total cost of the project is US\$ 24.64 million. Green India Mission Directorate of the Ministry of Environment, Forest and Climate Change (MOEFCC), Government of India is responsible for the implementation and management of the ESIP at the national level. Indian Council of Forestry Research and Education (ICFRE) is one of the project implementing agencies of ESIP. Other project implementing agencies are State Forest Departments of Chhattisgarh and Madhya Pradesh. ESIP has following three components:

i. Strengthen capacity of government institutions in forestry and land management programs in Madhya Pradesh and Chhattisgarh: The objective of this component is to enhance the capacity and skills of the State Forest Departments, Forest Development Agencies, and local communities for improving management of forest and land resources and ensuring the delivery of sustainable benefits to local communities that depend on these resources. This component provides technical assistance to: (i) build institutional capacity and capability for planning and efficient delivery of forest ecosystem quality improvement and land management programs; and (ii) develop, test, and pilot nation-wide systems for measuring and monitoring forest carbon stocks.

ii. Investments for improving forest quality in selected landscapes: The objective of this component is to improve the quality and productivity of the existing forests so as to ensure sustained flows of ecosystem services and carbon sequestration, and to ensure the sustainable harvesting and value addition of NTFP to provide economic benefits to forest dependent communities that promote conservation and improve ecological connectivity between critical biodiversity areas.

iii. Scaling up sustainable land and ecosystem management (SLEM) in selected landscapes: The main objectives of this component are to prevent land degradation and desertification and increase above-ground forest carbon stock through a combination of investments to implement and scale-up tried-and-tested SLEM best practices, to increase national capacity for monitoring land degradation and track associated indicators, and to generate knowledge exchange on SLEM approaches.

MOEFCC is providing funds to ICFRE for implementation of the ESIP activities. ICFRE periodically i.e. on a quarterly basis, report the expenditures incurred in the form of Interim Un-audited Financial Reports (IUFs) to the MOEFCC, which in turn consolidate

the IUFRRs and present the same to the World Bank for claiming reimbursement. The audit of ESIP at ICFRE will be carried out through AG&CAG empanelled Auditor. The MOEFCC will be responsible for consolidating these individual audited project financial statements and will submit these to the World Bank within six months from the close of the financial year.

2. Objective(s) of the Assignment

The objective of the audit is to provide an independent professional opinion on the project financial statements and procurement aspects, which includes an opinion on the eligibility of expenditure and compliance with procurement processes and procedures and the relevant legal agreements.

3. Scope of Services, Tasks (Components) and Expected Deliverables

The audit would cover the sources and application of funds. The audit should be carried out in accordance with the relevant standards of auditing and will include such tests and controls as the auditor may consider necessary. In conducting the audit, special attention should be paid on the following:

1. All funds provided by MOEFCC from the World Bank assistance have been used in accordance with the conditions specified in the legal agreements, with due attention to economy and efficiency, and only for the purposes for which the financing is provided.
2. All necessary supporting documents, records, and accounts have been kept in respect of the financial transactions of the project including the expenditure reported in the Interim Unaudited Quarterly Financial Reports (IUFRRs) to the World Bank.
3. The expenditures reported in the Interim Unaudited Quarterly Financial Reports (IUFRRs), are eligible for World Bank financing as specified in the relevant legal agreements and clear linkages exist between the books of accounts and Quarterly Interim Unaudited Financial Reports presented to the World Bank through MOEFCC.
4. The project financial statements are in agreement with the books of accounts maintained as per the agreed accounting procedures and are in accordance with the applicable accounting standards.
5. The procurement of works, goods and services have been carried out as per the World Bank procurement guidelines and applicable procedures. To fill up the attached procurement review annexure .

Annual Financial Statements: The responsibility of preparing the financial statements of the project. The auditors will express a professional opinion on the true and fair view of the project operations. The project financial statement should include summary of expenditures shown under the main project components/activities/sub-activities for the financial years 2020-21, 2021-22 and 2022-23 and closing bank balance. It will provide a separate note on procurement consistency, compliance, and adherence to applicable procedures.

Management Letter: In addition, to the audit report, the auditor will also provide a management letter summarizing the observations on the accountability and internal control issues. This would include the following:

- Comments and observations on the accounting records, systems and controls that were examined during the course of audit.
- Specific deficiencies and areas of weakness in systems and controls and recommendation for improvement.
- Matters that have come to the attention during the audit which might have significant impact on the implementation of the project
- Any other matter that the auditor considers significant to report to the management.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and the management comments on the observations/ recommendations.

Audit Opinion: In addition, to providing an opinion on the project financial statements, the annual audit report should include a separate paragraph commenting on the accuracy and propriety of the expenditures incurred and the extent to which the World Bank can rely on the Interim Unaudited Quarterly Financial Reports (IUFRs), used as a basis for disbursement. The project financial statements, including the audit report, should be received by ICFRE within a month from the end of each financial year. The auditor should submit two copies of the audit report and audited financial statements to the Project Director, ESIP.

4. Team Composition & Qualification Requirements for the Auditor

1. Auditor should be empanelled with the AG&CAG of India
2. Auditor is an independent of the entity to be audited and no disciplinary orders have been issued by the Institute of Chartered Accountants of India against Auditor.
3. Auditor has experience in audit of financial statements or internal audit of projects financed by bilateral or multilateral agencies; or agencies implementing government sponsored projects etc.
4. Auditor shall have knowledge and experience of carrying out review of procurement aspects.

5. Reporting Requirements and Time Schedule for Deliverables

- The auditor will be appointed up to the disbursement deadline date i.e. November 2022). The auditor will provide the audit report of the project for the financial years 2020-21 within a month of contract agreement and subsequently after closing of financial years. Auditor shall maintain working papers in a systematic manner and make them available to MOEFCC and the World Bank, if required.
- Auditor shall prepare reports as per the attached formats.

6. Client's Input and Counterpart Personnel

(a) Services, facilities and property to be made available to the consultant by the Client:

The auditor should be given access to any information relevant for the purposes of conducting the audit of project. This would normally include all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor including the copies of Bank's Project Appraisal Document (PAD), the relevant Legal Agreements. The books of account provide the basis for preparation of the Project Financial Statement, are established to reflect the financial transactions of the project and are maintained by ICFRE at the head office.

(b) Professional and support counterpart personnel to be assigned by the client to the Consultant's Team: Nil

7. Duration and Location

The duration of the contract for this assignment is up to the disbursement deadline date i.e. 30 November 2022. Auditing of ESIP shall be performed by the Auditor at ICFRE Hqs., Dehradun.

Procurement Review Annexure

- Verify that the procurement procedures followed for the project comply with the requirements of the legal agreement and identify any noncompliance with the legal agreement and applicable procurement arrangements
- Check that the procurement arrangements agreed with the Bank are in place
- Identify and report any contract management issues
- Check that the ICFRE has carried out technical compliance reviews and physical completion reviews for implemented contracts
- Identify and report any indications of possible Fraud and Corruption
- Identify mitigating measures to correct procurement deficiencies or deter future deficiencies
- Identify good practices and lessons learned from implementing procurement
- Rate the performance of sampled contracts [procurement process and contract implementation] on compliance with the legal agreement and agreed procedures and contribute to the overall procurement performance of the implementing agency

Parameter	Compliance (yes/no/NA)	Findings and comments
Was the advertising sufficient i.e. in appropriate media		
Bidding Document (Adequacy and completeness of the instructions, specifications, evaluation criteria and draft contract)		
Was the time allowed for submission of bids sufficient?		
Bid opening (conducted and recorded through minutes)		
Bid evaluation report (was it properly conducted, and did it follow the procurement document).		
Negotiations (if applicable were they properly conducted and recorded)		

Parameter	Compliance (yes/no/NA)	Findings and comments
Issuance of Notice of intention to award contract (if applicable was it properly handled?)		
Number of Complaints Received (Populate as recorded in STEP)		
Were the complaints duly addressed?		
Publication of contract award		
Procurement Lead Time (days)		
Completeness of Procurement Documentation (Filing)		
Contract Administration:		
Contract document (Is it properly prepared and consistent with the draft in Procurement Document and the outcome of the bid evaluation)?		
Inspection of supervision records and reports		
Contractual completion time		
Completeness of delivery documents		
Amendments or contract modifications: number, amounts, and Liquidated damages, details and enforcement %		
Cost overruns reasons and explanations		
Contractual disputes and resolution if any		
Indication of possible fraud or corruption		
Physical inspection (Y/N)		
Overall Compliance		

Annex A. Templates for the Procurement Post Review Report

Country	
Loan / Credit / Trust Fund #:	
Project name*:	
Project ID:	
Name (s) of Implementing Agency (ies):	
TL:	
APS/PAS:	
Hub Coordinator	
Post Review conducted by*:	
No. of contracts since last review	
No. of contracts reviewed	
Total value of contracts reviewed	
% no. of contracts reviewed	

*[Report Cover
page]*

Country	
Credit No	
Project Name	
Project ID:	
Names of Implementing Agency (ies)	

General Procurement Information

1. Executive Summary

Provide a brief description of Post Review objective, key findings/issues, and recommendations.

2. Discussion on the Selection of the Contract Samples Reviewed

Provide a brief description of the selection of the contract sample and summary list of the contracts reviewed, including procurement category, procurement method, contract number, contract date, short contract description, name of contracting agency, name of contractor/supplier/consultant, contract amount.

3. Findings on the Review of the Procurement Arrangements Agreed with the Borrower

Staffing, unit organization, internal controls, project manual, etc.

4. Findings on the Review of Procurement Processes

Provide a brief description of findings on procurement processes, including procurement planning, publications, bidding, evaluation, complaints handling, awards and timeliness of procurement.

5. Findings on the Review of Contract Administration & Management

Provide a brief description of findings on contract administration, including implementation, payments, disputes resolution, and compliance.

6. Indication of Possible Governance Issues

Provide a brief description of any findings on red flags that could indicate possible fraud or corruption related to the procurement processes, contract administration, or any other related issues at contract, project, sector, or country level.

8. Mitigating Measures or Corrective Actions

Identify mitigating measures or actions to correct procurement deficiencies, and recommend them to the Borrower and its executing agency(ies).

9. Possible Indication of Noncompliance requiring Bank Action (including misprocurement)

Report reasons for potential actions on noncompliance

Annex A.2. Profile of Procurement Items

Category	Prior Review threshold in US\$	Proposed revised Prior Review thresholds (to be completed by APS/PAS if required and updated in the
Works		
Goods		
Consulting firms		
Individual consultants		

Procurement method	Civil works	Goods
Open International Competition		
National Competition		
Request for		

Category	No. of contracts awarded in review period Review period is (mm/dd/yyyy) to (mm/dd/yyyy)					Total
	IC	NC	RFQ	DC/SS	Others (Competitive Selection of)	
Works						
Goods						
Services						
Consulting firms						
Individual consultants						
Total						

Category	No. of procurements reviewed					Total
	IC	NC	RFQ	DC/SS	Others (Competitive Selection of Consultants)	
Works						
Goods						
Services						
Consulting firms						
Individual consultants						
Total						

Annexure

1. Worksheet for Request for Quotations Procedures

Part A. General

Date of review:	Name of reviewer:
Contract no.:	Contract date (dd/mm/yy):
Contract description:	Contract amount (US\$):
Contractor / Supplier name and address:	Category <input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Non-consulting services

Part B: Process Review

<i>Aspects reviewed</i>	<i>Findings and comments</i>
Procurement Documentation (Filing)	
Reference in Procurement Plan or STEP	
Use of e-procurement system	
Advertising or direct invitation	
Source of suppliers invited	
Time allowed for submission of quotations	
Bid opening and minutes of bid opening: indicate number of participants, names, and prices per lot	
Adequacy of reason for any disqualifications	
Bid evaluation report and award	
Reasonableness of cost	

Part C. Contract Administration

<i>Aspects reviewed</i>	<i>Findings and comments</i>
Contract document or purchase order	
Bill of lading, if any	
Planned contractual completion date	
Actual completion date	
Delivery receipt or similar instrument	
Timeliness of payments	
Amendments or contract modifications: number, amounts, and %	
Contractual disputes and resolution, if any	
Cost overruns reasons and explanations	
Closing of contract	

Part D. Others

<i>Aspects reviewed</i>	<i>Findings and comments</i>			
Indication of possible fraud or corruption				
Physical inspection				
Involvement of beneficiaries or users				
Total duration from advertisement to contract signature				
Final cost compared to cost estimate				
Additional observations				
Contract rating (covering procurement and contract administration)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Moderately	<input type="checkbox"/> Moderately Unsatisfactory	<input type="checkbox"/> Unsatisfactory

Rating explanation	
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2. Worksheet for Competitive Procedures (Request for Bids)

Part A. General

Date of review:		Name of reviewer:		
Contract no.:		Contract date (dd/mm/yy):		
Contract description:		Contract amount (US\$):		
Contractor / Supplier name and address:		Category <input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Non-consulting services		
Market approach option	<input type="checkbox"/> International Competition	<input type="checkbox"/> Limited Competition	<input type="checkbox"/> National Market	<input type="checkbox"/> Prequalification
	<input checked="" type="checkbox"/> Single-Stage	<input type="checkbox"/> Multi-Stage	<input type="checkbox"/> BAFO	<input type="checkbox"/> Negotiations
Selection method / arrangement	<input checked="" type="checkbox"/> RFB			
	<input type="checkbox"/> Leasing	<input type="checkbox"/> PPP	<input type="checkbox"/> Imports	<input type="checkbox"/> Used Goods
	<input type="checkbox"/> E-Auctions	<input type="checkbox"/> Commodities		

Part B. Process Review

<i>Aspects reviewed</i>	<i>Findings and comments</i>
Procurement Documentation (Filing)	
Reference in Procurement Plan or STEP	
Use of e-procurement system	
Advertising	
Pre-bid meeting	
Pre/post qualification and criteria	
Bidding Document	
Time allowed for submission of bids	
Bid opening and minutes of bid opening	
Bid security records	
Bid evaluation report	
Negotiations (if applicable)	
Publication of Notice of intention to award contract and standstill period (if applicable)	
Debriefing (if applicable)	
Publication of contract award	
Complaints and results	

Part C. Contract Administration

<i>Aspects reviewed</i>	<i>Findings and comments</i>
Contract document	
Advance payment guarantees details and records	
Insurance	
Performance security details and records	
Bill of lading, customs clearance, license and permits if required	
Inspection of supervision records and reports	
Planned contractual completion date	
Provisional acceptance or testing	
Actual completion date	
Delivery receipt or similar instrument	
Liquidated damages, details and enforcement for delays	

Warehousing and inventory	
Timeliness of payments	
Amendments or contract modifications: number, amounts, and %	
Contractual disputes and resolution, if any	
Cost overruns reasons and explanations	
Adjudication and arbitration	
Closing of contract	

Part D. Others

Aspects reviewed	Findings and comments			
Indication of possible fraud or corruption				
Physical inspection				
Involvement of beneficiaries or users				
Total duration from advertisement to contract signature				
Final cost compared to cost estimate				
Additional observations				
Contract rating (covering procurement and contract administration)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Moderately Satisfactory	<input type="checkbox"/> Moderately	<input type="checkbox"/> Unsatisfactory
Rating explanation				

3. Worksheet for Consultant Firms Contracts Award

Part A. General

Date of review:		Name of reviewer:		
Contract no.:		Contract date (dd/mm/yy):		
Contract description:		Contract amount (US\$):		
Consultant name and address:		Cost estimate (US\$):		
Market approach option	<input type="checkbox"/> International Competition	<input type="checkbox"/> National Approaches	<input type="checkbox"/> Limited Competition	<input type="checkbox"/> Shortlist
Selection method	<input type="checkbox"/> QCBS	<input type="checkbox"/> FBS	<input type="checkbox"/> LCS	<input type="checkbox"/> QBS
	<input type="checkbox"/> CQS			

Part B. Process Review

Aspects	Findings and comments
Procurement documentation and records	
Procurement Plan or STEP reference	
Use of e-procurement system	
Advertising for Expressions of Interest	
Response to Request for Expression of Interest	
Review of Request for Proposals	
Describe shortlist	
Time allowed for submission of proposals	
Weights in evaluation criteria	
Technical evaluation: separate reviews and average	
Technical evaluation report	
Aspects	Findings and comments
Financial proposal opening	
Minutes of financial proposal opening	
Combined quality and cost evaluation	
Negotiations	
Complaints handling (if any)	
Publication of Notice of intention of to award contract and standstill period (if applicable)	
Debriefing (if applicable)	
Publication of contract award	

Part C. Contract Administration

Aspects	Findings and comments
Signed contract document	
Advance payment guarantee details and records	
Monitoring and reporting	
Changes of key personnel, if any	
Planned contractual completion date	
Actual completion date	
Outputs; final report acceptance	
Timeliness of payments	
Amendments or contract modifications: number, amounts, and %	
Contractual disputes and resolution, if any	
Cost overruns reasons and explanations	
Closing of contract	

Part D. Others

Aspects reviewed	Findings and comments			
Indication of possible fraud or corruption				
Involvement of beneficiaries or users				
Total duration from advertisement to contract signature				
Additional observations				
Contract rating (covering procurement and contract administration)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Moderately	<input type="checkbox"/> Moderately Unsatisfactory	<input type="checkbox"/> Unsatisfactory
Rating explanation				

4. Worksheet for Individual Consultant Contracts Award

Part A General

Date of review:		Name of reviewer:	
Contract no.:		Contract date (dd/mm/yy):	
Contract description:		Contract amount (US\$):	
Consultant name and address:		Cost estimate (US\$):	
Selection method:	<input type="checkbox"/> Comparison of CVs	<input type="checkbox"/> Direct Selection	

Part B. Process Review

Aspects	Findings and comments
Procurement documentation and records	
Procurement Plan or STEP reference	
Use of e-procurement system	
Justification for Direct Selection if applicable	
Advertising for Expressions of Interest	
Response to Request for Expression of Interest	
Describe shortlist	
Evaluation report	
Negotiations	
Publication of contract award	

Part C. Contract Administration

Aspects	Findings and comments
Signed contract document	
Advance payment guarantee details and records	
Monitoring and reporting	
Planned contractual completion date	
Actual completion date	
Outputs; final report acceptance	
Timeliness of payments	
Amendments or contract modifications: number, amounts,	
Contractual disputes and resolution, if any	
Cost overruns reasons and explanations	
Closing of contract	

Part D. Others

Aspects reviewed	Findings and comments			
Indication of possible fraud or corruption				
Involvement of beneficiaries or users where applicable				
Total duration from advertisement to contract signature				
Final cost compared to cost estimate				
Additional observations				
Contract rating (covering procurement and contract administration)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Moderately	<input type="checkbox"/> Moderately Unsatisfactory	<input type="checkbox"/> Unsatisfactory
Rating explanation				

5. Worksheet for Direct Selection Procedure

Part A. General

Date of review:	Name of reviewer: Radha Narayan
Contract no.:	Contract date (dd/mm/yy):
Contract description:	Contract amount (US\$):
Contractor / Supplier name and address:	Category <input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Non-consulting services

Part B. Process Review

Aspects reviewed	Findings and comments
Procurement Documentation (Filing)	
Reference in Procurement Plan or STEP	
Adequacy of justification for direct selection	
Use of e-procurement system	
Negotiations	
Publication of contract award	
Complaints and results	
Justification for direct selection	

Part C. Contract Administration

Aspects reviewed	Findings and comments
Contract document	
Advance payment guarantee details and records	

Insurance	
Performance security details and records	
Bill of lading, customs clearance, license and permits if required	
Inspection of supervision records and reports	
Planned contractual completion date	
Provisional acceptance or testing	
Actual completion date	
Delivery receipt or similar instrument	
Liquidated damages, details and enforcement for delays	
Timeliness of payments	
Amendments or contract modifications: number, amounts, and %	
Contractual disputes and resolution, if any	
Cost overruns reasons and explanations	
Adjudication and arbitration	
Closing of contract	

Part D. Others

Aspects reviewed	Findings and comments			
Indication of possible fraud or corruption				
Physical inspection				
Involvement of beneficiaries or users				
Total duration from advertisement to contract signature				
Final cost compared to cost estimate				
Additional observations				
Contract rating (covering procurement and contract administration)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Moderately	<input type="checkbox"/> Moderately Unsatisfactory	<input type="checkbox"/> Unsatisfactory
Rating explanation				

**Format for Submission of Expression of Interest Proposal for
Hiring of an External Auditor (AG & CAG empaneled) under
Ecosystem Services Improvement Project**

1. Name of Consultant/ Consultancy Firm:
(in block letters)
2. Permanent Address:
3. Full Postal Address for Correspondence:
4. Mobile No. : Telephone No.:
5. E-mail ID:
6. (a) Date of Establishment/ Registration:
7. No. of Audit Staffs:
8. Expertise:
9. Relevant Auditing Experience:
10. List of Organizations auditing:

S.No.	Government Sector	Private Sector

11. List of Certificates & other relevant information :

12. List of Key professional positions whose CV and Experience relevant documents are to be attached:

Key Position	Area of Specific Expertise desired	Qualification and Professional Experience Desired
Auditor*		

- Auditor in an independent of the entity to be audited and no disciplinary orders have been issued by the institute of Chartered Accountants of India against Auditor.

Declaration

I/We affirm that all information supplied by me/us as stated above is true and correct, I/We also fully understand that if any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my/our EOI proposal is liable be summarily rejected. Curriculum vitae and self attested copies of all the necessary documents and certificates of AG & CAG empaneled are enclosed for proof.

Place:

Date:

Stamp & Signature of the Authorised