



ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର
(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)
ZILLA PARISHAD, JAIPUR

ମିଶନ
ଶକ୍ତି

(Odisha Livelihoods Mission, Deptt. Of Mission Shakti, Jaipur, 755001)

E-mail – jaipurdpm.olm@gmail.com , ori-djaipur@nic.in Tel-06728-222051

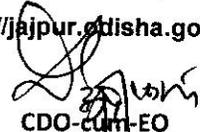
Letter No.....262

Date...29/10/2025

Expression of Interest

Sealed Expression of Interest (EOI) is hereby invited from Odisha based CAG empanelled Chartered Accountant Firms for conducting Statutory Audit of 286 nos. of GPLFs under OLM, Jaipur. The interested CA Firms may send their EOI with detailed information in the prescribed format **attached in annexure-I** duly filled in through Speed Post/ Regd. Post only so as to reach the undersigned latest by **01:00 pm of 18th Nov. 2025**. The EOI will be opened on **19th Nov 2025 at 10:00 AM**. The EOI sent through any other means of communication will not be accepted. Authority reserves the right to accept or reject any proposal or all proposals without assigning any reason thereof.

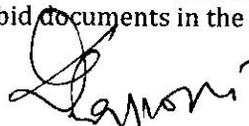
The EOI documents and details can be downloaded from <https://jaipur.odisha.gov.in>


CDO-cum-EO
ZP, Jaipur

Date: 29 / 10 / 2025

Memo No: 263/2025

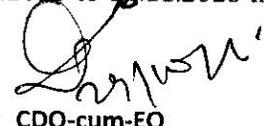
Copy to the Addl. District Magistrate (General), Jaipur with a request to affix the quotation call notice in the Collectorate notice board and webhost the quotation call notice & the bid documents in the district website for wider publicity.


CDO-cum-EO
ZP, Jaipur

Date: 29 / 10 / 2025

Memo No: 264/2025

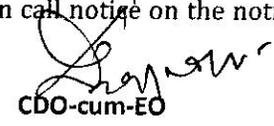
Copy forwarded to District e-governance Manager, Jaipur / SMD, OLM, BBSR for kind information and requested to display the Quotation Call Notice & the Bid paper from 29.10.2025 to 18.11.2025 in the District website / OLM website for wide publication and use of prospective bidder.


CDO-cum-EO
ZP, Jaipur

Date: 29 / 10 / 2025

Memo No: 265/2025

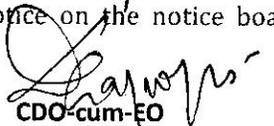
Copy to notice board of Collectorate, Jaipur to display the Quotation call notice on the notice board for wide publication.


CDO-cum-EO
ZP, Jaipur

Date: 29 / 10 / 2025

Memo No: 266/2025

Copy to All BDOs/CDPOs, Jaipur to display the Quotation call notice on the notice board for wide publication.


CDO-cum-EO
ZP, Jaipur



ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର
(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)



ZILLA PARISHAD, JAJPUR

(Odisha Livelihoods Mission, Deptt Of Mission Shakti, Jajpur, 755001)

E-mail – jajpurdpm.olm@gmail.com , ori-djajpur@nic.in Tel-06728-222051

Notice No: 262/ZP

Date: 29/10/2025

Expression of Interest for Hiring of CA firm

Sealed Quotations are invited in plain paper from Odisha Based reputed Chartered Accountant with the following term and condition for Audit of GPLF. The quotations completed in all respect will be received from **29.10.2025 to 18.11.2025** during office hour Speed/Registered post only address to the CDO-cum-EO, Zilla Parishad, Jajpur and will be opened on **19.11.2025 at 10.00 AM** in the office chamber of CDO-cum-EO, in the presence of the Bidders or their authorized representatives. The outer envelope is to be super scribed with “**QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM**” along with the contact details of the bidder. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the Quotation call notice along with terms & condition and the evaluation form can be viewed at the district website i.e. <https://jajpur.odisha.gov.in>

Terms & Conditions

- The bidders must be a reputed Chartered Firm.
- The bidder can submit only one bid. Multiple bids submitted by any bidder may result in rejection of all his bids.
- The Bidder must have been registered under Goods & Services Tax (GST) and must have a valid GSTIN number & PAN (Permanent Account Number).
- Bidder has to submit the IT Returns for last 3 years & GST return for last tax period.
- The bidders selected have to complete the Audit within 02 month from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 90 days after the deadline date specified for completion of Audit.
- The Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price.
- The price quoted should include all taxes & charges and Audit should be conducted at GP point with Auditors transportation cost.

- The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time as fixed. i.e 19.11.2025 at 10.00 AM or if modified will be intimated later.
 - The cost of the Tender paper **Rs. 1000/-(Rupees One thousand)**, entire tender paper is available in district website. The bidder have to furnish tender paper along with the non refundable cost of tender of Rs. 1000/-(Rupees One Thousand) deposited in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Jajpur"** payable at SBI, Jajpur Town.
 - A sum of **Rs. 15,000/- (Rupees fifteen thousand)** only shall be deposited by the intending bidders in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Jajpur"** payable at SBI, Jajpur Town as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders.
 - The 2nd lowest bidder will be offered for Audit of GPLF if the 1st Lowest Bidder fails to do at the price quoted by the L1 bidder.
 - The bidders have to conduct Audit of GPLF as per the price quoted without any condition, else the bid will be rejected and the EMD will be forfeited.
 - The Audit will conduct at GPLF point with all the transportation cost bear by bidder.
 - The detail audit period, Eligibility, Evaluation and Selection criteria and other procedure available in ToR.
 - The Bid has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid and the sample submitted with tender paper.
 - The interested bidders may submit their sealed Quotations through Speed/Registered post only in prescribed format super scribe on cover of the envelope "**QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM**" on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Jajpur** latest by **18th Nov 2025 by 1.PM**
 - Any legal dispute arising out of this is subject to Jajpur jurisdiction only.
- The authority reserves the right to cancel or reject one or all tender/Quotation without assigning any reasons thereof.**

The Bid documents to be attached

- CAG Empanelled certificate for the year 2023-24.
- Certificate of Establishment of Firm.
- Last three-year financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24).
- Copy of Latest GST Return.
- Certificate that the firm have not been black listed.
- Details of partner and staff.
- Proof of address of branch office in the applied zone if any.
- Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.

- Rs. 15,000/- (Rupees fifteen thousand) only in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Jajpur"** payable at SBI, Jajpur Town from any scheduled commercial bank towards EMD.
- Rs 1000/- (Rupees one thousand) only in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Jajpur"** payable at SBI, Jajpur Town from any scheduled commercial bank towards cost of tender paper (nonrefundable).
- Price in specific format prescribed in the bid document for 286 GPLF Audit.

BID Evaluation Method

BID shall be evaluated in two phase i.e. Technical & Financial based on minimum eligibility criteria and financial proposal.

1-Evaluation of Technical BID

The firm which qualify the minimum eligibility criteria shall be given mark based on the table -1 of this RFP.

Sl. No.	Description	Marks	Maximum marks
1	Previous similar work order from Govt. sector		30
i	Minimum 4 work order in Govt. Sector <i>(with estimate cost)</i>	20	
ii	Each additional work order from any Govt. sector	02	
2	Turnover(last year)		30
i	Minimum turnover of Rs. 40 lakh	20	
ii	Each additional turnover of Rs. 10lakh	02	
3	Year of Experience <i>(Preferable for relevant field i.e. GP or GPLF Audit)</i>		30
i	At least 4 year experience	20	
ii	Each additional year 1 year of experience	02	
4	ISO or any other similar certificate		10
	Total Mark		100

As per the above score who will secure minimum 70 marks, The Bidder will be eligible for financial bid. Bidder securing / scoring minimum 70 marks will be eligible for financial bid.

Financial BID

- As per the criteria/parameter laid down above, only those responsive bids that have achieved at least 70% score in Technical Parameters (proposal) shall qualify for Financial Evaluation.
- The Relative Weightage of Technical and Financial score shall be determined at a ratio of 70:30.
- The proposal with the highest Weighted Combined Score (Technical & Financial) shall be declared as Successful bidder.

Bid Price Conditions

- The transportation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - The Price should be quoted inclusive of all taxes & charges in INR only.

Detailed of GPLF List

Sl. no.	Distri ct	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per (Including taxes)	per GPLF all	Remarks
1	Jajpur	10	311	286			



Chief Development Officer-cum-
District Mission Coordinator,
Odisha Livelihoods Mission,
Zilla Parishad, Jajpur.

Ref-...../Date-

FINANCIAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad, Jajpur

Sir,

I / We do hereby submit the Financial Bid price **FOR AUDITOR OF GPLF AUDIT UNDER OLM, Jajpur** for your kind consideration.

Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all taxes)	Remarks
1	Jajpur	10	311	286		

⇒ The above Prices are inclusive of all applicable taxes.

Signature with seal of the Bidder with date

Ref-...../Date-

TECHNICAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad, Jajpur

Sir,

I / We do hereby submit the Technical Bid **FOR AUDITOR OF GPLF AUDIT UNDER OLM** for your kind consideration

Sl. No	Particulars	Details
1	Name of the Authorized Chartered Accountant	
2	Postal Address	
3	CAG Empanelled certificate for the year 2023-24	
4	Certificate of Establishment of Firm	
5	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24)	
6	Copy of Latest GST Return	
7	Certificate that the firm have not been black listed.	
8	Details of partner and staff	
9	Proof of address of branch office in the applied zone if any	
10	ISO or any other similar certificate	
11	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.	

Signature with seal of the Bidder with date

DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Signature:

Date:

Name:

Address :

Designation:

On behalf of:

Information Format**A. Similar Experience (Statutory /Concurrent / Internal Audit)**

Sl No	Name of the Completed Assignment (Statutory or Internal audit)	EAP/Centrally Sponsored Scheme/ Govt Livelihood Project (Please Mention)	Name of the Client	Cost of the Assignment	Period of Completed Assignment	Supporting document annexed at page no
1	Ex: ABC	Livelihood	XYZ	5 Lakhs	2017-18	Page no 20
2						
3						

B. Average Annual Turnover during the last three financial years.

Sl. No	Financial Years	Annual Turnover(In Rs)
1		
2		
3		

C. No of FCA and their Experience

Sl. No	Name of the FCA	Member Registration No.(*)	Date of Birth (*)	Period of post qualification Experience	Organizations
1					
2					
3					

NB: 1. Short Listing will be made on above information along with attached supporting documents with this format.

2. Only completed assignment, i.e. statutory / concurrent / Internal Audit will be taken for evaluation

3. * marks are mandatory must be filled it up.

Terms of Reference (ToR)

(CONSULTING SERVICES – CA FIRMS SELECTION)

Odisha Livelihoods Mission Department of Mission Shakti, Government of Odisha

Assignment Title: "Hiring of CA Firm for GPLF(Gram Panchayat Level Federation) Audit"

1. Introduction

Odisha Livelihoods Mission (OLM) is a registered society working under the Department of Mission Shakti, Government of Odisha for enhancing the socio-economic condition of the rural poor through promotion of sustainable livelihoods. The society is implementing the Centrally Sponsored Scheme of Govt. Of India called '**DeendayalAntyodayaYojna - National Rural Livelihoods Mission**' (DAY - NRLM). The scheme aims to enhancing social and economic status of the rural poor through development of self-sustained and community managed institutions. The main focus of project activities will be on strengthening SHGs and promoting sustainable and inclusive federation at the GP level. The project will also invest in building the capacity of public and private agencies for the promotion of a range of social and economic service delivery for these institutions of the poor. The key components of the project are:

- i. Community institution building, which improves the capacity of the community-based organisations of the poor and vulnerable in management of their own institutions and livelihoods activities;
- ii. Community Investment Fund, which helps households plan and meet their credit demands for household and investment plans;
- iii. Livelihoods Fund, which increase the share of the poor in the value chain leading to enhanced incomes; and
- iv. Implementation support and monitoring, which supports effective project and knowledge management.

OLM comprises of three tier governance system i.e SMMU, DMMU and BMMU. The State Mission Management Unit (SMMU) is responsible for overall management, coordination and implementation of the project. The District Mission Management Unit (DMMU) based at the district head quarter shall be the nodal agency for project execution. It is a district level apex institution of planning, co-ordination and implementation of all NRLM activities. At the block level the Block Mission Management Unit (BMMU) shall provide necessary techno managerial support services for effective implementation of the project. The federation of the

SHGs at the Gram Panchayat is Gram Panchayat Level Federation (GPLF) is a single unit and Cluster Level Forum (CLF) at village level federation consisting of 5-15 SHGs are the key stake holders of the project who will be responsible for planning, implementation & evaluation of the project activity from time to time with due support of Block Mission Management Unit (BMMU). The project presence is in all 30 districts of Odisha. GPLFs are enabled to manage and govern their own institutions and its need of the hour to streamline their financial management system at institutional level.

2. Objective:

- i. Enable the auditor to express an independent opinion as to whether GPLFs are being formed as per OLM guidelines and they are operating properly as per the standard operating procedures.
- ii. Enable the auditor to express a professional opinion on the annual financial statement of GPLF; these would include Receipt and Payment account, Income and Expenditure account, Balance Sheet, Bank Reconciliation Statement (BRS), Statement of Expenditure (SoE) and utilization of concerned GPLFs.
- iii. Comment on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guidelines, MOU's and various guidelines for specific funds.
- iv. Specific opinion that the grant from the project has been used for the intended purpose and bring to the project's attention any fraud related issues and activities including diversion of funds from intended purpose or misuse of funds.
- v. Comment on procurement and adherence of community procurement guidelines at GPLF level.
- vi. Comment on the effectiveness of internal control mechanism and internal check.

3. Engagement of Auditor:

For operational and financial sustainability of SHG and their federations, OLM provides different types of financial assistance to GPLFs for various purposes like office establishment, capacity building of member organizations, meeting for credit needs of households through their SHGs, livelihoods promotion, vulnerability reduction etc. It shall be difficult for SMMU to ensure financial accountability of such vast community level institutions i.e CLFs and GPLFs. The numbers of GPLF and CLF have grown to a large scale in last few years. Therefore, DMMU shall be best unit for conducting GPLF audit due to their close proximity to these institutions. It shall result into in-depth and transparent audit report.

4. Audit Standard

The audit shall be carried out in accordance with the "Standard on Audit" promulgated by the Institute of Chartered Accountants of India (ICAI). The auditor should accordingly consider methodology when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of audit. Although the responsibility for preventing irregularity, fraud or the use of fund for the intended purpose remains with the mission, the audit should be carried out in such a way that a clear opinion can be formed regarding any material misstatement in the mission financial statement.

5. Audit Scope:

The audit shall be carried out in different GPLFs of District. The scope of the audit is described below:

Initial collection of information about the GPLF	<ul style="list-style-type: none">• Age of GPLF• Component wise fund transferred to the GPLF (Start-Up & IB Fund, CIF, Livelihoods fund etc).• Fund utilised and utilization certificate submitted to BMMU
Comments on performance of GPLF (Governance System) (For detailed qualification ref-Annexure-2)	<ul style="list-style-type: none">• Ensure that GPLFs are conducting regular meeting of GB, RGB, EC and Sub-committee. (Frequency of meeting of GB, RGB, EC and Sub-committee are annually, half yearly, monthly and monthly respectively)• Verify whether regular saving, lending and repayments are followed by GPLFs.• Ascertain the quantum of lending to SHG out of the funds given to that GPLF.• Ascertain whether loan has been disbursed as per approved Micro Investment Plan (MIP), based on the priority of needs.• Ensure that the loans given to members are utilized properly.• Ascertain whether the Community Support Staff like CRP-CM/MBK/Bank Mitra/Prani Mitra/Krushni Mitraetc. are placed and getting their remuneration regularly.• Report of any other innovative work taken by the GPLF on discussion with Executive Committee.
Verification of Books of Accounts and records.	<p><u>Maintenance of Books of Accounts</u> Ascertain whether proper books of accounts have been maintained (A check list has been prepared which may be refereed Checklist to be signed by GPLF office bearer)</p> <p><u>Vouching</u></p> <ul style="list-style-type: none">• Verification of cash book, pass book & cheque issue register etc.• Verification of payment details with supporting vouchers.• All expenditure made must have been passed for payment in

	<p>minute book</p> <ul style="list-style-type: none"> • Grant received from BMMU has been utilized under the head for which it was sanctioned and as per the approved conditions. • Whether procurement procedures have been followed. (whether procured from lowest quoted supplier, budget, community procurement manual) • Whether loan recovered (Both principal and interest) within prescribed time limit. • Whether expenditure as mentioned in the cash book is in conformity with the UC submitted to BMMU. • Last but not the least; audit has to verify any fraud, deviation from standard operating procedure etc. <p><u>Preparation of Financial Statement</u></p> <ul style="list-style-type: none"> • Receipt & Payment Account(annexure-4) • Income and expenditure Account (annexure-5) • Balance sheet (annexure-6) • SHG wise Savings at GPLF (annexure-7) • SHG wise GPLF Loan Outstanding (annexure-8)
Others	<ul style="list-style-type: none"> • The auditor may prepare a management letter (GPLF wise)containing recommendations for improvement in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including the following matters; <ol style="list-style-type: none"> a. Observations on the accounting systems and controls that were examined during the course of audit. b. Deficiencies and weakness in the systems and controls, together with specific recommendations for improvement. c. Compliances with financial covenants. d. Matters that might have significant impact on the implementation of the project. e. Any other matter that the auditor considers pertinent.

6. Details procedures to be followed during audit

During the course of GPLF audit, if the auditor notices any defalcations or misappropriation of fund, the auditor shall immediately bring the fact to the notice of the Block and District office for necessary action.

7. Deliverables:

Before submission of final report, the audit report and finding may be discussed with the auditable units including president and secretary of the GPLF and their views are obtained and discussions are recorded in the minutes of that GPLF. The report should be structured in a manner giving observations, the implementations of the observations, recommendations

and the management comments and agreed actions. The audit observation should be supported by instances and quantified, as far as practicable.

- i. Filled in check list of performance audit of GPLF.
- ii. Filled in check list on maintenance of books of accounts
- iii. Individual audit report
- iv. Annual Financial Statement
- v. Observations on audit and final reporting.

8. Audit period

The audit of GPLF will be for the period from 1st April, 2015 to 31st March 2025 or from the date of last external audit of concerned GPLF. **(Varies from block to block)**

9. Time Schedule

The audit shall be completed within two months from the date of award of the contract. **(Schedule of audit will be decided accordingly DMMU plan)**

10. Audit Fee

The minimum audit fee shall be Rs 2000/- per GPLF per financial year which will be asked during RFP.

11. Eligibility Criteria

Offer is invited from those Chartered Accountants Firms who fulfil the following requirements:

- i. The firm in the approved panel of the Comptroller and Auditor General of India (CAG of India) for the FY 2023-24.
- ii. The firm should have 4 years of experience in statutory audit/concurrent audit/internal audit in Government sector. Preference shall be given to audit firms having more experience in GP and GPLF audit. Each assignment value below 2 lakhs shall not be considered.
- iii. The firm having experience in GP or GPLF audit will be preferred. The preference shall be given to the firm having more assignments in GP or GPLF audit.
- iv. The organization must have at least 02 FCA's who have 5 years post qualification experience, are competent and willing to work towards fulfillment of audit objectives in Odisha Livelihoods Mission.

- v. Last 3 years average turnover of the firm should not be less than Rs.40 lakhs.
- vi. The firm or any partner of the firm should not be black listed by any Government or any organization in respect of any assignment or behavior. Authorized Signatory(s) of the firm to submit an undertaking in this regard.
- vii. The firm should have at least four semi-qualified CA having 2-year experience in Government Audit and four Audit assistants.
- viii. The firm already been assigned for statutory audit/internal audit/concurrent audit in SMMU, OLM shall not be considered for this assignment.
- ix. The firm shall submit relevant documents duly signed by the authorized signatory in support of the eligible criteria given above. Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected. Firms must refer and submit their information as per the format available at annexure-1.
- x. Check list of documents to be submitted is given in Annexure-3. *

12. Team Member:

The team should have one team leader/ Audit partner must be a CA with at least 5 years of post-qualification experience in external audit and three team comprising of following personnel in each team.

- i. One semi qualified auditor (CA/CMA inter) having 2 years of post-qualification experience.
- ii. One Support Staff (Minimum Commerce graduate) having 1 years of post-qualification experience.

13. Evaluation and selection criteria:

- i. On the basis of eligibility criteria all the EoIs shall be evaluated. After qualifying in minimum eligibility criteria, marking shall be awarded based on the credential of the bidders.
- ii. Incomplete assignments or ongoing assignments shall not be considered.
- iii. Top six firms shall be asked for request for proposal (RFP). The marking criteria for RFP will be mentioned in RFP document.
- iv. After opening of technical proposals all the RFPs shall be evaluated and scored as per the criteria given in RFP. Firm those have scored minimum 70 marks out of 100 marks; their financial proposal shall be opened publicly.

- v. On opening of financial proposal, the firm quoted low cost shall be awarded with the contract. Firm quoted below minimum price as given in ToR shall not be considered.
- vi. In case two bidders quote the same lowest price, then the firm with the highest mark in the technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

14. Reporting

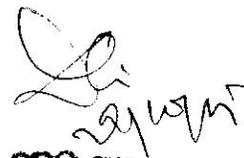
The firm shall prepare and submit report to GPLF, BMMU and DMMU as per annexure-2. Also, a copy of report will be kept by audit firm for future requirement. The firms will submit report of major issues (loopholes if any in GPLF fund management, manipulation of facts, and misappropriation of funds) to State Mission Management Unit, Odisha Livelihoods Mission, Mission Shakti Department, Government of Odisha.

15. Payment Schedule

Final Report submission in prescribed format	100%
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16. Dispute:

In case any dispute will be arise there, the parties touching to this agreement/complaint the same shall be decided mutually and if the dispute further arises the same shall be referred to the State Mission Director-cum-CEO, Mission Shakti Department whose decision will be treated as final and binding as the parties which cannot be challenged in any court of Law.


CDO-cum-
Executive Officer
Zillaparishad, Jaipur

Annexure-1

Information Format

A. Similar Experience (Statutory /Concurrent / Internal Audit)

Sl No	Name of the Completed Assignment (Statutory or Internal audit)	EAP/Centrally Sponsored Scheme/ Govt Livelihood Project (Please Mention)	Name of the Client	Cost of the Assignment	Period of Completed Assignment	Supporting document annexed at page no
1	Ex: ABC	Livelihood	XYZ	5 Lakhs	2017-18	Page no 20
2					.	
3						

B. Average Annual Turnover during the last three financial years.

Sl No	Financial Years	Annual Turnover(In Rs)
1		
2		
3		

C. No of FCA and their Experience

Sl. No	Name of the FCA	Member Registration No.(*)	Date of Birth (*)	Period of post qualification Experience	Organizations
1					
2					
3					

NB: 1. Short Listing will be made on above information along with attached supporting documents with this format.

2. Only completed assignment, i.e statutory / concurrent / Internal Audit will be taken for evaluation

3. * marks are mandatory must be filled it up.

Performance Audit

Particulars (Marks Weightage)	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)
Governance and Meeting (20 marks)	GB Meeting since formation (to be conducted once in a year)	100 % meeting conducted	5	Minutes Book	
		75% -99% meeting conducted	3		
		Less than 75%	0		
	RGB Meeting since formation (to be conducted half yearly)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	EC Meeting during last 6 month (to be conducted every month)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	Subcommittee meeting	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
				Sub - Total (A)	
Financial Performance (25 marks)	Regularity in savings/ contribution by SHG (last 6 months)	0 to 10 % default	5	Loan Ledger, Cheque Issue Register, DCB	
		10% to 25 % default	3		
		Above 25%	0		
	Quantum of lending to SHGs	More than 90% of total fund	5		
		51% to 90%	3		
		30% to 50%	0		
	Loan Recovery Rate	More than 80%	5		
		50% to 80%	3		
		Less than 50%	0		
	Preparation of MIP and prioritization	More than 80%	5		
		50% to 80%	3		
		Less than 50%	0		
	Rotation of CIF	More than 100%	5		
		More than 75%	3		

Particulars (Marks Weightage)	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)			
		Less than or equal to 75%	0					
				Sub - Total (B)				
Office Setup & Training Infrastructure (15 marks)	GPLF Office	Has own/ rented office with required furniture/ fixture/ computer/ board	5	Physical Verification, Resolution for purchase of furniture and other equipments				
		Has own/rented office but without any required setup	3					
		No own/rented office	0					
	Training Infrastructure	Has own/ rented training infrastructure with capacity of 50 persons with necessary setup like furniture, electricity, drinking water facility, training material, etc	5					
		Has own/rented training infrastructure but without any required setup	3					
		No own/rented training infrastructure	0					
	Loading and Boarding Facility	Has own/ rented lodging & boarding infrastructure with capacity of 30 persons with necessary setup like furniture, electricity, drinking water facility, etc	5					
		Has own/rented lodging & boarding facility but without any required setup	3					
		No own/rented lodging & boarding facility	0					
						Sub - Total (C)		
	Total Marks Scored (A + B + C)							

Annexure-3

Check list for submission of documents

Sl No	Description	Yes/No	Page no
1	CAG Empanelled certificate for the year 2023-24		
2	Certificate of Establishment of Firm		
3	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24)		
4	Copy of Latest GST Return		
5	Certificate that the firm have not been black listed.		
6	Details of partner and staff		
7	Proof of address of branch office in the applied zone if any		
8	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.		

Annexure-4

Receipts and payments statement

Name of GPLF

Block -

District -

For the period of _____

	Receipts	Amount		Payments	Amount
A	Opening Balance		G	Capital & Corpus Fund	
A1	Cash in Hand		G1	Withdrawal of savings by SHGs	
A2	Cash At Bank (All Accounts)				
			H	Loans & Advances	
B	Capital & Corpus Fund		H1	Loan Disbursement from CIF Fund	
B1	Savings mobilized from member SHGs		H2	Loan Disbursement from Other Grants Received	
B2	Share Capital received from member organization	xxxxxxx	H3	Advance Payment (if any)	
B3	Other receipt received as capital by GPLF		H4	Repayment of Loan (Bank, MFI, Other)	
B4	Grants/ Funds Received				
B4.1	Community Investment Fund (CIF)		I	Fixed Asset (from Grants/ Own Income)	
B.4.2	<u>Other Grant Received for Onlending</u>		I1	Furniture & Fixture	
B.4.2.1	<i>SVEP CEF Fund</i>		I2	Computer & Appliances	
B.4.2.2	<i>PVTG Empowerment Fund</i>		I3	Agricultural Equipments	
B.4.2.3	<i>Loans for PG</i>		I4	Other	
B.4.2.4	<i>Other</i>				
B.4.3	<u>Other Non- Capital Grant Received for Specific Purpose</u>		J	Current Assets (from Grants/ Own Income)	
B.4.3.1	<i>Start UP</i>		J1	Stock	
B.4.3.2	<i>IB Fund</i>		J2	Inventories	
B.4.3.3	<i>Livelihoods (CFC, Poultry, Goatery, OSF, PG Working Capital, Other)</i>		J3	GPLF Books/ Register	
B.4.3.4	<i>CoE Fund</i>		J4	SHG/ CLF Books/ Register	
B.4.3.5	<i>Other</i>		J5	Other	
C	Loans & Advances		K	Investments (from Grants/ Own	

	Receipts	Amount		Payments	Amount
				Income)	
C1	CIF Loan Repayment (Principal)		K1	Fixed Deposit	
C2	Other Loan Repayment (Principal)		K2	Other	
C3	Advance received (if any)				
C4	Loan from Financial Institutions (Bank, MFI, Other)		L	Expenses (from own income)	
			L1	Depreciation on fixed asset	XXXXX
D	Sale of Asset/ Product		L2	Manager Salary	XXXXX
D1	Fixed Asset		L3	Accountant Salary	XXXXX
D2	Current Asset		L4	MIS Assistant Salary	XXXXX
D3	Other Product		L5	Master Trainers Salary	XXXXX
			L6	Other Staff Salary	
E	Incomes		L7	Community Cadres Remuneration	
E1	Annual renewal fee received from SHG during the year		L8	Travel Expenses	
E2	Admission/ registration fee received from SHG during the year		L9	Office Rent, Water, Electricity, Telephone, Internet, etc.	
E3	Recurring subscription fee received from member organization	xxxxxxx	L10	Meeting Expenses	
E4	Interest on CIF Loan		L11	Printing & Stationery	
E5	Interest on Loan given from other funds		L12	Bank Charges/ Commission (All Accounts)	
E6	Bank Interest received (all bank accounts)		L13	AGM Expenses	
E7	Fines & Penalty Collected		L14	Annual Audit Expenses	
E8	Resource Fee/ Institutional Charges Received (if any)		L15	SHG/ CLF/ GPLF Review & Monitoring Expenses	
E9	Service Fee received from member organization during the year		L16	Social Development Program Expenses (if any)	
E10	Other Income		L17	Annual Membership Fee Paid to Higher Level Federation (BLF)	
			L18	Subscription Fee Paid to Higher Level Federation (BLF)	
F	Other		L19	Service Charges Paid to Higher Level Federation (BLF)	
			L20	Other expenditure (if any)	
			L21	Loan Loss Provision (Provision of Bad Debts if any)	

	Receipts	Amount		Payments	Amount
			M	Expenses (from grants received for specific purpose)	
			M1	Community Cadres Remuneration	
			M2	Training & Exposure	
			M3	Office Rent, Water, Electricity, Telephone, Internet, etc.	
			M4	Manager Salary	
			M5	Accountant Salary	
			M6	MIS Assistant Salary	
			M7	Master Trainers Salary	
			M8	Other Staff Salary	
			M9	Printing & Stationery	
			M10	Bank Charges/ Commission (All Accounts)	
			M11	Fooding/ Guest Hospitality	
			M12	Travel Expenses	
			M13	Other	
			N	<i>Outflow from Livelihoods Fund (other than that covered in I, J, L & M above)</i>	
			O	Other	
			P	Closing Balance	
			P1	Cash in Hand	
			P2	Cash At Bank (All Accounts)	
	TOTAL			TOTAL	

Income and Expenditure Statement

For the period _____

Income	Amount
Annual Membership fee received SHG	
Admission/registration fee received from SHG	
Interest on CIF and other fund	
Service fee received from SHG	
Bank interest received	
Penalty collected	
Resource fees/Institutional charges received	
Other income	
Total operating income-(A)	
Non-operating income-(B)	
Recurring grant received from mission for operational expenditure of GPLF	
Total income-(A+B)	
Operational Expenditure	
Depreciation on fixed asset	XXXX
Manager salary	
Accountant salary	
MIS coordinator salary	
Community facilitators salary/cost	
Other staffs salary/cost	
Travel Expenses	
Office rent, water, electricity, telephone, internet etc	
Meeting expenses	
Printing and Stationary	
Bank charges/commission	
Annual General meeting expenses	
Annual audit expenses	
SHG/ CLF/ GPLF review and monitoring expenses	
Development program cost (if any)	
Annual membership to higher level federation	
Subscription fee paid to higher level federation	
Service charges to higher level federation	
Reimbursement of CLF operational cost	
Other expenditure -if any	
Loan loss provision	
Total operational Expenditure-(C)	

Income	Amount
Excess income over total expenditure (A+B-C) (D)	
Other Non-capital fund received	
Other Funds/grants received with specific purpose/directions about its use for CRPs payments, training funds, Community cadre remunerations, SBM, Special project etc.	
Payment from Non-capital fund received	
Unspent balance of non-capital fund received (E)	
Excess income over expenditure (as per I-E Statement) (D + E)	
(just to verify with audited financial report)	

Annexure-6

Balance sheet

Balance Sheet As On _____

Liabilities	Amount
Capital and corpus fund	
Corpus fund	
Savings mobilized from member SHG	
Community investment Fund (CIF) received from Mission	
Share capital received from SHG	XXXXX
Other receipt received by GPLF as capital	
Other grant received for onlending	
Total Capital and corpus	
Unspent balance of non capital grant (over expenditure)	
Balance of refund from member organisation	
Transfer from reserve (if any)	
Advance	
Other grants	
Suspense Account	
Reserve	
Opening balance	
Excess income over total expenditure	
Amount transferred to capital	
Balance reserve	
Loan loss reserve	
Total Liabiity	
Asset	
Fixed Asset Capital	
Opening balance	
Fixed asset purchased during the year	
Less depreciation	
Fixed asset value	
Opening stock	
Stock Inventories purchased during the year	

