



**REQUEST FOR PROPOSAL (RFP)  
FOR  
ENGAGEMENT OF INTERNAL AUDITOR FOR FY 2022-23  
UNDER WORLD BANK ASSISTED  
REJUVENATING WATERSHEDS FOR AGRICULTURAL RESILIENCE THROUGH  
INNOVATIVE DEVELOPMENT (REWARD)  
PROGRAMME**

**ENGAGEMENT OF INTERNAL AUDITOR FOR FY 2022-23**

**UNDER REWARD PROGRAMME**

**Ref. No. RE/IA/RFP/DSC&WD/08/2023**

**The Director,  
Directorate of Soil Conservation & Watershed Development  
(DSC&WD) Odisha, Bhubaneswar  
Krushi Bhawan, Keshri Nagar Bhubaneswar -751001  
Telephones: 0674- 2391840  
Email: iwmporissa@gmail.com**

## SCHEDULE FOR PROCUREMENT

Sl. No.	Particulars	Schedule
1.	RFP Reference No.	<b>RE/IA/RFP/DSC&amp;WD/08/2023</b>
2.	Date of availability of bid document in E-procurement portal	<b>20.10.2023</b>
3.	Pre-bid meeting	<b>30.10.2023 4.00 PM</b>
4.	Last date and time for submission of proposal (online)	<b>13.11.2013 5.30 PM</b>
5.	Last date and time for submission of proposal (Hard copy)	<b>18.11.2023 (5.30PM)</b>
6.	Time and date of opening of technical proposal	<b>20.11.2023 12.00 Noon</b>
7.	Time and date of opening of financial proposal	To be intimated later
8.	Earnest money deposit	An amount of Rs 11500/- shall be submitted in the shape of DD in favour of E.O, DTE of Soil Conservation payable at Bhubaneswar
9.	Amount of performance security	10% of the contract value at the time of signing contract. Amount shall be submitted in the shape of DD or Bank Guarantee.
10.	Address for communication	The Director, Directorate of Soil Conservation & Watershed Development. (DSC&WD) Odisha, Bhubaneswar. Krushi Bhawan, Keshari Nagar Bhubaneswar-751001 Mail Id- iwmporissa@gmail.com Name of the officer in charge: Sri Kishore Ku Sahu (Sr .Procurement expert) M.No-9937658424 Sri Gyan Ranjan Pattnaik: (Accounts officer) M No 9437208967

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**Sd/-**

**Sri Shubham Saxena. IAS**

Tender Accepting Authority and Director  
Directorate of Soil Conservation &  
Watershed Development,  
(DSC&WD)  
Odisha, Bhubaneswar  
Krushi Bhawan, Keshari Nagar  
Bhubaneswar -751001

## SECTION I: LETTER OF INVITATION

**RFP No. RE/IA/RFP/DSC&WD/08/2023**

**Date: 19/10/2023**

1. Directorate of Soil Conservation & Watershed Development (DSC&WD), Agriculture & Farmers' Empowerment Department, Govt. of Odisha, Bhubaneswar invites proposals from Chartered Accountant firms for Internal Audit of the World Bank assisted REWARD program through Government of Odisha e-procurement portal. The documents relating to Request for Proposal (RFP) are available in e-procurement portal & [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from **20.10.2023**. More details are provided in the attached Terms of Reference. Firms who wish to participate should register on GOO e-procurement portal and get digital signature key to participate in the selection through e-portal.
2. The tender system followed is three cover system; 1. Pre-qualification proposal 2. Technical qualification proposal and 3. Financial proposal. Firms who fail to qualify in the pre-qualification criteria will be rejected in the first stage. Among qualified firms those who secured minimum score and above, their financial bid will be opened and selection will be based on QCBS.
3. Interested firms shall upload the documents through e-procurement portal on or before **13.11.2023 within 5.30 PM** by using their user ID and Digital Signature obtained through the e-procurement portal. The proposals submitted in any other manner will not be accepted. The hard copies of the pre-qualification and technical proposal along with uploaded documents and EMD in sealed cover must be submitted (for reference) to Director, Directorate of Soil Conservation and Watershed Development Odisha, Krushi Bhawan, Keshari Nagar Bhubaneswar - 7510017 on or before **18.11.2023** within office hours. (In case of any differences between soft copies uploaded on e-portal and hard copies submitted, information in uploaded documents will prevail over hard copies.
4. A pre-bid meeting will be held on **30.10.2023 4.00 PM** conference hall of Directorate of Soil Conservation and Watershed Development Odisha, Krushi Bhawan, Keshari Nagar Bhubaneswar -7510017. In case if there is a holiday on above date, meeting will be held on next working day and same will be up dated on e-portal.
5. The firms will be selected under QCBS as per the procedures described in this RFP.

The RFP includes the following documents:

Section I – Letter of invitation

Section II – Information to Auditor

Section III- Technical Proposal – Standard Forms

#### Section IV – FINANCIAL PROPOSAL – STANDARD FORMS

#### Section V – Terms of Reference (ToR) Internal Audit

5. The proposals must be accompanied with the amount of Rs.11500/- (Rupees eleven thousand five hundred only) as Earnest money deposit (EMD) in favour of E.O, DTE of Soil Conservation payable at Bhubaneswar. Any tender submitted without/ reduced amount of EMD are liable for rejection.
6. The selected agency should submit the performance security as Bank Guarantee from any nationalized bank for **10% of the contract price at** the time of entering the contract & the same will be returned after the completion of the project period.
7. The Pre-qualification and Technical qualification proposals will be opened for technical scrutiny on **20.11.2023 at 12.00 Noon** in conference hall of Directorate of Soil Conservation and Watershed Development Odisha, Krushi Bhawan, Keshari Nagar Bhubaneswar - 7510017.
8. The Financial proposals will be opened only for those proposals who qualify technically as per the technical qualification criteria as mentioned in RFP.
9. In case of tie in financial bid between bidders the selection will be based on experience of the firm, relevant experience in Govt/External aided project, & turnover.

**Sd/-**

**(Sri Shubham Saxena)**

Tender Accepting

Authority and Director

Directorate of Soil Conservation & Watershed  
Development

(DSC&WD) Odisha, Bhubaneswar

Krushi Bhawan, Keshari Nagar

Bhubaneswar -751001

## **SECTION II: INFORMATION TO AUDITORS**

### **1. INTRODUCTION**

- 1.1 The Client named in the “Data Sheet” will select a firm among those participating agencies who qualify as per the procedure detailed in RFP in accordance with the method of selection indicated in the Data Sheet.
- 1.2 The firms are invited to submit a Pre-qualification Proposal, a Technical Proposal, and a Financial Proposal, as specified in the Data Sheet (the Proposal) for Internal Audit services required for the Assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Auditor.
- 1.3 Government of Odisha (GOO) expects the Auditor to provide professional, objective, and impartial advice and at all times to hold the Client’s interest’s paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Auditor shall not be hired for any assignment that would conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

#### **Conflict of Interest:**

Conflict of interest exists in the event of:

- I. Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- II. Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- III. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

#### **Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
  - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the
  - financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder’s personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offence or other serious offence punishable under the law of the land, or
  - where they have been found by any regulator or professional body to have committed professional misconduct;

- corruption including the offer or receipt of an inducement of any kind in relation to
- obtaining any contract;
- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

1.3.1 Without limitation on the generality of this rule, Auditor shall not be hired under the circumstances set forth below:

- (a) A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing services for the same project. Conversely, firms hired to provide services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services) for the same project.
- (b) Auditor or any of their affiliates shall not be hired for any assignment which, by its nature, may conflict with another assignment.

1.4 It is GOO's policy to require that Auditor observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOO:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOO, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive GOO of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period, to be awarded GOO-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOO-financed contract; and
- (d) Will have the right to require that, GOO to inspect Auditors accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOO.



- 1.5 Auditor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOO .
- 1.6 Auditor shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

## **2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

- 2.1 The Firm may request a clarification of any item of the RFP document up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by electronic mail to such requests.
- 2.2 At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda will be binding on all. The Client may at its discretion extend the deadline for the submission of Proposals.

### **3. PREPARATION OF PROPOSAL**

- 3.1 The firms are requested to submit a Proposal written in the language(s) specified in the Data Sheet.

#### **Pre-qualification and Technical Proposals**

- 3.2 In preparing the Pre- qualification & Technical Proposals, firms are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3 While preparing the Pre- qualification & Technical Proposals, firms must give particular attention to the following:
- (i) For assignments on a staff-time basis, the estimated number of key professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of key professional staff-months estimated by the firm.
  - (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
  - (iii) Proposed key professional staff must at a minimum have the experience indicated in the Data Sheet.
  - (iv) Alternative key professional staff shall not be proposed, and only one curriculum- vitae (CV) may be submitted for each position.
  - (v) Reports to be issued by the firm as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the firm's personnel have a working knowledge of the Client's official language.

3.4 The Pre- qualification & Technical Proposals should provide the following information using the attached Standard Forms (Section 3):

- (i) Pre- qualification proposal should provide all the information sought along with documentary proof (Section 4.3 of Data Sheet).
- (ii) A brief description of the auditor organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- (iii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- (iv) A description of the methodology and work plan for performing the assignment (Section 3D).
- (v) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (vi) CVs recently signed by the proposed key professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last ten (10) years.
- (vii) Estimates of the total staff effort (professional and support staff; staff time) to be provided to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each key professional staff team member. (Sections 3E and 3G).
- (viii) Activity (Work) Schedule (Section 3H)
- (ix) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (x) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

## **Financial Proposal**

- 3.6 In preparing the Financial Proposal, Firms are expected to consider the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the Assignment, including remuneration for staff, and any other cost.
- 3.7 Auditors shall express the price of their services in Indian Rupees.
- 3.8 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the auditor is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the auditor who do not agree have the right not to extend the validity of their proposals.

## **4. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

- 4.1 The original Proposal shall be prepared legibly. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
- 4.2 An authorized representative of the firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 4.3 For each Proposal, you should prepare the number of copies indicated in the Data Sheet. The original Technical Proposal and Financial Proposal should be uploaded in the e-procurement portal. If there are any discrepancies between the uploaded (original) and the copies of the Proposal, the original governs.
- 4.4 The original and all copies of the Pre- qualification and Technical Proposals shall be uploaded in the "Pre- qualification" folder and "Technical Proposal" folder respectively and the total lump sum amount should be entered the "FinancialProposal" folder in e-procurement portal.
- 4.5 The completed Technical and Financial Proposal must be delivered through e-procurement portal on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals the Pre- qualification and the Technical Proposals shall be opened on the date and time mentioned in the Schedule of procurement by the evaluation committee. The Financial Proposals shall remain sealed till the completion of evaluation of technical proposal. Financial proposals of qualified bidders will be opened on the date and time specified in the Schedule of procurement.

5. **Minimum Price**

The minimum professional fees fixed for the assignment is Rs 572000/- per annum(including all expenses) excluding GST.

6. **Period and timeline**

The initial appointment will be for the financial year 2022-23. The same will be continued till project end i.e., 2025-26 on satisfactory performance. The Audit has to be completed with 1 month after signing of the contract.

7. **PROPOSAL EVALUATION**

**General**

7.1 From the time the proposals are opened to the time the contract is awarded, if any firm wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained

7.3 **Evaluation of Technical Proposals**

The evaluation committee appointed by the Client as a whole, and each of its members individually evaluates the proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the DataSheet.

The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$  (S= highest combined technical/ financial score). The Agency achieving the highest combined technical/ financial score will be invited for negotiations.

The weights to be awarded to technical and financial proposals are 70% and 30% respectively.

8. **NEGOTIATIONS**

8.1 Negotiations if required will be held at the address indicated in the Data Sheet.

The aim is to reach agreement on all points and sign a contract.

- 8.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Auditor will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be given that most the auditor can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 8.3 Having selected the Firm based on, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract based on the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Auditor may be disqualified.
- 8.4 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Auditor will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

## **9. AWARD OF CONTRACT**

- 9.1 The contract will be awarded following negotiations. The Auditor is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **10. CONFIDENTIALITY**

- 10.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the auditors who submitted the proposals or to other persons not officially concerned with the process, until the winning auditor has been notified that it has been awarded the contract.

## **11. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar, Odisha only within Odisha.

## **12. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

13. **Client's right to accept any proposal, and to reject any or all proposal/s**  
The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.
14. **Copyright, Patents and Other Proprietary Rights:**  
DSC & WD Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract. At the Client's request, the Auditor shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.
15. **Force Majeure:**  
For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force

Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

**16. Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement, or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice shall be resolved by a sole arbitrator nominated by Principal secretary to Govt ,A & FE department Government of Odisha. The arbitration proceeding shall be held in **Bhubaneswar, Odisha**.

**17. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed
- in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client
- during the overall section process.



**DATA SHEET**  
**Information to Bidders**  
**Clause Reference**

**1. Introduction:**

The name of the Client is: The Director, Directorate of Soil Conservation & watershed Development, (DSC&WD) Odisha, Bhubaneswar Krushi Bhawan Keshari Nagar Bhubaneswar-751001. The method of selection is: Quality and Cost Based Selection (QCBS)

1.1 A technical and a Financial Proposals are requested: Yes

The name, objectives and description of the Assignment are: As per the ToR attached

1.2 The Assignment is phased: No

1.3 A pre-proposal conference will be held on the date mentioned in Schedule of procurement in the Conference Hall of Directorate of Soil Conservation & watershed Development, (DSC&WD)Odisha, Bhubaneswar Krushi Bhawan Keshari Nagar Bhubaneswar-751001

1.4 The Client will provide the following inputs:

1.4.1 Relevant information and formats, which are essential to implement the contract activities.

1.11 Tenderer shall not be debarred by the World Bank. The tenderer shall access latestlist of debarred individuals & firms the following World Bank we blink;

<https://www.worldbank/en/projectoperations/procurement/deberred-firms> before submission of the tender.

1.12 Additional Instructions:

1.12.1 *Agencies are advised to ensure that all the relevant documents are uploaded on the e- portal. DSC & WD shall not be responsible* if any of the documents are untraceable on the e-portal.

1.12.2 It is deemed that the agency has examined the terms and conditions of the RFP before applying for the bid.

1.12.3 DSC &WD reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.

1.12.4 Any changes in the schedule will not be published through Newspapers and further changes will be updated only on e-procurement portal.

- 1.12.5 The firm which is awarded the assignment, should not sub-contract for any part of the assignment without the approval of the client.
- 1.12.6 If required officers of the Departments, may visit the firm's establishment at the address given in the technical bid for physical verification of the details given in the technical bid. It is the responsibility of the agency to furnish all the details at the given address without fail.
- 1.12.7 If in any instance, information or the documents furnished by any of the firm are found to be incorrect or fake; such firm will be out rightly terminated from the contract and shall be debarred from further participation.
- 1.12.8 If selected firm found to be non-performing as per the agreed conditions, the Department holds the right to terminate their services by giving due notice.
- 1.12.9 The select firm should work in close coordination with the DSC &WD and REWARD Districts.
- 1.12.10 Incomplete / unsigned proposals uploaded in the portal shall not be considered.
- 1.12.11 All the Annexures shall be signed by the authorized signatory with name and seal of the agency

## **2. Clarification and Amendment of RFP Documents:**

- 2.1 Clarifications may be requested up to one day prior to pre-proposal meeting.
- 2.2 Any modification in the RFP will be published in e-procurement only in the form of addendum/ corrigendum.

## **3. Preparation of Proposal**

3.1 Proposals should be submitted in the following language(s): English

- (i) The estimated number of Key Professional staff months required by the assignment is to be estimated by the tenderer based on the deliverables as per the TOR

- (ii) The minimum experience of proposed key professional staff;

<b>Sl. No.</b>	<b>Key Professionals</b>	<b>Description of Services to be provided</b>	<b>Experience</b>
1	Partner/ Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison discussion with DSC & WD.	Qualified Chartered Accountant with at least 10 years' experience as a partner with expertise in the area of Internal Audit
2	Audit Supervisor	Responsibility to lead the audit teams in the state office and execution of the audits.	Semi Qualified (CA Inter) with at least 5 years' experience in Internal audit with ability to lead and team and interact with senior level govt. officials
3	Audit Assistant	Verification of all financial transactions and assist the Audit supervisor.	B. Com/M. Com with at least 2 years' experience in Internal audit.

(iii) Reports which are the part of the assignment must be written in the following language: English

3.3 If required auditor should train the accounting staff at head office, on book keeping and financial management as per the procedures laid down.

3.8 Proposals remain valid for 120 days after the last day of submission

4.3 Additional Documents to be uploaded:

I. General:

- a. Firm Registration certificate from ICAI.
- b. C& AG empanelment letter.
- c. Firm Profile
- d. GST Registration Certificate
- e. PAN.

II. Pre-Qualification

Sl. No	Criteria	Documents to be up-loaded
1.	The Firm must be empaneled with Comptroller and Auditor General (C&AG)	Empaneled certificate with Comptroller and Auditor General (C&AG)
2.	Should have ICAI peer review certificate	ICAI peer review certificate
3.	The firm must have Head Office at Bhubaneswar, Odisha.	Proof of office address
4.	Should have GST registration & PAN	GST certificate & copy of PAN
5.	Firm should have minimum turnover of More than 1 crore each year for last 3 years (FY 2019-20,2020-21,2021-22)	Turn over certificate for the years 2019-20, 2020-21& 2021-22 along with financial statement and ITR.
6.	The firm must have been engaged in the profession of Chartered Accountancy for a minimum period of <b>5 years</b> with not less than 4 <b>partner</b> of whom <b>two</b> should have been with the firm continuously for not less than <b>five</b> years as on 31.12.2022	ICAI registration certificate

7.	The firm must have performed minimum of five assignments of Internal audit for Central or State Governments schemes and carried out audit of minimum two assignment of Externally assisted Projects.	Details as per Section 3B. Detail work order to be given.
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### III. Technical:

Sl. No	Criteria	Documents to be uploaded
<b>1</b>	<b>Specific experience of the firm related to the Assignment</b>	
1.1	No. of years in the field of providing accounting/auditing services as C A	ICAI constitution certificate
1.2	No of Internal Audit conducted for Govt./Public sector undertaking departments	Details of the project as per format provided in Section 3.B
1.3	No. of projects/schemes for which Audit are carried out for External aided projects	Work Order / Sanction Order should be given.
1.4	Financial turnover of the agency in past three years	Turnover certificate/Financial statement/ITR for the years 2019-20, 2020-21& 2021-22
1.5	No. of Chartered Accountant in the firm	ICAI constitution certificate
<b>2</b>	<b>Adequacy of the proposed plan and methodology in responding to TOR</b>	
2.1	Technical approach and methodology	Detailed write up

Sl. No	Criteria	Documents to be uploaded
2.2	Work Plan	Detailed Work plan
<b>3</b>	<b>Qualification and competence of the key professional staff</b>	1. Team Composition and Task Assignment form as per format provided in Section 3E-1 2. C V of the C A as per format provided in Section 3.F 3. CA certificate (self-attested)
3.1	Team Leader	
3.2	Junior Accountant	

#### IV. Financial:

- a. Details as per Section-IV, Financial Proposal forms shall be submitted in a sealed cover separately should not be uploaded along with technical proposal. If uploaded such proposals are liable for rejection.

- 4.5. Date and timing of submission of RFP: Date and time as mentioned in schedule of procurement. Opening of Technical Proposals will be done on date and time mentioned in schedule of procurement. The evaluation committee will carry out a detailed scrutiny for technical specifications later. If any information provided by the firm is incomplete or found factually false or misleading, such firms will be summarily rejected/removed, without any notice, at any time during the validity of the RFP and EMD of such agencies shall be forfeited. The date of financial opening of technically qualified proposals mentioned in the RFP is tentative.
- 4.7 The details of the process of registration and obtaining the digital signature certificates are available on the website: <http://www.tendersodisha.gov.in/>.
- 4.8 EMD of the agency will be refunded after the expiry of validity of the tender, however, EMD will be forfeited if any of the tender conditions are violated by any of the tenderers.

Note: In e-Procurement Portal Bidder has the option of withdrawing the Bid by digitally signing to withdraw/cancel bid before the bid submission time/Date.

#### 5.1 Client's address:

**To Director, Directorate of Soil Conservation & Watershed Development (DSC&WD)  
Odisha, Bhubaneswar** Krushi Bhawan, Keshari Nagar Bhubaneswar -751001

#### 5.2 Address for negotiations:

**To Director, Directorate of Soil Conservation & Watershed Development, (DSC&WD)  
Odisha, Bhubaneswar** Krushi Bhawan, Keshari Nagar Bhubaneswar -751001

## Evaluation of Technical Proposal

5.3 The no of points to be given under each criterion are:

Sl. No	Criteria	Points
<b>1</b>	<b>Specific experience of the firm related to the Assignment</b>	<b>45</b>
1.1	No. of years of experience	5
	5 Years	3
	>than 5 years	5
1.2	Financial turnover of the agency	5
	INR 1.00 Crores since last 3 years	3
	INR 1.00to 3.00 Crores since last 3 years	4
	INR 3.00 Crores & above since last 3 years	5
1.3	No. of partner in the firm	5
	Four	3
	Four to Eight	4
	More than eight	5
1.4	No. of Internal Audit conducted for Govt./Public under taking departments	20
	Five	10
	Five to Eight	15
	More than eight	20
1.5	No. of audit conducted for External aided projects	10
	Two	3
	Two to five	5
	More than five	10
<b>2</b>	<b>Adequacy of the proposed plan and methodology in responding to TOR</b>	<b>25</b>
2.1	Technical approach and methodology	20
2.2	Work Plan	5
<b>3</b>	<b>Qualification and competence of the key professional staff</b>	<b>30</b>
<b>Total</b>		<b>100</b>

#### 5.4 Criteria to Evaluate Key Professional Staff

Partner/Audit Manager (20Marks)				
Sl. No.	Criteria	Max. Marks	Sub-Criteria	Marks
1	Educational Qualification	5	Minimum Qualification-CA	4
			Any additional diploma/certification course	1
2	Experience in handling Internal audit	10	Three	5
			Four	7.5
			Four & above	10
3	Experience in handling Internal aided Projects	5	One	2
			Two and above	5
Team Leader (10 Marks)				
1	Educational Qualification	5	Minimum Qualification-CA	4
			Any additional diploma/certification course	1
2	Experience in the relevant field	5	5 years	3
			6 years	4
			6 years and above	5

#### **Minimum score for the eligibility is 70 points.**

5.5 The date of opening of financial proposal will be as per schedule of procurement.

5.6 The address for negotiations is: To the Director, Directorate of Soil Conservation & Watershed Development, DSC & WD, Odisha, Bhubaneswar Krushi Bhawan, Keshari Nagar Bhubaneswar.

5.7 The assignment is expected to commence on: immediately after the effectiveness of the contract.

### **SECTION-III. TECHNICAL PROPOSAL - STANDARD FORMS**

- 3A. Technical Proposal forms.
  - i. Technical Proposal Submission Form
  - ii. Power of Attorney
  - iii. Affidavit
- 3B. Auditor's references.
- 3C. Comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignment
- 3F. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff
- 3G. Time Schedule for professional personnel
- 3H. Activity (work) Schedule (A &B)
- 3I. Technical Human resource of the firm

***Note: These Forms (3A to 3I) are to be completed in all respects and uploaded along with relevant Documents on the e-procurement portal.***



### 3A. TECHNICAL PROPOSAL FORMS

#### i. Technical Proposal Submission Form

[Location, Date]

FROM: (Name of Auditor)

TO: (Name and Address of Client)

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Dear Sir/Madam,

Subject: Hiring of Internal Auditor for REWARD

We, the undersigned, offer to provide the Internal Audit services for the above in accordance with your Request for Proposal dated [Date:]. We are hereby submitting our Proposal which includes this Technical Proposal and Financial Proposal through e-procurement portal, GoO.

we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

**Yours sincerely,**

**Authorized Signature:**  
**Name and Title of Signatory: Name of Auditor:**  
**Address:**

**ii. POWER OF ATTORNEY (On Rs. 100/- stamp paper)**

Date: .....

To:

The Director,  
Directorate of Soil Conservation & Watershed Development,  
DSC & WD,  
Krushi Bhawan ,Keshari Nagar  
Bhubaneswar

Sir,

I / We, ..... Authorized to represent M/s. ...(Name and full address of registered office) do hereby authorize Mr. / Ms.....to sign and submit the bid against your Letter of Invitation [ title and reference number of the Letter of Invitation]. All the terms and conditions including undertakings submitted by him / her are binding on us.

*For and on behalf of M/s.....*

*Authorized Signatory*

*(Signature)*

*Name:.....*

*Designation:.....*

**iii. AFFIDAVIT (To be submitted on Rs.100/- Stamp Paper)**

Ref. No:

Date:

**To,**  
The Director,  
Directorate of Soil Conservation & Watershed Development,  
DSC & WD,  
Krushi Bhawan, Keshri Nagar  
Bhubaneswar

**Dear Sir/Madam,**

I/We hereby certify that

- 1) My /our firm/ Company/Society/Trust/Organization has not been debarred/blacklisted by any Central Government/ State Government/Govt. Departments and/or Agency such as UN/World Bank/bilateral/multi-lateral funding/partner Agency and corporate including CPSEs, at any time for services of any description.
- 2) Our firm has been legally compliant by all laws, regulations and provisions made by Government of India / any State Governments.
- 3) I have read and understood the terms and conditions relevant to the notification no. \_\_\_\_\_ dated \_\_\_\_\_ and submitted the Request for Proposal application in accordance with the terms and conditions of the above-referred notification.
- 4) The information furnished in the tentative terms of reference are true and factual and I clearly understand that our tender is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time of the department will have right to initiate any action deemed fit.

Yours faithfully

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)

Seal of the Firm

### 3B. Auditor's References

#### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Key professional staff Provided by Your Firm/entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Rs.: _____
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project: Explain how this assignment fit into specified criteria for qualification		
Description of Actual Services Provided by Your Staff:		

Auditor's Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

Note: *Provide this information for all the relevant assignments completed separately*

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE  
TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES  
TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the  
Client

- 1.
- 2.
- 3.
- 4.
- 5.

*(Can use as many pages required)*

Consultant's Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

### **3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

1. Methodology
2. Work Plan

*(Can use as many pages required)*

Auditor's Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

#### 1. Professional (Technical/ Managerial) Staff

Sl. No.	Key Expert	Name	Qualification	Task Allotted	No. of years with the firm/agency
1	Team leader/Audit Manager				
2	Team Leader				
3	Team Members				

#### 2. Support Staff/Field Staff

Sl. No.	Position	Name	Task Allotted
1			
2			

Auditor's Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

### 3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of member: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership : \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### Key Qualifications:

##### Details of Project/Assignments:

Sl. No.	Name of the Project/Assignments	Position Held	Period of Work		Remarks
			Start (M/Y)	End (M/Y)	

##### Details of Trainings Undergone:

Sl. No.	Name of the Trainings	Name of the Institute	Duration	Remarks



**Education:**

**[Employment/Experience Record:**

**Details of Publications:**

Sl. No.	Name of the Journal/Publication	Year of Publication	Title of the Publication	Remarks

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Name of the Firm**\_\_\_\_\_

**Name of the Candidate:**\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

***NOTE: CVs without both the signatures will be rejected and not considered for evaluation.***

### 3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Sl. No.	Name	Position	Reports Due/Activities	Months (in the form of a Bar Chart)*												Number of Months
				1	2	3	4	5	6	7	8	9	10	11	12	
1.		Partner/Audit														Subtotal (1)
2.		Manager														Subtotal (2)
3.		Team Leader														Subtotal (3)
4.		Team Members														Subtotal (4)
5.		Team Members														Subtotal (5)

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Use bar chart

### 3H. ACTIVITY (WORK) SCHEDULE

		Month wise Program (in form of Bar Chart) ++ <i>[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of assignment]</i>											
Sl. No.	Item of Activity (Work)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
1.													
2.													
3.													

**++ The Program should be period of completion of assignment.**

**A. Completion and Submission of Reports (modify as specified in the TOR)**

<b>Sl. No.</b>	<b>Reports: *</b>	<b>Submission Date(M/Y)</b>
<b>1</b>	Preliminary Report	
<b>2</b>	Final Reports a) Draft b) Final	

***\* Modify as required for the Assignment.***

### 3I. TECHNICAL HUMAN RESOURCE OF THE INSTITUTION

Sl. No.	Name of the Position	Number	Pay Scale(optional)
	<b>Total</b>		

#### **SECTION-IV. FINANCIAL PROPOSAL – STANDARD FORMS**

**4A. Details of Summary of Costs**

**4B. Breakdown of Costs**

***Note: These forms should not be uploaded along with technical proposal. If uploaded such proposals are liable for rejection.***

#### **4A. SUMMARY OF COSTS**

<b>Sl. No.</b>	<b>Description @</b>	<b>Amount (Rupees)</b>
I	Remuneration for Key professional staff	
II	Supporting Staff	
III	Re-imbursement of cost(TA/DA etc)	
III	Any other cost	
iv	Institutional Charges (mandatory)	
	<b>SUB-TOTAL</b>	
	<b>GST</b>	
	<b>TOTAL COSTS (Including GST)</b>	

Note:

1. The total cost including GST shall be mentioned in the financial proposal on the e-procurement portal.
2. The ceiling cost of the audit is as shown in the Summary of Costs. Payments will be made as per stipulations of the Special Conditions of Contract. The break-up of cost as given in formats 4B is to facilitate assessment of reasonableness of costs and conducting negotiations.

Auditors Name: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

## **4B. BREAKDOWN OF COSTS**

### **I. REMUNERATION FOR STAFF**

<b>No.</b>	<b>Position</b>	<b>Name</b>	<b>Rate* (Rs.)</b>	<b>SM*</b>	<b>Amount (Rs)</b>
	Key professionalstaff				
1.					
2.					
3.					
4.					
	<b>TOTAL</b>				

*\*SM = Staff Month*

### **II. SUPPORT STAFF**

<b>No.</b>	<b>Position</b>	<b>Name</b>	<b>Staff Months</b>	<b>Rate* ( Rs)</b>	<b>Amount( Rs )</b>
1					
2					
3					
				<b>Total :</b>	

\* Provide the breakup of the rates to show the basic salary etc.

### **III. REIMBURSEMENT OF EXPESES**

<b>Sl. No.</b>	<b>Position</b>	<b>Name</b>	<b>Staff Months</b>	<b>Rate* ( Rs)</b>	<b>Amount( Rs )</b>
1					
2					
3					
				<b>Total :</b>	



**Section-V. Terms of Reference Internal Audit**  
**TERMS OF REFERENCE (TOR)**  
**INTERNAL AUDIT OF REWARD**  
**FINANCIAL YEAR 2022-2023 (01.04.2022 to 31.03.2023).**

**About the REWARD Program**

The REWARD program implemented by the Directorate of Soil Conservation and Watershed Development (DSCWD), Government of Odisha (GoO) and assisted by the World Bank is a **'Program for Results'** that aims to **Strengthen capacities of national and state institutions to adopt improved watershed management for increasing farm expanding the geographical scope to Odisha**. The project will adopt a more science-based and data-driven approach with shorter project cycles, building stronger institutional capacities and giving greater attention to the farmer's needs over five years from 2021-22 to 2025-26 to achieve its goal. The implementation of REWARD mainly focuses on two key result areas –

**Results Area 1:** Strengthening of institutions and ensuring a supportive policy for watershed development through enhancing capacity for watershed management in national institutions, leveraging agriculture extension systems, enhancing community institutions' and local government bodies' management capacity and systems for watershed development, establishing a centre of excellence on science-based watershed management, strengthening monitoring and evaluation systems, improving operational guidelines on science-based planning of watersheds, and creating of a Multi-Stakeholder Platform (MSP) for policy advocacy for management of rainfed areas and watersheds.

**Results Area 2:** Improving science-based watershed management and livelihoods through the development and dissemination of scientific information for watershed planning, planning and implementation of watershed development interventions in select Sub-Watersheds (SWS) in a saturation mode, provision of weather-based agro-advisories for farmers, implementation of value-chain development interventions for longer-term Corona Virus Disease (COVID-19) recovery and livelihood protection and enhancement support for poor and land-less households for medium-term COVID-19 recovery.

**Some of the key project indicators contributing to the PDO are -**

- Percentage of Watershed Committees and Gram Panchayats undertaking operation and maintenance of watershed assets.
- The number of farmers who adopt climate-resilient agriculture technologies.
- Area (hectares) on which science-based watershed development has been implemented, partnering with national or state technical institutions.
- The number of farmers reached with value-chain development services.
- The number of state and district-level functionaries trained by the Centre of Excellence established on science-based watershed management.

Rejuvenating watersheds is imperative to ensure the long-term viability of agriculture. By focusing on the restoration and sustainable management of

watersheds, the program aims to address several key challenges simultaneously. These include conserving water resources, enhancing soil health, mitigating the impacts of climate change, and preserving biodiversity. The following will comprise key components of this project -

- **Watershed Assessment:** The program begins with a comprehensive assessment of the targeted watersheds. This evaluation provides crucial insights into the current conditions, including water availability, soil health, ecological balance, and more. It serves as a baseline for planning and implementing restoration activities effectively.
- **Stakeholder Collaboration:** The success of any rejuvenation program depends on collaboration and participation from all stakeholders. Farmers, agricultural organisations, water resource management agencies, researchers, and local communities collaborate to develop and implement sustainable practices.
- **Sustainable Water Management:** The program emphasises adopting sustainable water management practices. These include implementing efficient irrigation systems, rainwater harvesting, and water recycling. Farmers can ensure a resilient water supply for their agricultural activities by minimising water wastage and optimising usage.
- **Reforestation and Conservation:** One of the vital aspects of watershed rejuvenation is the restoration of the natural ecosystem. Reforestation projects help prevent soil erosion, maintain water quality, and regulate water flow. Conservation practices, such as buffer zones and cover cropping, further contribute to reducing sedimentation and nutrient run-off into water bodies.
- **Soil Health Improvement:** The program promotes practices that enhance soil health, such as organic farming, composting, and precision agriculture. Healthy soils retain more water, prevent erosion, and improve nutrient availability, thus enhancing agricultural productivity and reducing water usage.
- **Innovation and Technology:** Harnessing the power of innovation and technology is essential for agricultural resilience. The program encourages developing and adopting innovative solutions such as sensor-based irrigation systems, precision agriculture tools, and drought-tolerant crop varieties. These advancements can significantly improve water management and optimise agricultural practices.
- **Education and Awareness:** Educating farmers and stakeholders about sustainable water management practices and the benefits of innovation is vital. The program includes training programs, workshops, and awareness campaigns to empower farmers with knowledge and resources, enabling them to make informed decisions.
- **Monitoring and Evaluation:** Establishing a robust monitoring and evaluation system ensures the effectiveness of the program. Regular assessments track the impact of implemented measures on watershed health, agricultural

productivity, and resilience. This data-driven approach enables necessary adjustments and improvements for optimal outcomes.

- **Policy Support:** Advocating for supportive policies and regulations is crucial for the success of the program. Collaborating with government agencies ensures alignment with existing policies and access to resources.

### **Implementation arrangements**

At the national level, Directorate of Land Resources (DoLR) will establish a PMU; a Secretary level national steering committee to improve convergence between agriculture watershed, groundwater, and other related departments; establish a national technical committee headed by National Rainfed Area Authority (NRAA) to develop, test and standardise scientific protocols and Decision Support System (DSS) tools and strengthen the national digital library and develop/refine national guidelines for watershed projects; distil lessons from REWARD and mainstream them in revised national guidelines.

At the state level, the DSCWD will be the nodal agency of the REWARD Program, responsible for preparing the annual work plan and implementing programme activities. There would be a strong dedicated Project Management Unit (PMU) at the state level. The PMU will be staffed with a dedicated team of experienced personnel drawn from the cadre of Odisha Soil Conservation Service, Odisha Agriculture Service, Odisha Horticulture Service, and Odisha Agricultural Engineering Service. The PMU will be supplemented with agencies to make the needed technical, safeguard, monitoring and evaluation (M&E), and fiduciary (procurement and financial management) capacity available. States would have financial control and accountability to implement most project activities in conjunction with state-level science and technical partners and field-based organisations who would facilitate engagements and capacity building with communities and farmers.

At the district level, Watershed Cell cum Data Centre (WCDC), headed by the Project Director, Watersheds cum Deputy Director, Soil Conservation, will be responsible for overseeing the implementation in the district. Project Implementation Agency (PIA) located at the cluster level will carry out the actual planning and implementation. A PIA is a government unit under the administrative control of DSC&WD, with adequate expertise and capacity to implement watershed projects under IWMP / PMKSY, WD. The village-level institutions involved in watershed development planning, implementation, monitoring, and post-project sustainability include the Watershed Development Committee, User Groups, Self Help Groups, and the Gram Panchayat.

### **The operational area under REWARD in Odisha**

The REWARD program aims to develop **17 greenfield sites** to establish model watersheds in **saturation mode**. For this purpose, **169 micro watersheds** have been identified in **five pilot districts (Sambalpur, Dhenkanal, Nayagada, Deogarh, and Koraput)** for taking up intended interventions, covering a total

geographical area of 1.21 lakh ha. LRI activities will also be taken up in 4.11 lakh ha in seven districts (including five pilot districts) to provide comprehensive site-specific cadastral level information useful for appropriate Natural Resources Management (NRM) planning at the farm level and integrated development of the area. The districts have been selected considering several criteria such as **situational contexts** (agro-climatic zones, aspirational districts, communication, and accessibility, excluding District Mineral Foundation (DMF) or Odisha Mineral Bearing Areas Development Corporation (OMBADC) operational areas), **socio-economic contexts** (Kalahandi Balangir Koraput region), **watershed contexts** (prioritisation of watersheds by Odisha Remote Application Centre, leftover untreated watersheds, drought vulnerability) and **institutional contexts** (capacity of the district watershed implementation team, performance of the on-going watershed projects). The districts' blocks are selected considering the extent of rain-fed areas, drought vulnerability, value chain opportunities, and the extent of groundwater exploitation.<sup>1</sup>

*Table 1: District-wise proposed clusters of Micro Watersheds for LRI and Pilot clusters*

LRI clusters (7 districts)					PILOT clusters (5 districts)			
SL.NO	DISTRICT	BLOCK	NO MWS	GEO.ARE (IN HA)	SL.NO	BLOCK	NO MWS	GEO.ARE (IN HA)
1	SAMBALPUR	KUCHINDA	27	19542	1	KUCHINDA	11	7646
		RAIROKHOL	47	36915	2	RAIROKHOL	13	6362
		JUJUMURA	6	6898	3	RAIROKHOL	9	5622
		BAMRA	9	7211	4	RAIROKHOL	9	8333
		JAMANKIRA	9	7140	5	JUJUMURA	8	6788
		RENGALI	10	7186	6	JUJUMURA	11	8918
		NAKTIDEUL	11	7235				
	TOTAL		119	92127	TOTAL		61	43669
2	DHENKANAL	KANKADAHAI	39	21979	7	KANKADAHAI	11	6770
		HINDOL	29	18874	8	HINDOL	11	7250
		TOTAL	68	40854	TOTAL	22	14020	
3	NAYAGADA	RANAPUR	18	11148	9	ODAGAON	12	6789
		ODAGAON	4	4490	10	DASPALLA	15	7770
		DASPALLA	23	18916				
		TOTAL	45	34554	TOTAL	27	14559	
4	DEOGARH	BARKOTE	27	18759	11	BARKOTE	9	6630
		REAMAL	37	27641	12	REAMAL	9	6859
		TOTAL	64	46399	TOTAL	18	13489	
5	KORAPUT	BORIGUMA	20	14444	13	BOIPARIGUD	6	6486
		JAEPORE	11	13292	14	BOIPARIGUD	9	6546
		BOIPARIGUD	8	7709	15	JAYPORE-1	11	6025

<sup>1</sup> Terms of Reference- REWARD

LRI clusters (7 districts)				PILOT clusters (5 districts)				
SL.NO	DISTRICT	BLOCK	NO MWS	GEO.ARE (IN HA)	SL.NO	BLOCK	NO MWS	GEO.ARE (IN HA)
6	NABARANGPUR	KORAPUT	9	6439	16	JAYPORE-2	8	6054
		LAMTAPUT	8	6885	17	BORIGUMA	7	6639
		TOTAL	56	48769	TOTAL	41	31750	
		RAIGHAR	29	30152				
		UMARKOTE	10	8884				
7	SUNDERGARH	TOTAL	39	39036				
		LEFRIPADA	46	35491				
		SUNDERGARH	28	22194				
		BALISANKAR/qcbs	24	24191				
		BARGAON	18	11635				
	KUANARMUN	23	13958					
	TOTAL	145	107470					
	GRAND TOTAL	536	409209	GRAND TOTAL	169	117487		

### Objectives of Internal Audit

The overall objectives of the internal audit are:

- To express an independent professional opinion about efficiency, effectiveness and economy of the program operations.
- To ascertain and evaluate the adequacy and effectiveness of the financial management, Procurement management and internal control framework.
- To ascertain compliance of the laid down policies, financial norms, state government procedures, various guidelines, manuals, etc. as applicable for different funding agencies.
- To identify areas for improvement and critical weaknesses, if any.
- To provide the management the timely information and recommendations on financial management aspects of the organization and project to enable timely corrective actions, as necessary.

### Coverage:

The Audit is to be carried out for REWARD project at DSC& WD Bhubaneswar and all reward districts including clusters under the district annually once. The audit team has to visit the district including the clusters. The audit will also include a physical verification of the assets/equipment /supplies procured under the project and located in the above units.

**The Scope of Work to be entrusted to the Internal auditor shall be as follows.**

**I) GENERAL**

1. Verification of the following
  - i. checking of daily cash, bank, and journal transaction to ensure all transactions are recorded in principles of commercial accounting and are booked to proper accounting heads.
  - ii. Transactions are undertaken based on proper authority.
  - iii. Transactions are duly supported by proper supporting documents.
  - iv. Propriety of the transactions.
2. Adherence to World Bank guidelines, other funding agencies and financial procedures formulated by GOO.
3. Verify whether Vouchers are serially numbered and filed properly.
4. Verify whether Advances are classified separately and are adjusted promptly.
5. Checking the maintenance of Books of accounts and records.
6. Checking of the Bank Reconciliation statements .
7. Checking of the unreconciled balances if found any, checking of investments, short term deposits etc if any , made by the authority from time to time. Also to ensure that all the fixed deposit investments if any are maintained grant wise and bank wise.
8. Checking of component wise, category-wise and account head wise expenditures.
9. Checking of various MIS and FMS reports generated along with statements and information submitted to various authorities.
10. Checking of cost data with physical achievements data to monitor project progress.
11. Checking of various contracts (TOR/Agreement) awarded under each project.
12. Checking of running bills raised for payment under each project.
13. Checking of various statutory compliances like Income Tax, GST, TDS on IT & GST, EPF, ESI etc.
14. Assisting the Authority in preparing annual budget, timely fund utilization under Budget and other Funds as well assisting in monitoring of expenditure & submission of UC.
15. Assisting of funds management of the Authority as per Finance Dept. guidelines from time to time
16. Ensuring adherence of accounting and auditing standards and advising the Management on framing of proper accounting policies required for proper maintenance of books of accounts as required by various authorities.

17. Coordinating with the Statutory Auditors and helping in compliance of observations of Statutory Auditor and comments of CAG Auditors from time to time.
18. Comparison between budget vis-à-vis actual expenditure on monthly/quarterly/ half yearly/ yearly basis.
19. Verify the accuracy and propriety of each transactions.
20. Verify that funds are used with due regard to economy, efficiency and for the purposes
21. To check whether there exist proper linkages between subsidiary records accounting records and financial reports generated
22. To check whether the agency who is supplying manpower to REWARD is properly complying the rules and regulations of EPF &ESI .
23. Verification of Asset Register of REWARD by taking details of assets, stock etc.
24. Verify all compliances of GST & GST TDS. All matters relating to GST to be complied with GST Authority within the prescribed time line. The following needs to be verified:
25. Verify all Books of Accounts in respect of all schemes, programmes and services of the Project with a view to ascertaining various liabilities on its part under various provisions of GST Act and rules and for advising the Authority in light thereof.
26. Verify GST Invoice submitted by the Partner/Suppliers in respect of their works bills and advice rendered to Authority if any.
27. Verify monthly or quarterly or annual, GST returns under the GST Act and rules basing on Books of Accounts/liabilities of the Authority.

## **II) Procurement:-**

- A. Whether goods, works and services are being procured in accordance with the procurement plan and sanctioned Budgets & extant guidelines of Finance Department and OGFR.
- B. Whether time schedule for procurement of goods, works and services is in line with the project procurement plan & extant guidelines of Finance Department.
- C. Whether required documentation for procurement activity and contract management is being maintained for all purchases made.
- D. Whether capacities for procurement as indicated in the Program Manual have been created.

### **III) Financial Management:**

- A. Whether books of accounts are being maintained in the manner and formats defined by the Financial Rules of the project guidelines.
- B. Whether the financial transactions are being accurately and completely recorded.
- C. Whether utilization certificates and FMRs submitted are prepared in time and reflect the correct status of utilization of funds as recorded in the books of accounts of the project.
- D. Whether the fund management is being done in compliance with Govt guidelines.
- E. Whether funds have been used with due regard to economy, efficiency and for the purposes they were provided.
- F. Whether release of money is adequately supported.
- G. Understand the process of tagging and maintenance of assets acquired under the project. The auditors may perform physical verification of assets (If considered necessary).
- H. Checking of Asset Register of REWARD by taking details of Assets, Stock etc. yearly basis.

### **IV) Physical progress**

- A. Whether the physical progress tracking mechanism defined for the project has been operationalized.
- B. Whether physical progress reports being submitted have been reviewed for their correctness and authenticity before submission.
- C. Whether physical progress reports are being submitted as per the timelines and formats defined by the project tracking framework.

### **V) Others:**

- A. Whether appropriate internal controls are operating satisfactorily. The auditor should suggest methods for improving weak controls or creating them where need be.
- B. Verifying compliance with recommendations of the earlier audit reports and commenting thereon
- C. Deviations (if any) from project guidelines have been reported to the PMU in time and requisite approvals obtained.

### **VI) Reporting:**

- A. The Internal Auditors shall report directly to the Project Director with all relevant schedules for all scheme /project wise along with a consolidated report of REWARD.
- B. Report shall be submitted within 1 months of commencement of audit.



- C. Provide the project authority with timely information on financial Management aspects of the projects to enable follow up action.
- D. Report should be submitted annually after completion of financial year.

**Section -VI : Form of Bank Guarantee for Performance Security**  
**(To be stamped in accordance with Applicable Stamp Act, if any)**

Ref:\_\_\_\_\_ Bank Guarantee:  
Date:\_\_\_\_\_

Dear Sir,  
In consideration of M/s.\_\_\_\_\_ (hereinafter referred as the "Client", which expression shall, unless repugnant to the context or meaning thereof include it successors, administrators and assigns) having awarded to M/s.\_\_\_\_\_ (Herein after referred to as the "RI" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of client's Contract Agreement No.\_\_\_\_\_ dated\_\_\_\_\_ and the same having been unequivocally accepted by the RI, resulting in a Contract valued at\_\_\_\_\_

for\_\_\_\_\_ Contract (hereinafter called the "Contract") (scope of work)and the Client having instructed to submit Bank Guarantee for the above Contract amounting to Rs..... (in words and figures) as a performance security to be furnished by the RI. We\_\_\_\_\_ (Name of the Bank) having its Head Office at\_\_\_\_\_ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the client immediately on demand any or, all monies payable by the Agency to the extent of\_\_\_\_\_ as aforesaid at any time up to Rs\_\_\_\_\_ without any demur, reservation, contest, recourse or protest and/or without any reference to the Agency. Any such demand made by the client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Agency or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the contract by the RI. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the Contract between the Client and the RI any other course or remedy or security available to the Client. The bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the RI and notwithstanding any security or other guarantee that the Client may have in relation to the RI liabilities. Notwithstanding anything contained herein above our liability under this guarantee is limited to\_\_\_\_\_ and it shall remain in force up to and including and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.\_\_\_\_\_ on whose behalf this guarantee has been given.

Dated this\_\_\_\_\_ day of \_\_\_\_\_ at\_\_\_\_\_ WITNESS

(signature)

(signature)

(Name)

(Name)

(Official Address)

Designation (with Bank stamp)

Attorney as per Power of Attorney No..... Dated

Note: The bank guarantee shall be issued by a bank (Nationalized/Scheduled) located in India