



**GOVERNMENT OF TAMIL NADU**

COMMISSIONERATE FOR THE WELFARE OF THE DIFFERENTLY ABLED (CWDA),  
NO.5 LADY WILLINGTON COLLEGE CAMPUS, KAMARAJAR SALAI,  
CHENNAI- 600 005

**(RE-INVITING) TENDER NOTICE**

**[TAMIL NADU - INDIA]**

Tender Type	REQUEST FOR PROPOSALS (Direct RFP without EOI) (CONSULTING SERVICES– FIRMS SELECTION)
Tender Reference	IN-CWDA-522612-CS-QCBS Dated: 14.03.2026
Assignment Title	Hiring of an agency to Conduct internal audit of the project accounts, review financial management systems, assess compliance with financial and procurement guidelines, and report on the adequacy of internal controls for a period of 2 years.
World Bank Loan No:	IBRD-9409
About the Project	The TN RIGHTS Project is established under the Commissionerate for Welfare of the differently Abled (CWDA) with the objective to strengthen the social protection systems and capability of the State of Tamil Nadu to promote inclusion, accessibility and opportunities for persons with disabilities financially aided by the World Bank.
Method of Tender	e-Tender Two Cover System : technical and commercial through <a href="https://tntenders.gov.in/">https://tntenders.gov.in/</a> or <a href="https://tntenders.gov.in/nicgep/app">https://tntenders.gov.in/nicgep/app</a>
URL for online bid submission for e-tender.	<a href="https://tntenders.gov.in/">https://tntenders.gov.in/</a> <a href="https://tntenders.gov.in/nicgep/app">https://tntenders.gov.in/nicgep/app</a>
Bidders during e-submission Clarification to be sought from	Procurement Section (TN RIGHTS) O/o Commissionerate for Welfare of Differently Abled, No.5, Kamarajar Salai, Lady Willington College campus, Chennai – 600 005 Email : tenders.tnrighs@gmail.com
Bid Security (EMD)	Not applicable.
Pre-Proposal meeting	On 26.03.2026, 11:30 AM at the address mentioned below
Proposal Submission due date	On 16.04.2026, 04:00 PM at the tntenders website.
Technical proposal opening date	On 16.04.2026, 05:00 PM at the tntenders website.

**Remarks :** If the due date for opening the tenders happens to be declared holiday, then the tender will be opened on the next working day, for which no prior intimation will be given.

**Inviting Authority:**

Deputy Director  
Commissionerate for Welfare of the Differently Abled,  
No.05, Kamarajar Salai, Lady Willington College Campus,  
Chennai – 600 005  
E-mail: tnpwdrights@gmail.com

**Signature Not Verified**

Digitally signed by MAGESHWARAN  
Date: 2026.03.14 08:36:51 IST  
Location: Tamil Nadu-TN





## **Government of Tamil Nadu**

### **Commissionerate for Welfare of the Differently Abled**

**(Department for Welfare of the Differently Abled Persons)**

#### **Request for Proposal (RFP)**

**For**

**Services of a Consultancy Agency**

**To**

**CONDUCT INTERNAL AUDIT OF THE PROJECT ACCOUNTS, REVIEW  
FINANCIAL MANAGEMENT SYSTEMS, ASSESS COMPLIANCE WITH FINANCIAL  
AND PROCUREMENT GUIDELINES AND REPORT ON THE ADEQUACY OF  
INTERNAL CONTROLS FOR A PERIOD OF 2 YEARS – TN RIGHTS**

**Commissionerate for Welfare of the Differently Abled**

**No.05, Kamarajar Salai, Lady Willingdon College Campus, Chennai – 600 005**

**Landline: 044 – 28444948,**

**E-Mail: [scd.tn@nic.in](mailto:scd.tn@nic.in) / [tnpwdrights@gmail.com](mailto:tnpwdrights@gmail.com)**

**Website: [www.scd.tn.gov.in](http://www.scd.tn.gov.in)**

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**SELECTION OF CONSULTANTS**

**RE-INVITING REQUEST FOR PROPOSALS**

**(DIRECT RFP WITHOUT EOI)**

**RFP No.** IN-CWDA-522612-CS-QCBS

**Consulting Services for:** Conducting internal audit of the project accounts, review financial management systems, assess compliance with financial and procurement guidelines, and report on the adequacy of internal controls for a period of 2 years.

**Client:** Commissionerate for Welfare of the Differently Abled (DWDA),  
No.05, Lady Willingdon College Campus,  
Kamarajar Salai, Chennai – 600 005

**Country:** TAMIL NADU - INDIA

**Project:** RIGHTS: Inclusion, Accessibility and Opportunities for Persons with disabilities.

**Issued on:** 14.03.2026.

**Critical Dates:**

<b>RFP Submission start date and time</b>	<b>14.03.2026 at 10.00 AM</b>
<b>Pre-proposal Meeting</b>	<b>26.03.2026 at 11.30 AM</b>
<b>Last Date for Submission of RFP</b>	<b>16.04.2026 up to 04.00 PM</b>
<b>Date of Technical Proposal Opening</b>	<b>16.04.2026 at 05.00 PM</b>

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## **PART I**

### **Section 1. Letter of Invitation**

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## Letter of Invitation

### Consulting Services

**Name of Assignment:** Hiring of an agency to Conduct internal audit of the project accounts, review financial management systems, assess compliance with financial and procurement guidelines, and report on the adequacy of internal controls for a period of 2 years.

**RFP Reference No.:** IN-CWDA-522612-CS-QCBS

**Loan No.:** IBRD-9409

**Location and Date:** Chennai, Tamil Nadu

Dear Participating Firms,

1. The Government of India (hereinafter called “Borrower”) has received financing from the International Bank for Reconstruction and Development (IBRD) (the “Bank”) in the form of a “loan” (hereinafter called “loan” toward the cost of RIGHTS: Inclusion, Accessibility and Opportunities for Persons with disabilities. The Commissionerate for Welfare of the Differently Abled having headquarters at No.05, Kamarajar Salai, Lady Willingdon College Campus, Chennai – 600 005, an implementing agency of the Client, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Proposals is issued.
2. The Commissionerate for Welfare of the Differently Abled now invites online proposals to provide the following consulting services (hereinafter called “Services”): **Hiring of an agency to Conduct internal audit of the project accounts, review financial management systems, assess compliance with financial and procurement guidelines, and report on the adequacy of internal controls for a period of 2 years.** More details on the Services are provided in the Terms of Reference (Section 7).
3. A firm will be selected under Quality and Cost based Selection method (QCBS) procedures and in a Simplified Technical Proposal (STP) format as described in this RFP, in accordance with the Bank’s “Procurement Regulations for IPF Borrowers” Fourth Edition November 2020 (“Procurement Regulations”), which can be found at the following website: [www.worldbank.org](http://www.worldbank.org)
4. The RFP includes the following documents:
  - Section 1 – Request for Proposals Letter
  - Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal STP - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 – Fraud and Corruption

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract (Lump-Sum)

5. Details on the proposal's submission date, time and address are provided in ITC 17.4

Yours sincerely,

Deputy Director,

Commissionerate for Welfare of the Differently Abled,

No.05, Lady Willington College Campus,

Kamarajar Salai, Chennai – 600 005

E-mail: [tenders.tnrights@gmail.com](mailto:tenders.tnrights@gmail.com)

## Section 2. Instructions to Consultants and Data Sheet

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## Instructions to Consultants

### A. General Provisions

<p><b>1. Definitions</b></p>	<p>(a) <b>“Affiliate(s)”</b> means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b) <b>“Applicable Law”</b> means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the <b>Data Sheet</b>, as they may be issued and in force from time to time.</p> <p>(c) <b>“Bank”</b> means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).</p> <p>(d) <b>“Borrower”</b> means the Government, Government agency or other entity that signs the loan agreement with the Bank.</p> <p>(e) <b>“Client”</b> means the implementing agency that signs the Contract for the Services with the selected Consultant.</p> <p>(f) <b>“Client’s Personnel”</b> is as defined in Clause GCC 1.1 (e).</p> <p>(g) <b>“Consultant”</b> means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(h) <b>“Contract”</b> means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(i) <b>“Data Sheet”</b> means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(j) <b>“Day”</b> means a calendar day, unless otherwise specified as <b>“Business Day”</b>. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.</p>
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	<p>(k) <b>“Experts”</b> means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(l) <b>“Government”</b> means the government of the Client’s country.</p> <p>(m) <b>“in writing”</b> means communicated in written form (e.g. by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Client) with proof of receipt.</p> <p>(n) <b>“Joint Venture (JV)”</b> means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(o) <b>“Key Expert(s)”</b> means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.</p> <p>(p) <b>“ITC”</b> (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.</p> <p>(q) <b>“Non-Key Expert(s)”</b> means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(r) <b>“Proposal”</b> means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(s) <b>“RFP”</b> means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SPD - RFP.</p> <p>(t) <b>“Services”</b> means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u) <b>“SPD - RFP”</b> means the Standard Procurement Document - Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.</p>
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	<p>(v) <b>“Sub-consultant”</b> means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Client during the whole performance of the Contract.</p> <p>(w) <b>“Terms of Reference (TORs)”</b> (this Section 7 of the RFP) means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<p><b>2. Introduction</b></p>	<p>2.1 The Client named in the <b>Data Sheet</b> intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the <b>Data Sheet</b>.</p>
<p><b>3. Conflict of Interest</b></p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.</p>

	3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:
<b>a. Conflicting Activities</b>	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
<b>b. Conflicting Assignments</b>	(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
<b>c. Conflicting Relationships</b>	(iii) <u>Relationship with the Client's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

<p><b>4. Unfair Competitive Advantage</b></p>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the <b>Data Sheet</b> and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<p><b>5. Fraud and Corruption</b></p>	<p>5.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Section 6.</p> <p>5.2 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.</p>
<p><b>6. Eligibility</b></p>	<p>6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-financed projects.</p> <p>6.2 Furthermore, it is the Consultant’s responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the applicable Procurement Regulations.</p> <p>6.3 As an exception to the foregoing ITC 6.1 and ITC 6.2 above:</p>
<p><b>a. Sanctions</b></p>	<p>6.3.1 A Consultant that has been sanctioned by the Bank, pursuant to the Bank’s Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework as described in Section VI, Fraud and Corruption, paragraph 2.2 d., shall be ineligible to be shortlisted for, submit proposals for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank</p>

	shall have determined. The list of debarred firms and individuals is available at the electronic address specified <b>in the Data Sheet</b> .
<b>b. Prohibitions</b>	<p>6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:</p> <ul style="list-style-type: none"> <li>(a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or</li> <li>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</li> </ul>
<b>c. Restrictions for State-Owned Enterprises</b>	<p>6.3.3 State-owned enterprises or institutions in the Borrower's country may be eligible to compete and be awarded a contract only if they can establish, in a manner acceptable to the Bank, that they: (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not under supervision of the Client.</p>
<b>d. Restrictions for Public Employees</b>	<p>6.3.4 Government officials and civil servants of the Borrower's country are not eligible to be included as Experts, individuals, or members of a team of Experts in the Consultant's Proposal unless:</p> <ul style="list-style-type: none"> <li>(i) the services of the government official or civil servant are of a unique and exceptional nature, or their participation is critical to project implementation; and</li> <li>(ii) their hiring would not create a conflict of interest, including any conflict with employment or other laws, regulations, or policies of the Borrower.</li> </ul>

<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
<b>8. Cost of Preparation of Proposal</b>	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
<b>9. Language</b>	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the <b>Data Sheet</b> .
<b>10. Documents Comprising the Proposal</b>	<p>10.1 The Proposal shall comprise the documents and forms listed in the <b>Data Sheet</b>.</p> <p>10.2 If specified in the <b>Data Sheet</b>, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).</p> <p>10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).</p>
<b>11. Only One Proposal</b>	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the <b>Data Sheet</b> .

<p><b>12. Proposal Validity</b></p>	<p>12.1 Proposals shall remain valid until the date specified <b>in the Data Sheet</b> or any extended date if amended by the Client in accordance with ITC 13.1.1.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant’s Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with ITC 5.</p>
<p><b>a. Extension of Proposal Validity</b></p>	<p>12.4 The Client will make its best effort to complete the negotiations and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals’ validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts, except as provided in ITC 12.7.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p><b>b. Substitution of Key Experts at Validity Extension</b></p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall seek to substitute another Key Expert. The Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a substitute Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with the prior Bank’s no objection.</p>

<p><b>c. Sub-Contracting</b></p>	<p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
<p><b>13. Clarification and Amendment of RFP</b></p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the <b>Data Sheet</b>. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p><b>14. Preparation of Proposals Specific Considerations</b></p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so.</p> <p>14.1.2 The Client may indicate in the <b>Data Sheet</b> the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p>

	<p>14.1.3 If stated in the <b>Data Sheet</b>, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the <b>Data Sheet</b>) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the <b>Data Sheet</b>.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b>, and the Financial Proposal shall not exceed this budget.</p>
<p><b>15. Technical Proposal Format and Content</b></p>	<p>15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the <b>Data Sheet</b>. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the <b>Data Sheet</b> and using the Standard Forms provided in Section 3 of the RFP.</p>
<p><b>16. Financial Proposal</b></p>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the <b>Data Sheet</b>.</p>
<p><b>a. Price Adjustment</b></p>	<p>16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the <b>Data Sheet</b>.</p>
<p><b>b. Taxes</b></p>	<p>16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the <b>Data Sheet</b>.</p>

	Information on taxes in the Client’s country is provided in the <b>Data Sheet</b> .
<b>c. Currency of Proposal</b>	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b> . If indicated in the <b>Data Sheet</b> , the portion of the price representing local cost shall be stated in the national currency.
<b>d. Currency of Payment</b>	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Consultant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission shall be done electronically through the website and in accordance with procedure specified in the <b>Data Sheet</b>. Proposals submitted by any other means will be rejected.</p> <p>17.2 An authorized representative of the Consultant shall digitally sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.</p> <p>17.3 Consultants should be aware that the electronic procurement system does not allow for any modifications, revisions, interlineations, erasures, or overwriting. Any modifications or revisions to the Proposal shall be done in accordance with Clause ITC 13.2.</p>

	<p>17.4 The Proposal or its modifications must be uploaded on the portal no later than the deadline indicated in the Data Sheet, or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline.</p> <p>17.5 Once the Proposal is uploaded on the portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission. Any other system's functionality requirements are specified in the Data Sheet.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this ITC are where the Client notifies Consultants of the results of the evaluation of the Technical Proposals.</p> <p>18.2 Any attempt by consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank's sanctions procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client or the Bank on any matter related to the selection process, it shall do so only in writing.</p>
<p><b>19. Opening of Technical Proposals</b></p>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals online following the procedure described in the <b>Data Sheet</b> and this could be viewed online by the shortlisted Consultants. The short-listed consultants or their authorized representatives may attend the online opening in person if this option is offered in the <b>Data Sheet</b>. The opening date, time and the address are stated in the <b>Data Sheet</b>. The folder with the Financial Proposal shall remain</p>

	<p>unopened, encrypted, in the e-procurement system until the subsequent public opening in accordance with ITC 23.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out and recorded online simultaneously: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of the folder with the Financial Proposal in the portal; and (iii) any other information deemed appropriate or as indicated in the <b>Data Sheet</b>.</p>
<b>20. Proposals Evaluation</b>	<p>20.1 Subject to provision of ITC 15.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its “no objection”, if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under ITC 12.7. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<b>21. Evaluation of Technical Proposals</b>	<p>21.1 The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b>.</p>
<b>22. Financial Proposals for QBS</b>	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client’s evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
<b>23. Public Opening of Financial Proposals (for</b>	<p>23.1 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered</p>

<p><b>QCBS, FBS, and LCS methods)</b></p>	<p>non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following:</p> <ul style="list-style-type: none"> <li>(i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;</li> <li>(ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;</li> <li>(iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and</li> <li>(iv) notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.</li> </ul> <p>23.2 The Client shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:</p> <ul style="list-style-type: none"> <li>(i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;</li> <li>(ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;</li> <li>(iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and</li> <li>(iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.</li> </ul> <p>23.3 The opening date shall be no less than ten (10) Business Days from the date of notification of the results of the technical evaluation, described in ITC 23.1 and 23.2. However, if the Client receives a complaint on the results of the technical evaluation within the ten (10) Business Days, the opening date shall be subject to ITC 31.1.</p> <p>23.4 The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the <b>Data Sheet</b>) is optional and is at the Consultant's choice.</p> <p>23.5 The Financial Proposals shall be opened publicly by the Client's evaluation committee in the presence of the</p>
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	<p>representatives of the Consultants and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the client as indicated in the <b>Data Sheet</b>. Alternatively, a notice of the public opening of Financial Proposals may be published on the Client's website, if available. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.</p>
<b>24. Correction of Errors</b>	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
<b>a. Time-Based Contracts</b>	24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items included in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
<b>b. Lump-Sum Contracts</b>	24.1.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITC 25, specified in the Financial Proposal (Form FIN-

	1) shall be considered as the offered price. Where there is a discrepancy between the amount in words and the amount figures, the amount in words shall prevail.
<b>25. Taxes</b>	25.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the <b>Data Sheet</b> .
<b>26. Combined Quality and Cost Evaluation</b>	
<b>a. Quality and Cost-Based Selection (QCBS)</b>	26.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Consultant with the Most Advantageous Proposal, which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.
<b>b. Fixed-Budget Selection (FBS)</b>	26.2 In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1.4 of the <b>Data Sheet</b> shall be rejected. 26.3 The Client will select the Consultant with the Most Advantageous Proposal, which is the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
<b>c. Least-Cost Selection</b>	26.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the Most Advantageous Proposal, which is the Proposal with the lowest evaluated total price among those Proposals that achieved the minimum qualifying technical score, and invite such a Consultant to negotiate the Contract.
<b>D. Negotiations and Award</b>	
<b>27. Negotiations</b>	27.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

	<p>27.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant’s authorized representative.</p>
<p><b>a. Availability of Key Experts</b></p>	<p>27.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. Failure to confirm the Key Experts’ availability may result in the rejection of the Consultant’s Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>27.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<p><b>b. Technical Negotiations</b></p>	<p>27.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<p><b>c. Financial Negotiations</b></p>	<p>27.6 The negotiations include the clarification of the Consultant’s tax liability in the Client’s country and how it should be reflected in the Contract.</p> <p>27.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>27.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts’ remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank. The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying</p>

	remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.
<b>28. Conclusion of Negotiations</b>	<p>28.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>28.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. After having obtained the Bank's no objection, the Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
<b>29. Notification of Award</b>	<p>29.1 Upon expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a notification of award to the successful Consultant, confirming the Client's intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification. If specified in the <b>Data Sheet</b>, the client shall simultaneously request the successful Consultant to submit, within eight (8) Business Days, the Beneficial Ownership Disclosure Form.</p> <p><u>Contract Award Notice</u></p> <p>Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>(a) name and address of the Client;</li> <li>(b) name and reference number of the contract being awarded, and the selection method used;</li> <li>(c) names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;</li> </ul>

	<p>(d) names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;</p> <p>(e) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope; and</p> <p>(f) successful Consultant's Beneficial Ownership Disclosure Form, if specified in Data Sheet ITC 32.1.</p> <p>29.2 The Contract Award Notice shall be published on the Client's website with free access if available, or in at least one newspaper of national circulation in the Client's Country, or in the official gazette. The Client shall also publish the contract award notice in UNDB online.</p>
<p><b>30. Signing of Contract</b></p>	<p>30.1 The Contract shall be signed prior to the expiry date of the Proposal validity and promptly after expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.</p> <p>30.2 The Consultant is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p>
<p><b>31. Procurement Related Complaint</b></p>	<p>31.1 The procedures for making a Procurement-related Complaint are as specified in the <b>Data Sheet</b>.</p>

## Section 2. Instructions to Consultants

### E. Data Sheet

ITC Reference	A. General
1 (m)	<p><b>Electronic –Procurement System</b></p> <p>The Client shall use the following electronic-procurement system to manage this Request for Proposal (RFP) process:</p> <p><a href="https://tntenders.gov.in">https://tntenders.gov.in</a></p> <p>The electronic-procurement system shall be used to manage the following part of the RFP process:</p> <ol style="list-style-type: none"> <li>1. Issuing RFP</li> <li>2. Submission of Proposals.</li> <li>3. Opening of Proposals</li> <li>4. Publication of technical &amp; Financial evaluation.</li> <li>4. Award of contract</li> </ol>
2.1	<p><b>Name of the Client:</b> Commissionerate for welfare of the Differently Abled No.05, Lady Willingdon college campus, Kamarajar salai, Chennai - 600 005.</p> <p><b>Method of selection:</b> Quality and Cost based Selection method (QCBS) as per the Procurement Regulations for IPF Borrowers, Fourth Edition November 2020. (available on <a href="http://www.worldbank.org">www.worldbank.org</a>)</p>
2.2	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b></p> <p>Yes.</p> <p><b>The name of the assignment is:</b> Hiring of an agency to Conduct internal audit of the project accounts, review financial management systems, assess compliance with financial and procurement guidelines, and report on the adequacy of internal controls for a period of 2 years.</p>

2.3	<p><b>A pre-proposal conference will be held:</b> Yes</p> <p>Date of pre-proposal conference: 26.03.2026  Time: 11.30 AM  Address: Commissionerate for Welfare of the Differently Abled,  No.05, Lady Willington college campus,  Kamarajar Salai, Chennai – 600 005  E-mail: <a href="mailto:tenders.tnrights@gmail.com">tenders.tnrights@gmail.com</a></p>
2.4	<p><b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b> Not Applicable.</p>
4.1	<p><b>Not Applicable.</b></p>
6.3.1	<p><b>A list of debarred firms and individuals is available at the Bank’s external website:</b> <a href="http://www.worldbank.org/debarr">www.worldbank.org/debarr</a></p>
<p><b>B. Preparation of Proposals</b></p>	
9.1	<p><b>This RFP has been issued in the English language.  Proposals shall be submitted in English language.  All correspondence exchange shall be in English language.</b></p>
10.1	<p><b>The Proposal shall comprise the following. The Technical and Financial Proposals shall be submitted online in the e-procurement system in separate folders:</b></p> <p><b><u>SIMPLIFIED TECHNICAL PROPOSAL (STP):</u></b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) TECH-1</li> <li>(3) TECH-4</li> <li>(4) TECH-5</li> <li>(5) TECH-6</li> </ol>

	<p>AND</p> <p><b>The Financial Proposal comprising:</b></p> <p>(1) FIN-1</p> <p>(2) FIN-2</p> <p>(3) FIN-3</p> <p>(4) FIN-4</p> <p>(5) Statement of Undertaking (if required under Data Sheet 10.2 below)</p>
<b>10.2</b>	<b>Statement of Undertaking is required: No.</b>
<b>11.1</b>	<b>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: Yes.</b>
<b>12.1</b>	<b>Proposals shall be valid for 120 days calendar days from the date of opening of technical proposal</b>
<b>12.4</b>	“However, should the need arise, any request for extension of validity will be sent in e-mail to each Consultant. The Consultants may send their response through e-mail at the e-mail id given in Data Sheet 2.3.
<b>13</b>	<p>“13.1. The e-procurement system specified in ITC 1(m) provides for online clarifications. A Consultant may request an online clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals’ submission deadline, or raise its inquiries during the pre-proposal conference, if provided for in accordance with ITC 2.3. Clarifications requested through any other mode shall not be considered by the Client. The Client will respond online by uploading the response (including an explanation of the query but without identifying its source) for information of all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described in ITC 13.1.1 and ITC 13.1.2 below. It is the consultant’s responsibility to check on the e-procurement system, for any addendum/ amendment/ corrigendum to the RFP document.</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment online in accordance with the procedure described in the <b>Data Sheet</b>. The amendment shall be binding on all Consultants. The Client shall not be liable for any information not received by the Consultants. It is the Consultants’ responsibility to verify the website for the latest information related to the RFP.</p>

	<p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals, by amending the RFP in accordance with ITC 13.1.1.</p> <p>13.2 A Consultant may modify its Proposal in the following manner, by using the appropriate option for proposal modification on e-procurement portal, before the deadline for submission of proposals. No modifications to the Technical or Financial Proposal shall be accepted after the proposal submission deadline.</p> <p>(a) For proposal modification and consequential re-submission, the Consultant is not required to withdraw the proposal submitted earlier. The last modified proposal submitted by the consultant within the proposal submission time shall be considered as the ‘Proposal’.</p> <p>(b) For this purpose, modification/withdrawal by other means will not be accepted.</p> <p>(c) The modification and consequential re-submission of proposals is allowed any number of times.</p> <p>(d) A consultant may withdraw its proposal by using the appropriate option for proposal withdrawal, before the deadline for submission of proposals. However, if the proposal is withdrawn, re-submission is <b>not allowed</b>.</p>
<p><b>13.1</b></p>	<p><b>Clarifications may be requested online no later than 10 days prior to the submission deadline.</b></p> <p>Responses to genuine queries will be sent to the e-mail ID from which they are received. Clarifications to queries that are common, will be published on the e-procurement portal. Any amendments to the tender will be issued as corrigendum/addendum on the portal.</p>
<p><b>13.1.1</b></p>	<p>The Client will host the amendment to RFP, if any on the e-procurement portal at any time prior to the submission deadline.</p> <p>The system will also send auto-e-mail regarding hosting of amendment to consultants who have started working on the RFP. The Consultants shall remain responsible to view amendment to RFP.</p>
<p><b>13.2 (d)</b></p>	<p>Re-submission of the proposal is <b><i>“not allowed”</i></b> if withdrawn.</p>
<p><b>14.1.2</b> (do not use for Fixed</p>	<p><b>Estimated input of Key Experts’ time-input:</b> Refer Terms of reference.</p>

Budget method)	
<b>14.1.3</b> for time-based contracts only	<i>“Not applicable”</i>
<b>14.1.4 and 26.2</b> use for Fixed Budget method	<i>“Not applicable”</i>
<b>15.2</b>	<p><b>The format of the Technical Proposal to be submitted is: STP.</b></p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p> <p><b>The consultants are informed to use the formats prescribed in the STP for submitting their technical and financial proposal.</b></p>
<b>16.1</b>	The reimbursable costs shall include all the relevant costs for travel, boarding, lodging (if required), advertisement cost and any other relevant cost.
<b>16.2</b>	<b>A price adjustment provision applies to remuneration rates: No.</b>
<b>16.3</b>	<p><b>Amounts payable by the client to the consultant under the contract to be subject to local taxation: Yes</b></p> <p><b>Information on the Consultant’s tax obligations in India can be found from the Ministry of Finance, Government of India website.</b></p> <p>Consultants and their Sub-consultants and Experts are responsible for payment of all taxes as applicable in India.</p> <p>The Client will pay Goods and Services Tax (GST) on the contract value, as applicable under the prevailing laws in India. Statutory deductions such as Tax Deducted at Source (TDS) shall be made by the Client as per applicable law.</p> <p>The GST part to be shown separately in the financial proposal.</p>

16.4	<b>The Financial Proposal shall be submitted in</b> Indian Rupees.
16.5	<b>Payments under the Contract shall be made in</b> Indian Rupees.
<b>C. Submission, Opening and Evaluation</b>	
17	<p>Replace ITC 17 with the following:</p> <p>“17.1 The Consultant shall submit a digitally signed, encrypted, and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission shall be done electronically on the e-procurement system and in accordance with procedure specified in the <b>Data Sheet</b>. Proposals submitted by any other means will be rejected. Detailed guidelines for viewing proposals, and for online submission of proposals are given on the website.</p> <p>17.2 An authorized representative of the Consultant shall digitally sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney to be scanned and uploaded together with the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative. The submission letters and the power of attorney shall then be scanned and uploaded together with the Technical Proposal.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The Proposal or its modifications must be uploaded on the e-procurement portal specified in ITC 1(m), no later than the deadline indicated in the <b>Data Sheet</b>, or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline, as per server time.</p> <p>17.5 Once the Proposal is uploaded on the portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Proposal submission. Any other system’s functionality requirements are specified in the <b>Data Sheet</b>.”</p>

17.1	<p><b>The electronic submission procedures shall be as follows:</b></p> <p>The Consultants shall submit their Proposals (both Technical and Financial) electronically on the e-procurement portal specified in ITC 1(m), following the procedure given below. Detailed guidelines for viewing proposals and for online submission are given on the website:</p> <p>(a) To participate in the e-tendering process, it is mandatory for the consultants to have enrolment/registration in the website, and valid Class III(DSC) Digital Signature Certificate (in the name of person who will sign the proposal) in the form of smart card/e-token, obtained from any of the licensed Certifying Agency authorized by the Government of India. Consultants can see the list of licensed CAs from the link <a href="http://www.cca.gov.in">www.cca.gov.in</a></p> <p>(b) The consultant should register in the website using the relevant option available. Then the Digital Signature registration has to be done with the e-token, after logging into the website. The consultant can then login the website through the secured login by entering the password of the e-token &amp; the user id/ password chosen during registration.</p> <p>(c) The size of individual files containing the documents comprising the Proposal(s) shall not exceed 10 MB and there is no limit on the number of files to be uploaded.</p> <p><i>[Note for Consultants: For online submission of proposals, the Consultants shall fill up online, the forms that are available for online filling on the e-portal. The rest of the forms shall be download by the Consultants and filled up. The filled-up pages shall then be digitally signed, scanned and uploaded on the e-procurement portal along with the scanned copies of the supporting documents.]</i></p>
17.4	<p><b>The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than:</b></p> <p><b>Date:</b> 16.04.2026</p> <p><b>Time:</b> 04.00 PM</p>
17.5	None
19	<p>“19.1 The Client’s evaluation committee shall conduct the opening of the Technical Proposals online following the procedure described in the <b>Data Sheet</b> and this could be viewed online by the Consultants. The consultants or their authorized representatives may attend the online opening in person if this option is offered in the <b>Data Sheet</b>. The opening date, time and the address are stated in the <b>Data Sheet</b>. The folder with the Financial Proposal shall remain</p>

	<p>unopened, encrypted, in the e-procurement system until the subsequent public opening in accordance with ITC 23.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out and recorded online simultaneously: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of the folder with the Financial Proposal in the portal; and (iii) any other information deemed appropriate or as indicated in the <b>Data Sheet.</b>”</p>			
<p><b>19.1</b></p>	<p><b>The procedure for online opening of technical proposals shall be:</b></p> <p>Technical proposal will be opened on the e-procurement portal by the Client’s Evaluation Committee at the date and time indicated below.</p> <p><b>Date:</b> 16.04.2026.</p> <p><b>Time:</b> 05:00 PM local time</p> <p>In the event of the specified date of proposal opening being declared a holiday for the Client, the proposals will be opened at the appointed time and location on the next working day.</p>			
<p><b>19.2</b></p>	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals:</b> N/A</p>			
<p><b>21.1</b> [for STP]</p>	<p>Consultants technical proposal shall be evaluated in two parts. Part A (as mentioned below) shall be the mandatory criteria that the consultants must meet. Technical Proposals of Consultants who do not meet the criteria in Part A, shall not be further evaluated, and the proposal shall be rejected. Technical Proposal of Consultants, who meet the criteria in Part A, shall be evaluated further using the scoring scheme contained in Part B below.</p> <p><b>Part A: Mandatory Criteria:</b></p> <table border="1" data-bbox="440 1535 1433 1656"> <thead> <tr> <th data-bbox="440 1535 548 1656">S.No</th> <th data-bbox="548 1535 1019 1656">Criteria</th> <th data-bbox="1019 1535 1433 1656">Supporting Compliance document</th> </tr> </thead> </table>	S.No	Criteria	Supporting Compliance document
S.No	Criteria	Supporting Compliance document		

1.	The firm must be a legally established entity registered in India (Partnership/LLP/Private Ltd/Public Ltd).	(a) Certificate of Incorporation / Partnership Deed / LLP Registration  (b) Valid PAN & GST Registration Certificate
2.	The firm must be registered with ICAI (The Institute of Chartered Accountants of India)	ICAI Firm Registration Certificate
3.	The participating firm must have a financial annual turnover of INR 1 Crore or above in each of any three financial years out of the following five: FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, and FY 2024-25	Financial audited statement duly certified by the chartered accountant.
4.	The firm should possess minimum 5 years of experience in Internal Audit, Statutory Audit, or Financial Audit of Government departments, World Bank-funded projects, Public Sector entities.	Short write up in not more than 2 pages along with contract completion certificate or contract documents along with proof of final payment.
5.	The firm should have proven ability to work closely with Government Departments and coordinate with diverse government, non-governmental and quasi-governmental agencies.	Copy of Work orders / Work completion certificate / appreciation letter.

**Part B: Evaluation Criteria:**

Criteria, sub-criteria, and point system for the evaluation of the Simplified Technical Proposals are:

Points

**(i) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference:**

- |                                       |          |
|---------------------------------------|----------|
| 1. Technical Approach and Methodology | [25 Pts] |
| 2. Proposed Work Plan                 | [15 Pts] |

[Notes to Consultant: The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts]

**Total points for criterion (i): [40]**

**(ii) Key Experts' qualifications and competence for the Assignment:**

*Notes to Consultant: Each position number corresponds to the same for Key Experts in Form TECH-6 to be prepared by the Consultant*

- a) Position K-1: Partner /Audit Manager (2 Persons): each expert – 10 Pts  
Subtotal **[20 Pts]**
- b) Position K-2: Audit Team leader (4 Persons): each expert – 05 Pts  
Subtotal **[20 Pts]**
- c) Position K-3: Procurement Expert (2 Persons) each expert – 10 Pts  
Subtotal **[20 Pts]**

**Total points for criterion (ii): [60]**

**Total points for the two criteria: 100**

**The minimum technical score (St) required to pass is: 75**

22.2	Not used
	<b>Public Opening of Financial Proposals</b>
23	<p>After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall notify online through e-procurement portal those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following:</p> <ul style="list-style-type: none"> <li>(i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;</li> <li>(ii) provide information relating to the Consultant’s overall technical score, as well as scores obtained for each criterion and sub-criterion;</li> <li>(iii) their Financial Proposals will not be opened; and</li> <li>(iv) notify them of the date, time and location of the online public opening of the Financial Proposals and invite them to attend.”</li> </ul>
23.5	<p>Following the completion of the evaluation of the Technical Proposals, the Client will notify online through e-procurement portal, all Consultants of the location, date and time of the public opening of Financial Proposals and only they are invited to the public opening of Financial Proposals.</p> <p>In the event of the specified date of proposal opening being declared a holiday for the Client, the proposals will be opened at the appointed time and location on the next working day.</p>
25.1	<p>For the purpose of the evaluation, the Client will exclude: all local identifiable indirect taxes such as GST or similar taxes levied on the contract’s invoices.</p> <p>If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>
26.1 (QCBS only)	<p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b></p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p>

	<p><math>S_f = 100 \times F_m / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b></p> <p><b>T = 70%</b></p> <p><b>P = 30%</b></p> <p>Proposals are 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) as following: <math>S = S_t \times T\% + S_f \times P\%</math>.</p>
	<p><b>D. Negotiations and Award</b></p>
<p><b>27.1</b></p>	<p><b>Expected date and address for contract negotiations:</b></p> <p><b>Date:</b> Once the combined evaluation is completed, date will be notified. Tentatively in the month of June 2026.</p> <p><b>Address:</b> Commissionerate for Welfare of the Differently Abled No.05, Lady Willingdon College Campus, Kamarajar Salai, Chennai – 600 005.</p>
<p><b>29</b></p>	<p>Replace ITC 29 with the following:</p> <p>“29.1 After completing the negotiations, and obtaining the Bank’s no objection to the negotiated draft Contract, if applicable, the Client shall, send a notification of award to the successful Consultant, confirming the Client’s intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification.</p> <p style="text-align: center;"><u>Contract Award Notice</u></p> <p>Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>(a) name and address of the Client;</li> <li>(b) name and reference number of the contract being awarded, and the selection method used;</li> <li>(c) names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;</li> </ul>

	<p>(d) names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor; and</p> <p>(e) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope.</p> <p>29.2 The Contract Award Notice shall be published on the Client’s website with free access if available, or in at least one newspaper of national circulation in the Client’s Country, or in the official gazette and on e-procurement portal.”</p>
30.1	<p>Replace ITC 30 with the following:</p> <p>“The Contract shall be signed prior to the expiry date of the Proposal validity, specified in ITC 12.1 or any extension thereof.”</p>
30.2	<p><b>Expected date for the commencement of the Services:</b></p> <p><b>Date:</b> Within 10 days from the date of signing of Contract <b>at:</b> Chennai, Tamil Nadu</p>
31.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “<u>Procurement Regulations for IPF Borrowers</u> (Annex III).” If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, In Writing (by the quickest means available, such as by email or fax), to:</p> <p><b>For the attention:</b> Project Director - RIGHTS</p> <p><b>Title/position:</b> Project Director - RIGHTS / Commissioner for Welfare of the Differently Abled</p> <p><b>Client:</b> Commissionerate for Welfare of the Differently Abled</p> <p><b>Email address:</b> tnpwdrights@gmail.com</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> <li>1. the terms of this Request for Proposal;</li> <li>2. the Client’s decision to exclude a Consultant from the procurement process prior to the award of contract; and</li> <li>3. the Client’s decision to award the contract.</li> </ol>

### Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

#### CHECKLIST OF REQUIRED FORMS

<b>FORM (Required for STP)</b>	<b>DESCRIPTION</b>	<i>Page Limit</i>
TECH-1	Technical Proposal Submission Form.	
TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
TECH-5	Work Schedule and Planning for Deliverables	
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

**All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.**

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**FORM TECH-1****TECHNICAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

---

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals (RFP) dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year in accordance with ITC 12.1]*.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank’s policy in regard to Fraud and Corruption as per ITC 5.
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the

Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Client's country laws or official regulations or pursuant to a decision of the United Nations Security Council.

- (f) deleted.
- (g) Except as stated in the Data Sheet, ITC 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 12 and ITC 27.4 may lead to the termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in ITC 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

---

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address} \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

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## FORM TECH-4

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.**  
{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**  
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

## FORM TECH-5

### WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables <sup>1</sup> (D-..)	Months											
		1	2	3	4	5	6	7	8	9	....	n	TOTAL
<b>D-1</b>	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) delivery of final report to Client}												
<b>D-2</b>	{e.g., Deliverable #2:.....}												

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

### FORM TECH-6

#### TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	.....		D-...		Home	Field	Total
<b>KEY EXPERTS</b>															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]		[1.0]		[1.0]							
			[Field]	[0.5 m]		[2.5]		[0]							
K-2															
K-3															
n															
											<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>															
N-1			[Home]												
			[Field]												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

- 
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
  - 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.

 Full time input  
 Part time input

**FORM TECH-6  
(CONTINUED)**

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

---

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

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Language Skills (indicate only languages in which you can work): \_\_\_\_\_

---

**Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

**Expert's contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized  
Representative of the Consultant  
(the same who signs the Proposal)

Signature

Date

## **Section 4. Financial Proposal - Standard Forms**

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method
- FIN-4 Reimbursable expenses

---

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

To: [Name and address of Client]

---

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of Rs. \_\_\_\_\_ {Insert amount in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes in accordance with ITC 25.1 in the Data Sheet. The estimated amount of local indirect taxes is Rs. \_\_\_\_\_ {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet, ITC 12.1.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

---

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

We remain,

Yours sincerely,

---

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}\_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

## FORM FIN-2 SUMMARY OF COSTS

Item	Cost
	{Consultant must state the proposed Costs in accordance with ITC 16.4 of the Data Sheet}
	In Indian Rupees (Rs.)
<b>Cost of the Financial Proposal</b>	
Including:	
(1) Remuneration	
(2) Reimbursables	
<b><u>Total Cost of the Financial Proposal:</u></b> {Should match the amount in Form FIN-1}	
<b>Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded</b>	
<u>Total Estimate for GST:</u>	

### FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. Remuneration _____					
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	Total in Rs.
_____	<b>Key Experts</b>				
K-1	_____		[Home]		
			[Field]		
K-2	_____				
	_____				
_____	<b>Non-Key Experts</b>				
N-1	_____		[Home]		
N-2			[Field]		
	_____				
	Total Costs (Rs.)				

## Appendix A. Financial Negotiations - Breakdown of Remuneration Rates

### 1. Review of Remuneration Rates

- 1.1. The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. An attached Sample Form can be used to provide a breakdown of rates.
- 1.2. If the RFP requests submission of a technical proposal only, the Sample Form is used by the selected Consultant to prepare for the negotiations of the Contract. If the RFP requests submission of the financial proposal, the Sample Form shall be completed and attached to the Financial Form-3. Agreed (at the negotiations) breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.
- 1.3. At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.
- 1.4. Rate details are discussed below:
  - (i) Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
  - (ii) Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
  - (iii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.
  - (iv) Cost of Leave. The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - \text{ph} - v - s]}$$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

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Please note that leave can be considered as a social cost only if the Client is not charged for the leave taken.

- (v) Overheads are the Consultant's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable time, time of senior Consultant's staff monitoring the project, rent of headquarters' office, support staff, research, staff training, marketing, etc.), the cost of Consultant's personnel not currently employed on revenue-earning projects, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Consultant. In such case, the Consultant shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.
- (vi) Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.
- (vii) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Consultants pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

## Sample Form

Consultant:  
Assignment:

Country:  
Date:

### Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consultant]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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

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

**Consultant's Representations Regarding Costs and Charges  
(Model Form I)**

(Expressed in Rs.)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges <sup>1</sup>	Overhead <sub>1</sub>	Subtotal	Profit <sup>2</sup>	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Client's Country									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

### FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

B. Reimbursable Expenses					
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	In Indian Rupees (Rs.)
	{e.g., Per diem allowances**}	{Day}			
___	{e.g., International flights}	{Ticket}		_____	
—	{e.g., In/out airport transportation}	{Trip}			
	{e.g., Communication costs between Insert place and Insert place}				
	{e.g., reproduction of reports}				
	{e.g., Office rent}				
	.....				
	{Training of the Client's personnel – if required in TOR}				
Total Costs					

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.



## **Section 5. Eligible Countries**

**In reference to ITC 6.3.2**, for the information of Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): None

Under the ITC 6.3.2 (b): None



## Section 6. Fraud and Corruption

(This Section 6, Fraud and Corruption shall not be modified)

### 1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

### 2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or

indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

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## Section 7. Terms of Reference

### 1 Project Background

TN RIGHTS Project for Inclusion, Accessibility and Opportunities for persons with disabilities in Tamil Nadu is being implemented by the Commissionerate for Welfare of the Differently Abled Persons department (CWDA). TN RIGHTS project is a flagship program of the State Government of Tamil Nadu for capacity building and empowerment of persons with disabilities (DAPs). The project is assisted by the World Bank and is being implemented by State PIUs and District PIUs formed under CWDA in a phased manner in all districts of Tamil Nadu. The project with an outlay of Rs.1,773.87 Crore of 70:30 sharing between World Bank and the State Government of Tamil Nadu. Tamil Nadu e-Governance Agency (TNeGA) is functioning as a sub-implementing agency to the Project for assisting in IT related activities.

### 2 Project Implementation Arrangements

#### 2.1 Component 1: Strengthen State Capability and Establish an Integrated Social Protection System

Implemented by CWDA through the dedicated State Project Implementing Unit (SPIU) and District Project Implementing Unit (DPIU). The PIU is responsible for procurement and overall project management, monitoring and evaluation. In addition, (i) day-to-day operations and management support; (ii) development of manuals and guidelines for project implementation, partnerships, and human resource management; (iii) development of a capacity-building strategy and training of service providers and stakeholders; and (iv) monitoring and evaluation activities including baseline, mid-term and end-term surveys, among others

#### 2.2 Component 2: Strengthen Last Mile Delivery of Social Care Services and Benefits

This component will be done by supporting three major strategic priorities: (a) adopting a case management approach for persons with disabilities for individual centric needs assessment and care plan; (b) making a shift in the social care service delivery through family and community-based care and rehabilitation services led by a cadre of trained frontline workers (community rehabilitation workers [CRWs] and community facilitators) and by training homecare providers; and (c) strengthening the supply side through low-cost social care services through a public-private partnership approach together with identification and use of a strong referral network.

### **2.3 Component 3: Pilots to Enhance Resilience and Productivity of Persons with Disabilities**

This component will largely focus on piloting models for enhancing resilience and productive inclusion of persons with disabilities, especially youth with disabilities in Tamil Nadu. Special attention will be aid to young women with disabilities. The focus will also be on inclusion of persons with disabilities who are in households headed by single women.

### **2.4 Component 4: Contingent emergency Response Component (CERC)**

This component will support an immediate response to an eligible crisis or emergency, as needed.

## **3 Financial Management System**

The Project is implemented using the existing mainstream of Treasury System in Government. A separate budget line of “**External Aided Project**”, head of ‘**TNRIGHTS Project**’ is opened for this project in the Demand for Grants of CWDA and funds are budgeted annually by Government of Tamil Nadu (GoTN) and the budget execution and payment are through IFHRMS web portal of GoTN.

The Project Financial Management system includes ensuring adequate annual budgetary provisions and effective utilization of such funds; timely flow of funds for project activities; positioning dedicated staff for accounting of project fund expenditure, preparation and timely submission of Interim Financial Reports (IFRs) to the CAAA, GoI and the World Bank; Facilitation of internal and external audits.

## **4 Procurement arrangement**

Procurement is carried by SPIU (established at CWDA Headquarters) in accordance with the World Bank’s “Procurement Regulations for IPF Borrowers for Procurement in Investment Project Financing - Goods, Works, Non-Consulting Services and Consulting Services”, dated November 2020, and the Procurement Arrangements agreed with Bank. The CWDA is using the Bank’s Online Module-Systemic Tracking of Exchanges in Procurement (STEP) for tracking dates and records of the procurement activities and contract management that are planned or under implementation.

## **5 Disbursement from the World Bank**

The project expenditures are pre-financed by CWDA from GoTN budget and subsequently claimed by CWDA from the World Bank by submitting Interim Financial Reports (IFR) to the Controller of Aid, Accounts and Audit (CAAA), Government of India. **Disbursements are based on IFR and ‘Reimbursement’ method of disbursement is followed with the World Bank.**

## 6 Internal Audit Assignment

The internal auditor is being hired for a period of two years from April 1, 2025 till Mar 31, 2027.

## 7 Objectives of Internal Audit

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The objectives of the proposed assignment are: -

- a. To identify and evaluate the adequacy and effectiveness of the procurement, financial management and internal control process and systems;
- b. To ensure compliance to the laid down guidelines and procedures;
- c. To express an independent professional opinion with regard to efficiency, effectiveness and economy of the project operations;
- d. To identify weaknesses in the procurement, internal control systems and suggest improvement; and,
- e. To provide project management with timely information and recommendations to take corrective actions, wherever necessary, in due time.

## 8 Scope of Internal Audit

The audit should cover all project activities (Goods, works, non-consulting services, consultants' services, Training and Incremental Operating Costs, SRE enrolment etc.) of all project components. Following offices are required to be audited;

1. CWDA Headquarters at Chennai.
2. All District Differently Aabled Welfare Officers Office (DDAWO) in 39 Districts, where project being implemented in three phases. The Districts are Chennai (South), Cuddalore, Dharmapuri, Tiruchirappalli and Tenkasi in the **Phase-I**, Coimbatore, Erode, Perambalur, Salem, Vellore, Ramanathapuram, Thiruvallur, Thanjavur, Thoothukudi and Virudhunagar in **Phase-II**, Ariyalur, Chennai(North), Chengalpattu, Dindugul, Kallakurichi, Kancheepuram, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namkkal, Pudukottai, Ranipet, Sivagangai, The Nilgiris, Theni, Thiruvarur, Tirunelveli, Tirupattur, Tiruppur, Tiruvannamalai and Villupuram in **Phase-III**.
3. Tamil Nadu e-Governance Agency (TNeGA – Sub-Implementing Agency) at Chennai– supporting for IT related activities.
4. District Health Officers Office relating to the 39 District Early Intervention Centres (DEICs)-in the Government Medical Colleges and District Head Quarters Hospitals and Office of National Health Mission- Salary support to the additional manpower and other financial support for equipment and repair and renovation of DEICs through National Health Mission.

The audit should be carried out in accordance with the Standards on Internal Audit (SIAs) prescribed by the Institute of Chartered Accountants of India. It should include such tests and controls that are considered necessary for performance of the audit. Specific areas of audit should include the following:

### **8.1 Coverage specific areas of audit**

1. Assess compliance to the provisions of the Loan and Project Agreement.
2. Assess compliance to the State financial rules, financial handbook, budget manual, Operation Manual and Implementation Plan (OMIP), and instructions / circulars issued by GoTN from time to time that apply to this project.
3. Verify whether the expenditures accounted for this project are eligible for financing and adequate supporting documents are maintained by CWDA, DDAWO, TNeGA (Sub-Implementing Agency) and District Health Offices for the project transactions.
4. Verify whether an appropriate system of accounting and financial reporting exists, all necessary supporting documents, records, and accounts have been kept in respect of all project activities and transactions are properly recorded in the accounting software. The auditor will verify whether adequate supporting documents such as bills, and vouchers and contract records are maintained in respect of project transactions;
5. Clear linkages exist between underlying accounting records vis-a-vis transactions recorded in accounting software, and information provided in the Interim Financial Reports (IFRs) submitted to the World Bank;
6. Expenses are classified correctly in the accounting software as per project component/ sub-component and as per disbursement category of the Loan Agreement, and these are eligible for financing. The auditor shall report cases where ineligible expenditures are included in the IFRs and disbursements are obtained from the World Bank;
7. Whether accounts are prepared and compiled on a monthly basis, and quarterly IFRs and year-end project financial statements are in accordance with the agreed formats, and free from material misstatements and errors;
8. Verify whether funds received by State, Districts and TNeGA have been used with due attention to economy and efficiency and have been utilized only for the purposes for which the financing was provided.
9. The auditor shall report cases where delays were noted in the release of funds to State, Districts and TNeGA on the payment to contractors, vendors and consultants.
10. Verify timeliness and quality of financial reports / utilization certificates submitted by sub-implementing agencies such as DPIUs, TNeGA and NHM. The auditor will report cases where there are issues.
11. Verify whether adequate systems are in place to ensure that works, goods, services (consulting/non-consulting) are procured in accordance with the procurement arrangements prescribed for the project. The audit should report exceptions / cases where these are not followed.
12. Verify whether payments to Suppliers, Consultants and Contractors are being made as per the contractual conditions and report exceptions / cases where these are not followed.
13. Verify whether adequate records are maintained for the fixed assets (specifying value and location of assets) acquired under the project.
14. The auditor will verify the completeness, existence, recording, safeguarding and utilization of the assets including, physical verification of assets.

15. Analyse variances between approved annual work plan & budget vis-à-vis actual expenditures, and report cases where there are significant differences;
16. Review advances paid to other government agencies, like PWD, and ensure if utilization certificates have been received for advances. It is to be ensured that such payments are included in the IUFRR as expenditures only upon receipt of utilization certificates.
17. Review if there are adequate number of staff in all the operational districts to process payments, maintain cash book and other records, and to complete all the accounting entries related to the respective district.
18. Review if the accounting entries in tally are passed by the respective districts from where the payments are made and if such entries posted by district offices are reflected in the state headquarters on a real-time basis.
19. Review salary records for the additional manpower provided to DEICs by TN RIGHTS, like, attendance registers, leave records, salary computation including deductions and statutory remittances relating to salary.
20. Reconcile amounts paid by TN RIGHTS to DEICs and the amount of salary paid by DEICs for additional manpower. Review and report if the amount of salary paid by DEICs for additional manpower is less/ more than the amount transferred by TN RIGHTS to DEICs
21. Any other area that audits wish to examine and report.

## 9 Scope of Duration for Internal Audit

Internal audit should be conducted as per the following timeline:

Financial Year	Period to be covered under the audit	Reporting period
2025-26	April 1, 2025, till Sept 30, 2025	Report to be submitted for six-month period
	Oct 1, 2025, till Dec 31, 2025	Report to be submitted for three-month period
	Jan 1, 2025, till Mar 31 2025	Report to be submitted for three-month period
2026-27	April 1, 2026, till June 30, 2026	Four reports to be submitted for the year, one each at the each of each quarter
	July 1, 2026, till Sept 30, 2026	
	Oct 1, 2026, till Dec 31, 2026	
	Jan 1, 2027, till Mar 31, 2027	

- The audit contract would be extended **for one more year, based on the satisfactory performance of the audit firm.**

## 10 Audit Report Arrangements

1. The audit firm shall conduct the internal audit and report to the Project Director, CWDA
2. The firm shall be required to prepare an audit schedule, audit plan and **audit checklist** (both for Procurement and Financial Management) for State, Districts, TNeGA and District Health Offices in consultation with CWDA and it shall be used for conducting audit and reporting.
3. The firm shall maintain sufficient working papers & supporting documents as audit evidence to support their conclusions.
4. The comments from concerned CWDA, DDAWO and TNeGA must be incorporated in the final audit report as Management comments.
5. **Audit report shall be submitted within Two months from the end of the reporting period.**
6. The firm shall provide a consolidated audit report to the CWDA as follows: .
  - a) Executive Summary, highlighting key audit findings for Financial Management and Procurement Management;
  - b) Detailed audit report providing audit observations for State, Districts , TNeGA and NHM (DEIC) Offices;
  - c) Deficiencies and areas of weakness along with recommendations for improvement;
  - d) Matters that may have significant impact on the implementation of the project;
  - e) Compliance to the previous audit observations;
  - f) Any other matter that the internal auditor considers pertinent to report.

### 10.1 Audit Resources, Team Composition & Qualification

1. The Audit firm should demonstrate that it has sufficient key experts to undertake the assignment. The audit personnel should have familiarity with World Bank /Government accounting and financial procedures and language (Tamil & English).
2. The audit firm shall also have procurement expert to facilitate the review of procurement and contract management functions.
3. Key experts and their personnel CVs will be evaluated for selection of this assignment for the purpose of determining the audit firm eligibility.
4. The audit firm shall also have non-key experts assisting to Team Manager / Team Leader and preparation of draft audit report.
5. The list of personnel required for the assignment is provided below:

S. No	Key Professionals	Description of Services to provided	Qualification / Experience	No. of Persons	Indicative Man days
01	Partner /Audit Manager - (Key Expert 2 No)	Overall coordination & planning, team leadership, reporting & liaison. S/He shall guide the audit team to ensure timely completion of audit, discuss audit findings with	1. Qualified Chartered Accountant with at least 10 years overall experience as a partner with experience in the area of internal audit planning, execution and reporting	2	60 days (7.5 days for each Quarter year report for each person)

		Govt officials and issue final audit report.	<p>2. Involved as partner in at least two assignments in Internal audit of World Bank (Externally Aided Projects)/ Govt dept.</p> <p>3. Thorough Knowledge of MS Office, accounting software's.</p>		
02	Audit Team Leader - (Key Expert -4 Nos)	S/He will be responsible to interact with Govt officials to perform the audit at the CWDA, DDAWO, TNeGA and DEIC, to prepare the draft audit report.	<p>1. Qualified Chartered Accountant with at least 5 years' experience in internal audit with ability to lead and team and interact with senior level Govt. Officials</p> <p>2. Involved in at least two assignments in internal audit of World Bank (Externally Aided Projects) /Govt. Depts</p> <p>3. Thorough knowledge of MS Office and accounting software's.</p>	4	160days (10 days for each Quarter year report for each person)
03	Procurement Expert – (Key Expert – 2 No)	S/He will be responsible for review of procurement process and contract management functions and will prepare procurement section of the audit report.	<p>1. Graduate (One) with atleast 10 years' experience in Government or public sector procurement,</p> <p>2. Well versed with CAG guidelines and World Bank Procurement Regulations.</p> <p>3. Thorough Knowledge of e-procurement systems</p>	2	60 days (7.5days for each Quarter year report for each person)
04	Team Members - (8 Non-key experts CV would not be evaluated)	S/He will be responsible to work with Audit Manager/ Audit Team Leader to perform the internal audit and preparation of draft audit report.	CA Inter / CMA Inter with at least 2 years' experience in internal audit and report writing	8	240 days (7.5 days for each Quarter year report for each person )

- The audit team required for each year would consist of 2 Partner/Audit Manager, 2 Procurement expert and four teams each consisting of 1 audit team leader and 2 semi-qualified staff to review the records at CWDA, DDADWO and TNeGA Office. Audit partner will provide leadership role and guide the audit teams to perform the audit in a timely manner.

## 11 Internal Audit Report Period, Audit Coverage Offices and Payment Terms

Sl.No	Internal Audit Report Period	Audit Coverage Office	Timeline to submit the audit report	Payment Terms
01	01 Apr 2025 to 30 sep 2025	<ol style="list-style-type: none"> <li>1. CWDA Headquarters at Chennai.</li> <li>2. All District Differently Abled Welfare Officers Office (DDAWO) in 39 Districts, where project being implemented in three phases. The Districts are Chennai (South), Cuddalore, Dharmapuri, Tiruchirappalli and Tenkasi, in the <b>Phase-I</b>, Coimbatore, Erode, Perambalur, Salem, Vellore, Ramanathapuram, Thiruvallur, Thanjavur, Thoothukudi and Virudhunagar in <b>Phase-II</b>, Ariyalur, Chennai(North), Chengalpattu, Dindugul, Kallakurichi, Kancheepuram, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namkkal, Pudukottai, Ranipet, Sivagangai, The Nilgiris, Theni, Thiruvarur, Tirunelveli, Tirupattur, Tiruppur, Tiruvannamalai and Villupuram in <b>Phase-III</b>.</li> <li>3. Tamil Nadu e-Governance Agency (TNeGA – Sub-Implementing Agency) at Chennai– supporting for IT related activities.</li> <li>4. District Health Officers Office relating to the 39 District Early Intervention Centres (DEICs)-in the Government Medical Colleges and District Head Quarters Hospitals and Office of National Health</li> </ol>	30 <sup>th</sup> Nov 2025	25% of contract value

		Mission- Salary support to the additional manpower and other financial support for equipment and repair and renovation of DEICs through National Health Mission.		
02	01 oct 2025 to 31 Dec 2025	<p>1. CWDA Headquarters at Chennai.</p> <p>2. All District Differently Abled Welfare Officers Office (DDAWO) in 39 Districts, where project being implemented in three phases. The Districts are Chennai (South), Cuddalore, Dharmapuri, Tiruchirappalli and Tenkasi, in the <b>Phase-I</b>, Coimbatore, Erode, Perambalur, Salem, Vellore, Ramanathapuram, Thiruvallur, Thanjavur, Thoothukudi and Virudhunagar in <b>Phase-II</b>, Ariyalur, Chennai(North), Chengalpattu, Dindugul, Kallakurichi, Kancheepuram, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namkkal, Pudukottai, Ranipet, Sivagangai, The Nilgiris, Theni, Thiruvarur, Tirunelveli, Tirupattur, Tiruppur, Tiruvannamalai and Villupuram in <b>Phase-III</b>.</p> <p>3. Tamil Nadu e-Governance Agency (TNeGA – Sub-Implementing Agency) at Chennai– supporting for IT related activities.</p> <p>4. District Health Officers Office relating to the 39 District Early Intervention Centres (DEICs)-in the Government Medical Colleges and District Head Quarters Hospitals and Office of National Health Mission- Salary support to the additional manpower and other financial support for equipment and</p>	28 <sup>th</sup> Feb, 2026	12.5% of contract value

		repair and renovation of DEICs through National Health Mission.		
03	01 Jan 2026 to 31 Mar 2026	<p>1. CWDA Headquarters at Chennai.</p> <p>2. All District Differently Abled Welfare Officers Office (DDAWO) in 39 Districts, where project being implemented in three phases. The Districts are Chennai (South), Cuddalore, Dharmapuri, Tiruchirappalli and Tenkasi, in the <b>Phase-I</b>, Coimbatore, Erode, Perambalur, Salem, Vellore, Ramanathapuram, Thiruvallur, Thanjavur, Thoothukudi and Virudhunagar in <b>Phase-II</b>, Ariyalur, Chennai(North), Chengalpattu, Dindugul, Kallakurichi, Kancheepuram, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namkkal, Pudukottai, Ranipet, Sivagangai, The Nilgiris, Theni, Thiruvarur, Tirunelveli, Tirupattur, Tiruppur, Tiruvannamalai and Villupuram in <b>Phase-III</b>.</p> <p>3. Tamil Nadu e-Governance Agency (TNeGA – Sub-Implementing Agency) at Chennai– supporting for IT related activities.</p> <p>4. District Health Officers Office relating to the 39 District Early Intervention Centres (DEICs)-in the Government Medical Colleges and District Head Quarters Hospitals and Office of National Health Mission- Salary support to the additional manpower and other financial support for equipment and repair and renovation of DEICs through National Health Mission.</p>	30 <sup>th</sup> May 2026	12.50% of contract value

04	<p>Quarterly Audit report for the period from 01.04.2026 to 30.06.2026, 01.07.2026 to 30.09.2026, 01.10.2026 to 31.12.2026 and from 01.01.2027 to 31.03.2027.</p>	<ol style="list-style-type: none"> <li>1. CWDA Headquarters at Chennai.</li> <li>2. All District Differently Abled Welfare Officers Office (DDAWO) in 39 Districts, where project being implemented in three phases. The Districts are Chennai (South), Cuddalore, Dharmapuri, Tiruchirappalli and Tenkasi, in the <b>Phase-I</b>, Coimbatore, Erode, Perambalur, Salem, Vellore, Ramanathapuram, Thiruvallur, Thanjavur, Thoothukudi and Virudhunagar in <b>Phase-II</b>, Ariyalur, Chennai(North), Chengalpattu, Dindugul, Kallakurichi, Kancheepuram, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namkkal, Pudukottai, Ranipet, Sivagangai, The Nilgiris, Theni, Thiruvallur, Tirunelveli, Tirupattur, Tiruppur, Tiruvannamalai and Villupuram in <b>Phase-III</b>.</li> <li>3. Tamil Nadu e-Governance Agency (TNeGA – Sub-Implementing Agency) at Chennai– supporting for IT related activities.</li> <li>4. District Health Officers Office relating to the 39 District Early Intervention Centres (DEICs)-in the Government Medical Colleges and District Head Quarters Hospitals and Office of National Health Mission- Salary support to the additional manpower and other financial support for equipment and repair and renovation of DEICs through National Health Mission.</li> </ol>	<p>Quarterly audit report to be submitted on 31st Aug 2026, 30th Nov 2026, 28th Feb 2027, and on 31st May 2027.</p>	<p>For the Financial Year <b>2026–2027</b>, <b>12.50% of the contract value</b> shall be released <b>after submission of audit report for each quarter.</b> (i.e) <b>50% of the contract value.</b></p>
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Note:

1. The audit firm shall submit **Four** signed copies of the audit report to CWDA **for each Financial year**. Scanned / soft copy of the signed audit report shall also be submitted to the official email ID of the CWDA/SPIU.
2. The CWDA will make payment to the audit firm after acceptance of the half yearly audit report for the period from 01 Apr 2025 to 30 Sep 2025, and quarterly report thereafter for the period from 01 Oct 2025 to 31 Mar 2026 as detailed in the para 11 above.

## **12 CWDA obligation**

1. The Audit Firm shall be provided copies of Loan and Project Agreement, Project Appraisal Document, Operating Manual and Implementation Plan (OMIP) between GoTN, GoI and the World Bank and Government Order issued by GoTN.
2. The Audit Firm shall be provided with copies of all documents such as Financial & Procurement records, Contract Statement, correspondences, minutes of the meeting and any information generated during the course of project implementation that is deemed necessary by the auditor to conduct the audit;
3. A one day briefing session shall be organized by the CWDA/SPIU for the Audit Firm to explain about the project and assignment. It shall be attended by all members of the audit team (key and non-key experts) of the firm.
4. Audit Review Committee shall be formed by CWDA/SPIU to review the Audit Report submitted by the Audit Firm.

## **13 Audit Firm obligation**

1. The Audit firm should familiarize themselves with the project, GoTN systems and Project Appraisal Document (PAD) of the World Bank's policies, procedures and guidelines.
2. The auditor shall be required to mobilize audit teams and pay for necessary transport and accommodation (including for field visits to Districts, TNeGA and other subordinate offices) to conduct the audit as prescribed in the ToR.
3. The CWDA may assist the auditor in arranging transport and accommodation, if required by the auditor. The fees quoted for this assignment shall include all (i.e. audit consultancy, travel and accommodation and applicable of Govt.Tax).

## **PART II**

### **Section 8. Conditions of Contract and Contract Forms**

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# Lump-sum Form of Contract

## CONTRACT FOR CONSULTING SERVICES

### CONTRACT No. *[insert]*

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address<sup>1</sup>]*.

WHEREAS, the Client has received financing from the World Bank which is being used for this contract (and accordingly the relevant provisions of Bank’s Procurement Regulations and Anti-Corruption Guidelines shall be applicable to this Contract), and the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
  - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
  - (ii) The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
  - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”

2. **Term**

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

3. **Payment**
  - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

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<sup>1</sup> Avoid use of “P.O. Box” address

Goods & Services Tax (GST) payable on the contract's invoices, as per Applicable Law in India, will be identified separately, and will be reimbursed by the Client, subject to the Client performing such duties in regard to the deduction of taxes as may be lawfully imposed. However, Consultant shall have to produce to the Client, all relevant documents establishing the proof of payment/ filing of return to the tax authority etc.

B. Schedule of Payments

The schedule of payments is specified below<sup>2</sup>:

*[insert detailed list of payments specifying amount in Rs. of each installment, deliverable/output for which the installment is paid]*

C. Payment Conditions

Payment shall be made in Rs. not later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account *[insert banking details.]*

**4. Project Administration**

A. Coordinator.

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Inspections and Auditing**

The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Bank and/or persons or auditors appointed by the Bank to

<sup>2</sup> Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.

inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitations determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

- 7. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software<sup>3</sup>.
- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of India, and the language of the Contract shall be English.
- 13. Dispute Resolution** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of India.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after

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<sup>3</sup> Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

being notified, or within any further period as the Client may have subsequently approved in writing;

- (b) If the Consultant becomes insolvent or bankrupt;
- (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

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

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

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## **LIST OF ANNEXES**

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Personnel and corresponding unit rates

Annex C: Consultant's Reporting Obligations

## Beneficial Ownership Disclosure Form

*INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM*

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder<sup>1</sup>. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:*

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

**RFB No.:** *[insert number of RFB process]*

**Request for Bid No.:** *[insert identification]*

**To:** *[insert complete name of Employer]*

In response to your request in the Letter of Acceptance dated *[insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

### Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares  (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights  (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder  (Yes / No)

<i>[include full name (last, middle, first), nationality, country of residence]</i>			
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**OR**

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

**OR**

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”

**Name of the Bidder:** \**[insert complete name of the Bidder]*\_\_\_\_\_

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** \*\**[insert complete name of person duly authorized to sign the Bid]*\_\_\_\_\_

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*\_\_\_\_\_

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**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*\_\_\_\_\_

**Date signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*\_\_\_\_\_

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

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