

Jute Corporation of India

Invites

EXPRESSION OF INTEREST

23rd May'2008

The Jute Corporation of India (JCI) , a Public Sector Enterprise having Head Office in Kolkata, 16 Regional Offices & 171 DPCs in jute growing states , i.e- West Bengal, Bihar, Assam, Orissa, Andhra Pradesh & Tripura invites application from Chartered Accountants / Firm of Chartered Accountants having sufficient exposure to Jute Sector and experience in, Project Monitoring & Financial Services, in their respective domains relating to Agricultural & Economic development, for utilisation of their services for ongoing projects as & when necessary. Terms of Reference for the EOI for the service is given in Annexure-I given below. Interested parties may apply within 16th day of June, 2008 to jutecorp@vsnl.net .

The JCI reserves the right to reject any of the applications received, in full or part thereof, without assigning any reason therefore.

ANNEXURE-I

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for Project Financial Services

(for Jute Technology Mission-Mini Mission III)

1.0 Objectives

1.1 With the intention of (i) ascertaining the Planned Fund expenditure and (ii) appropriate management and use of funds funded projects, these Guidelines are intended to provide a framework for financial diligence requirements throughout the project cycle. Thus, the Guidelines' scope includes:

- Planning / analysis of expenditure under the of project,
- Assessment of the Project and entity financial management
- Coordinate financial activities with other activities of the projects OR activities required for implementation of the project.

2.0 TERMS OF REFERENCE

2.1 The financial consultant will

1. **Conduct** a financial analysis of the proposed Project and
2. a financial management (FM) assessment of the Implementing Agency (IA).
3. This will include providing assistance for maintenance of separate accounts (receipt & expenditure) of fund under the project and submit Recommendation to the Head of the IA.

2.2 The financial consultant will

1. **work** closely with Implementing Agency in a manner that assures that Implementing Agency take responsibility for, and assume ownership of, the project financial analysis.

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2. liaise closely with the preparer(s) of the project techno-economic analysis to ensure that the financial analysis is fully consistent, where relevant, with the economic analysis (including the end result).

2.3 Undertake Preparatory Activities

(i) **Identify** project-specific information of ongoing activities . Determine whether any other agency has appraised the same. If so, determine the objectives, scope, and results of these activities.

(ii) **Review** and, where necessary,

- a. Prepare the Financial Management Assessment Questionnaire [*FMAQ*].
- b. Discuss project steps and process with Implementing Agency.
- c. Prepare a preliminary Financial Management Internal Control and
- d. Risk Assessment. Provide the same to the IA.

2.4 Prepare Project Financial Analysis

(i) **Assist** Implementing Agency to prepare a preliminary Project Financing Plan, including proposed funding and co-financing.

(ii) **Update** the Project Monitoring data, analyse the same with comments and suggestions, wherever necessary

(v) **Assist** Implementing Agency to design the project cash-flow mechanism. The preliminary design should take into account the management responsibilities of each involved entity (IA and entities in State/ Districts/Blocks).

As applicable, review and suggest disbursement procedures, including Imprest Account, if any. Indicate the project disbursement arrangements to IA and comments.

2.5 Assess Agency Financial Management

(i) **Assess** the financial management and internal control mechanisms-of the IA, making use of the information provided.

Particular emphasis should be placed on the capacity of IAs to manage and monitor **project disbursements**, taking account of previous disbursement experience.

Prepare the draft FM Assessment Report. Provide the Report to Appropriate Authority (AA) for review and comments.

(ii) **Update** the Report to reflect the above comments and suggestions.

2.6 Propose Accounting and Auditing Arrangements

- (i) **Assess** the accounting policies, including financial reporting system and general accounting practices, of the IA. Identify material differences, discuss these with the Appropriate Authority(AA)/ entity's auditor (if possible), and, propose modifications where necessary
- (ii) **Work** with Implementing Agency to propose reporting formats for all the Schemes.
- (iii) **Identify** potential accounting, internal control, reporting and auditing issues and propose workable options. Update the FM Assessment Report, to reflect proposed accounting and auditing arrangements, and report to AA for review and comments.

2.8 General and Consultative Activities

- (i) **Together** with officers of IA and other involved consultants, **explain** the analysis to Implementing Agency, with the objective of arriving at a practicable option on:
 - (a) the Financial Plan,
 - (b) financial projections,
 - (c) financial performance indicators,and where relevant _
 - (e) any proposed change in the basis of allocation/ absorption of cost, charges & overheads.
- (ii) **Provide** any other services that are reasonably requested by the IA.

3.0 Required technical back ground

1. Shall be a member of The Institute of Chartered Accountants of India.
2. Shall have adequate exposure to Jute Sector.
3. Shall have expertise in Financial monitoring of ongoing projects.
4. Shall have technical understanding required to interact / co-ordinate with other Consultants engaged for the project.
5. Shall have adequate knowledge of GOI procedures and funding policies.
6. Shall have capacity to assign a senior Chartered Accountant, with above mentioned criteria, at least for three days in a week (Mon, Wed & Fri) on regular basis and on other days as required by the IA from time to time, for the duration of the project (4 years).

4.0 BIDDING FORMAT

4.1 TECHNICAL BID

SL. No.	Fulfilling the Technical criteria	Provide information in detail
3.0.1	Shall be a member of The Institute of Chartered Accountants of India.	
3.0.2	Shall have adequate exposure to Jute Sector.	
3.0.3	Shall have expertise in Financial monitoring of ongoing projects.	
3.0.4	Shall have technical understanding required to interact / co-ordinate with other Consultants engaged for the project.	
3.0.5	Shall have adequate knowledge of GOI procedures and funding policies.	
3.0.6	Shall have capacity to assign a senior Chartered Accountant, with above mentioned criteria, at least for three days in a week (Mon, Wed & Fri) on regular basis and on other days as required by the IA from time to time, for the duration of the project (4 years).	

4.3 FINANCIAL BID

(subject to technical Bid)

SL. No.	Particular of Financial Bid (Major Tasks)	Bid amount (Rs.)
4.2.1	Attending the Office of the Implementing Agency or any other place for the Financial Service as directed by the IA for minimum three days a week BASIS- Per Month	
4.2.2	Attending the Office of the Implementing Agency or any other place for Financial Consultancy work, as directed by the IA, on any other day in addition to above. BASIS- Per day	
4.2.3	Out of pocket expenses (reimbursement of actuals)	
4.2.4	Outstation work as directed by the implementing Agency for the subject job(reimbursement of actuals)	
4.2.5	Minimum period for which the service arrangement can be accepted. (1/ 2/ 3 year)	