

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

India

Tamil Nadu Housing and Habitat Development Project

Loan No. : 9094-IN

Project ID: P168590

Assignment Title: Procurement of Consulting / Chartered Accountant Firm for Implementing Double Entry Accrual based accounting system and Tally ERP software in Tamil Nadu Urban Habitat Development Board (TNUHDB)

Reference No: IN-TNSCB-254775-CS-QCBS-2

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank and intends to apply part of the proceeds for consulting services.

Objective and Scope of Work:

The objectives of the consultancy are as follows:

- i. To design and implement double entry accrual-based accounting system in TNUHDB as well as implement computerized financial management system including a payroll system in TNUHDB.
- ii. To study the existing business and financial procedures of TNUHDB, develop business process reengineering in required areas and document them.
- iii. To study the Act and Rules governing the accounting of TNUHDB.
- iv. To develop the accounting manual covering all transactions of TNUHDB.
- v. To Implement Tally ERP Software across all locations for accounting, budgeting, costing, and financial reporting needs of TNUHDB.
- vi. User Acceptance Testing (UAT), Pilot and Roll out
- vii. To Provide training and build capacity of TNUHDB staff
- viii. To Prepare Opening Balance sheet as on 1-April-2022
- ix. To develop a complete database of Employees and implement a COTS payroll software which is the best fit for TNUHDB

The duration of the assignment is 12 (twelve) calendar months from the date of award of contract.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites: www.tnscb.org/procurement/ and <http://www.tenders.tn.gov.in>

The Tamil Nadu Urban Habitat Development Board, Government of Tamil Nadu now invites eligible Consulting / Chartered Accountant firm to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short-listing criteria are:

The Consultancy/ Chartered Accountant firm must possess the required expertise:

S. No.	Position	Qualifications	Experience
1.	Project Team Leader – One position	<ul style="list-style-type: none"> • A member of the ICAI with ten years of experience • Additional qualification in Certified Information Systems Auditor or similar qualification would be an added advantage • Good knowledge of Tally software • Good knowledge of Tamil and English 	<ul style="list-style-type: none"> • Minimum 10 years of demonstrated experience in corporate financial management including BPR; assessing, designing and implementation of Tally accounting and HR systems; • Demonstrate knowledge of Accounting Standards as well as Companies Act. • Demonstrate Experience in providing training to staff • Demonstrate Experience in preparing accounting manuals • Demonstrate Experience in preparing training materials • Has worked in at least one similar assignment during the last 5 years as a Team Leader. • Experience of working in similar boards Companies will be an advantage
2	Accounts Experts– Two positions	<ul style="list-style-type: none"> • A member of the ICAI with five years of experience • Good knowledge of Tally software • Good knowledge of Tamil and English • Additional qualification in Certified Information Systems Auditor or similar qualification would be an added advantage 	<ul style="list-style-type: none"> • Minimum 5 years of experience • Experience in implementation of Tally; • Good knowledge of accounting standards. • Experience in preparing accounting manuals • Experience of working in similar boards Companies will be an advantage • Has worked in Similar assignments • Has prepared Opening Balance Sheets • Has provided training to staff

S. No.	Position	Qualifications	Experience
			<ul style="list-style-type: none"> • Knowledge of Companies act will be helpful
3	Finance Training Expert – One position	<ul style="list-style-type: none"> • A member of CA/ICWAI/MBA with five years of experience • Good knowledge of Tally software • Good knowledge of Tamil and English 	<ul style="list-style-type: none"> • Minimum 5 years of experience in working and preparing accounting manuals • Experience in implementation of Tally; • Good knowledge of accounting • Experience in providing training • Experience in preparing training materials • Has worked in Similar assignments • Experience of working in Relevant sector boards/Companies will be an advantage

The lists of documents to be submitted along with the Expressions of Interest for Shortlisting the EoIs are given below:

1. Copy of the Certificate of Incorporation and constitutional documents.
2. Certified copy of the audited financial statements (OR) certificate from the statutory auditor (i.e 2018-19, 2019-20, 2020-21).
3. Self-certification of details of the experience.
4. Copy of work orders for completed assignments
(OR)
Work completion certificates from client
(OR)
In case of ongoing consultancy, the completion should be substantial (at least 75% of the technical deliverables has been submitted to client satisfaction). Letter from client stating the status of delivery along with work order to be submitted.
5. Self-Certification of list of such staff with qualification and experience as per format provided.
6. Provide office address as well as branches within Tamil Nadu.

Note: Key Experts will not be evaluated at the short-listing stage of EoI.

The Consulting / Chartered Accountant firm may submit other documents considered important, which are not listed above, to justify general qualifications and qualifications relevant to the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's prevailing "Procurement Regulations for IPF Borrowers", setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours i.e .10:00 AM to 5:45 PM. (Except holidays)

Expressions of interest must be delivered in a written form along with necessary enclosures to the address below (in person, or by mail or by e-mail) by 22.04.2022 up to 3:00 PM.

Attention:

Financial Advisor,
Project Monitoring Unit,
Tamil Nadu Urban Habitat Development Board,
No.5, Kamarajar Salai,
Chennai – 600 005,
Tamil Nadu, India,
E-mail: tnuhdbprocurement@gmail.com