



Expression of Interest **(EOI)**

Title of Consulting Services
***Internal Auditing of RBBL 3 Departments, 2 Provincial
Offices & 85 Branch Offices***

Method of Consulting Service
National

Project Name : *Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices*
EOI Number : *RBBL/GSD/EOI/IA -90/078/79*
Office Name : *Rastriya Banijya Bank Ltd, Central Office, General Service Department*
Address : *Singhadurbarplaza, Kathmandu*
Issued on : *Baisakh 25, 2079 (May 08, 2022)*

Standard EOI Document

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Standard EOI Document

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A. Request for Expression of Interest

Rastriya Banijya Bank Limited, Central Office, General Service Department

Date: 2079/01/25 (May 08, 2022)

Name of Project: ***Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices***

1. Rastriya Banijya Bank Ltd. (RBBL) has allocated fund ***toward the cost of Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices*** and intends to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **RBBL** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: ***Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices***. Interested firm should submit an **Expression of Interest (EOI)** in their own format that shall include:
 - A covering letter (with expression of interest and declaration to submit detailed proposal)
 - The profile and applicable organizational certificates.
 - An area coverage with details breakdown and the concept note on how for this proposal.
 - The details of similar experience with evidence
 - A proposed team composition, designation and CVs of key team members.
 - The document to verify RBBL minimum qualification and experience requirement (Important note: Noncompliance with minimum qualification requirement will be considered as ineligible for shortlisting)
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address ***Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal*** during office hours on or before **Jestha 08, 2079 (May 22, 2022)**. A complete set of EOI Document is also available online and can be downloaded from RBBL website **www.rbb.com.np**
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the ***Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal*** during office hour on or before **Jestha 09, 2079 (May 23, 2022)**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on ***Qualification 40%, Experience 50%, and Capacity 10%*** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal (RFP). Minimum score to pass the EOI is **70**.
8. Required Qualification & Experience criteria for ***Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices***
 - Consulting company/firm must have specific experience in internal auditing within last three years. The consultant is required to furnish at least 2 clients (Any bank or financial institution) testimonials for the same.
 - The Agency/Audit firm/Organization should have at least **20** personnel working in the office. Among them, firm should have minimum of an **FCA, 5 CA** and other personnel should have an experience of accounting, finance & banking practices.
 - The team leader to be engaged for auditing in each department, province office or branch office shall be Senior Chartered Accountant (FCA) and shall have at least 3 years of Auditing experience in banking or financial sectors.
 - Other engaging members shall be Chartered Accountant (at least two members shall have 2 years of auditing experience and others shall have 1 years of auditing experience)
9. The RBBL reserves all the right to accept or reject one or all EOI proposals without assigning any reason whatsoever with its sole discretion.



**RASTRIYA BANIJYA
BANK LTD.**

Central Office

General Service Department

Phone: 4252595 Ext. no. 1317,2411 Fax: 4249565

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm/company/ organization**.
4. The assignment has been scheduled for a period as mentioned in TOR. Expected date of commencement of the assignment is July,2022.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Internal Auditing of RBBL 3 Departments, 2 Provincial Offices & 85 Branch Offices**". The Envelope should also clearly indicate the **name and address of the Applicant**.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services / TOR

आ.ले.प कार्य गर्ने बाह्य विशेषज्ञ कम्पनी/फर्मको Terms of References (TOR) :

१. आन्तरिक लेखापरीक्षण जोखिममा आधारित भई रा.वा बैकको आन्तरिक लेखापरीक्षण निर्देशिकालाई आधार मानेर हुनुपर्ने छ ।
२. आन्तरिक लेखापरीक्षण गर्ने कार्यालयहरु (विभाग, प्रादेशिक कार्यालय तथा शाखा) को आन्तरिक लेखापरीक्षण भएको पछिल्लो (Latest) अवधिलाई आधार मानी जुन महिनामा आ.ले.प गर्न गएको हो सो भन्दा अघिल्लो महिनाको अन्त्य सम्मको आ.ले.प गर्नुपर्ने छ ।
३. सम्भौता/ कार्यादेशमा उल्लेखित कार्यालयहरुको आ.ले.प प्रतिवेदन २०७९ श्रावण मसान्त भित्रमा आ.ले.प. विभाग समक्ष पेश गर्नु पर्ने छ ।
४. आ.ले.प विभागले आन्तरिक लेखापरीक्षकलाई उपलब्ध गराएको आ.ले.प कार्यतालिकालाई आन्तरिक लेखापरीक्षण विभागको सहमतिमा आवश्यकता अनुसार हेरफेर गर्न सक्ने छ । यसरी आ.ले.प कार्य तालिकामा हेरफेर भएमा वूदा नं. २ मा उल्लेख भए अनुसार आन्तरिक लेखापरीक्षकले जुन महिनामा आ.ले.प गर्न गएको हो सो भन्दा अघिल्लो महिनाको अन्त्य सम्मको आ.ले.प गर्नुपर्ने छ ।
५. प्रत्येक कार्यालयहरुको आ.ले.प गर्न खटिने टोली प्रमुख एवं अन्य सदस्यहरुको योग्यता एवं अनुभव निम्नानुसारको भएको हुनुपर्नेछ:

क. विभाग तथा प्रादेशिक कार्यालयको हकमा

टोली प्रमुख	अन्य सदस्य
वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम ३ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	कम्तीमा २ जना: २ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव अन्य: १वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव

ख. शाखा कार्यालयको हकमा: शाखाको कर्जाको आयतन अनुरूप निम्नानुसार

शाखाको कर्जाको आयतन	टोली प्रमुख	अन्य सदस्य
रु. ५ अर्ब भन्दा माथि	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम ३ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	२ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव
रु. ३ अर्ब भन्दा माथि रु. ५ अर्ब सम्म	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम ३ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	१ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव
रु. २ अर्ब भन्दा माथि रु. ३ अर्ब सम्म	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम ३ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	१ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव
रु. १ अर्ब भन्दा माथि रु. २ अर्ब सम्म	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम २ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	१ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव
रु. १ अर्ब सम्म	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम २ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव	१ वर्ष बैकिग क्षेत्रमा लेखा परीक्षण गरेको अनुभव

६. शाखामा खटाईने जनशक्ति तथा आ.ले.प गर्नलाई कम्तीमा लगाउनुपर्ने समय देहाय बमोजिमको हुनुपर्ने (बाटोको म्याद बाहेक तथा काठमाण्डौं उपत्यकाको हकमा बाटोको म्याद नलाग्ने) ।

शाखाको कर्जाको आयतन	न्युनतम म्यान डेज (Man Days)
रु. ५ अर्ब भन्दा माथि	४०
रु. ३ अर्ब भन्दा माथि रु. ५ अर्ब सम्म	२०
रु. २ अर्ब भन्दा माथि रु. ३ अर्ब सम्म	१६
रु. १ अर्ब भन्दा माथि रु. २ अर्ब सम्म	१२
रु. १ अर्ब सम्म	१०

७. सुन कर्जाको हकमा कुल सुनको पोकाको कम्तीमा १०% को परिक्षण गर्नु पर्ने ।
८. कुल लगानी भएका कर्जाहरुको जोखिममा आधारित रहेर कुल नयाँ लगानी संख्याको कम्तीमा १०% परियोजनाको स्थलगत निरीक्षण गर्नु पर्ने ।
९. लेखापरीक्षण समाप्त भए पश्चात लेखापरीक्षण प्रमाणको फाईल/कागजात तथा अन्य अवश्यक विवरणहरु आ.ले.प विभागलाई उपलब्ध गराउनु पर्ने छ ।

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१०. लेखापरीक्षण समाप्त भए पश्चात आ.ले.प गरिएका सम्पूर्ण लेखापरीक्षण ईकाईहरूको समष्टीगत प्रतिवेदन आ.ले.प विभागलाई उपलब्ध गराउनु पर्ने छ ।

थप जिम्मेवारी

१. आ.ले.प गर्न गएको पहिलो दिन कारोवार सुरु हुनभन्दा अगाडी ढुकुटी तथा नगदको परिक्षण गरिनु पर्ने । नगद परीक्षण गर्दा डि.मी. अनुसार नगदको भौतिक परिक्षण हुनु पर्ने ।
२. हाल रा.वा.बैंकमा प्रयोगमा रहेको Bio Metric हाजिरीको अवस्थाबारे प्रतिवेदनमा उल्लेख गर्नु पर्ने ।
३. आ.ले.प अबधिमा नयाँ लगानी भएका सम्पूर्ण कर्जा फाइलको आ.ले.प गर्नु पर्ने ।
४. ने.रा.बैंक द्वारा जारी गरीएको निर्देशनहरूको पालना भए नभएको एकिन गर्नु पर्ने जस्तै: AML/CFT ।
५. दैनिक कारोवार संचालन सम्बन्धमा सम्पूर्ण बैकिङ्ग कारोवारहरूको आन्तरिक प्रणालीको विश्लेषण गरिनु पर्ने छ जस्तै: Transaction List Verification, Manual Day book, Cash Book को हालको अवस्थाको बारेमा प्रतिवेदनमा उल्लेख हुनु पर्ने ।
६. IT अडिटको बारेमा CheckList बमोजिम भए नभएको एकिन गर्नु पर्ने ।
७. शाखा प्रबन्धक, सहायक शाखा प्रबन्धक, कर्जा इन्चार्ज ,आइटी फोकल, प्रशासन इन्चार्ज लगायत सम्पूर्ण जिम्मेवार कर्मचारीहरूको व्यक्तिगत खाताको परीक्षण गर्नु पर्ने ।
८. आ.ले.प कार्य परीक्षण गर्दा विगत कैफियतको अनुगमनको स्थिति प्रतिवेदनमा उल्लेख गर्नु पर्ने ।
९. Entry Meeting र Exit Meeting गर्दा च.नं.४१८, मिति २०७३।१।०५ वि.ओ.डी परिपत्र नं.२७।२०७३।२०७४ अनुरूप गरिनु पर्ने ।

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Details of Units for Internal Audit

Unit Type	Audit Unit	Code	Reporting Office	
Department	CSME Credit Department		Mgmt-HO	
	Finance Department			
	Risk management & Credit Monitoring Department			
Province Office	Madhesh Province Office Birgunj	178	Mgmt-HO	
	Lumbini Province Office Nepalgunj	400		
Branch office	Corporate Branch	185	Mgmt-HO	
	Chainpur	203		
	Katari	205	1 No. PO Biratnagar	
	Diktel	206		
	Okhaldhunga	207		
	Khadbari	208		
	Damak	214		
	Shivagunj	217		
	Bhadrapur	221		
	Dingla	229		
	Aiselukharka	233		
	Jeetpur	235		
	Beltar	237		
	Khotangbazar	238		
	Bayarban	240		
	Belbari	243		
	Jhapabazar	244		
	Nechabihbare	252		
	Baksila	253		
	Basantapur	266		
	Simara	123		Madhesh PO Birgunj
	Jaleswor	127		
	Nijgadh	129		
	Shreepur	133		
	Jadukoha	145		
	Pidarichowk	152		
	Bardibas	158		
	Pokhariya	172		
	Siraha	213		
	Kathauna	232		
	Sukhipur	239		
	Gajuri	105	Bagmati PO Kathmandu	
	Sindhuli	106		
	Bhimpheedi	107		
	Khanikhola	108		
	Thamel	110		
	Lalitpur	112		
	Singhadurbar	113		
	Hetauda	130		
	Bharatpur	131		
	Suryabinayak	137		
	Baneshwor	142		
	Thapathali	143		
	Ratamata	148		
	Parsadhap	150		
Thosey	157			
Charikot	161			
Banepa	181			
Durbarmarg	187			
Kalikasthan	192			
Malekhu	195			
Singhadurbar parisar	196			
Prithivichowk	302	Gandaki PO Pokhara		
Gorkha	306			
Triveni	309			
Aanbukhaireni	319			
Aarughat	321			
Galyang Bazar	325			
Mahendrapul	343			
Syangjabazar	347			

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	Damauli	352	
	Phalebas	354	
	Bhairahawa	308	Lumbini PO Nepalgunj
	Chandrauta	317	
	Purtighat	328	
	Ramnagarbazar	336	
	Kotihawa	339	
	Sukhabandargaha Bhairahawa	349	
	Tribhuwanchowk	427	
	Lamahi	429	
	Mugu	406	Karnali PO Surkhet
	Dullu	434	
	Mahelkuna	448	
	Soru	451	
	Mugum Karmarong	455	
	Bajura	407	Sudurpaschim PO Dhangadhi
	Doti	410	
	Bhajani	415	
	Dhangadhi	417	
	Mahendranagar	418	
	Shivasarojsthal	421	
	Hasuliya	425	
	Shripur Belauri	439	
	Kolti	441	
	Campusroad Dhangadi	449	

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D. Evaluation of Consultant’s EOI Application

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Updated Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance Certificate of FY 2077/78	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Minimum Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As Mentioned in TOR</i>	40%
<i>Experience of Key Experts</i>	<i>As Mentioned in TOR</i>	
B. Experience		
<i>General of consulting firm</i>	Should have 3 years of general experience in internal auditing/ financial auditing/due diligence or any other type of auditing.	50%
<i>Specific experience of consulting firm within last 7 years.</i>	Consulting company/firm must have specific experience in internal auditing within last three years. The consultant is required to furnish at least 2 client (Any bank or any NRB recognized financial institution) testimonials for the same.	
C. Capacity		
<i>Financial Capacity (Average Turnover)</i>	Average annual turnover of best three years out of last seven years should be at least NRs. 6 Million	10 %

Note :

In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm’s or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
[Address]
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

3(C). Geographic Experience – Not Applicable

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

4(B). Infrastructure/equipment related to the proposed assignment

Not Applicable

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)