

## REQUEST FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)

### For Internal Auditing of 9 Departments, 2 Provincial Offices, 1 Main Branch Office & 54 Branch Offices of Rastriya Banijya Bank Ltd.(RBBL)

(First date of publication 2077/12/03)

Rastriya Banijya Bank Ltd. (RBBL) would like to invite the qualified Agency/Audit firm/Organization that specialize in internal auditing process to submit an "Expression of Interest" for Internal Auditing of 9 Departments, 2 Provincial Offices, 1 Main Branch Office & 54 Branch Offices (Total 66 units). 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 and
- A Proposed team composition, designation and CVs of key team members.
- The Documents to meet our desired minimum qualification

#### **The areas of Internal audit to be covered (but not limited) to the following:**

The internal audit of RBBL 9 Departments, 2 Provincial Office, 1 Main Branch Office & 54 Branch Offices (Total 66 units) to be conducted in accordance with Rastriya Banijya Bank Limited, Internal Audit Procedures 2061 (Amended 2069)-RBBL, IAP 2061 (Amended 2069) and Internal Audit report to be submitted in Devanagiri language in compliance with the format attached in Annex 2 of the said RBBL,IAP 2061 (Amended 2069).

#### **Desired Minimum Qualification:**

- The Agency/Audit firm/Organization should have at least 10 personnel working in the office. Among them, firm should have minimum of an FCA,10% CA and other personnel should have an experience of accounting, finance & banking practices.
- The average annual turnover for last three fiscal years must not be less than NRs.6 million.
- 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 any NRB recognized financial institution) testimonials for the same.
- The minimum qualification & experience of the team leader & engaging members for auditing RBBL departments, offices & branch offices mentioned in each cluster shall be required as follows.

Cluster	Minimum Qualification & Experience of Team Leader	Experience of other engaging member
1	Must be a Senior Chartered Accountant & must have at least 3 years of auditing experience in banking or financial sectors	must have at least 2 years of auditing experience in banking or financial sectors
2	Must be a Senior Chartered Accountant & must have at least 2 years of auditing experience in banking or financial sectors	must have at least 1 years of auditing experience in banking or financial sectors
3	Must be a Senior Chartered Accountant & must have at least 2 years of auditing experience in banking or financial sectors	must have at least 1 years of auditing experience in banking or financial sectors

- Personnel to be engaged in auditing must have specialized expertise in core subject matter along with in depth knowledge in banking/accounting/technology adopted by bank & banking transactions.

#### **Other criterion :**

1. The firm/ company/organization should be in a separate existence at least for the last 3 (Three) years
2. A Copy of company/firm registration certificate certified by a notary public.
3. A Copy of VAT/PAN registration certificate and certificate of tax clearance for F.Y. 2076/77 certified by a notary public.
4. List of professional staff along with CVs of relevant core staff showing project wise experience with the exact time duration for each project.
5. A List of similar works completed by the firm during last Three (3) years.
6. A certificate/affidavit assuring that the firm is not black listed by any Government/Autonomous body.
7. An Audited statements of accounts for the last three fiscal years.
8. The Interested eligible consultants may obtain further information and EOI document free of cost from Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal during office hours on or before Chaitra 16, 2077 (March 29, 2021)
9. The Audit units have been classified in three different clusters and the eligible consultant may present their proposal for single or more than one cluster. Details of cluster have been annexed in EOI document. The interested firm may feel free to contact at [gsd@rbb.com.np](mailto:gsd@rbb.com.np) for further information.
10. Expression of interest shall be delivered manually to the Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal on or before Chaitra 17, 2077 (March 30, 2021)
11. EOI will be assessed based on Qualification 40%, Experience 50%, and Capacity 10% of the consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firm will be invited to submit the technical and financial proposal through a request for proposal (RFP).
12. The RBBL reserves all the right to accept or reject one or all EOI proposals without assigning any reason whatsoever with its sole discretion.



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