



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିକାଶ ସମିତି
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Odisha Rural Development & Marketing Society
creating competence and values in rural Odisha
Panchayati Raj & Drinking Water Department, Government of Odisha

ORMAS

SIRD & PR Campus
Unit-VIII, Bhubaneswar
Odisha 751012, India
Tel:0674-2565870/71
Email:ormashq@gmail.com
Website:www.ormas.org

No. 292 /
ORMAS-ADMIN-SERV-0003-2022

Date: 11.02.2025

QUOTATION CALL NOTICE

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS
FOR CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN
GANJAM DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY
ORMAS**

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed quotations from the eligible bidders for **“Selection of CAG Empaneled Chartered Accountant Firms for Conducting Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS.”** Bidders fulfilling the prescribed eligibility criteria of the Quotation Call Notice can access and download the complete bid Document and other details from www.ormas.org. The bid calendar under the end-to-end process are:

Date of Issue	Last Date for Submission of Bid	Date of Opening of Technical & Financial Bid,	Bid processing fee including GST in Rs.	EMD in Rs.
11.02.2025	18.02.2025 at 2 PM	18.02.2025 at 3 PM onwards	500/- including GST	2,000/-

Interested bidders may submit their sealed quotations in the prescribed format mentioning above mentioned caption on the cover of the envelope to the office of the Chief Executive Officer, ORMAS, SIRD Campus, Unit- 8, Bhubaneswar-751012 through Speed Post/ Post/ Courier/ Tender Box latest by 18.02.2025 by 02:00 pm. The quotation shall be opened on the same date at 3 pm. Authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without assigning reason thereof.

Rathore

Chief Executive Officer, ORMAS

Copy to Project Executive, ORMAS for publication on the Website and the Notice Board of ORMAS for wide publicity.

Rathore
11.2.25

Chief Executive Officer, ORMAS

Quotation Call Notice

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT
FIRMS FOR CONDUCTING SPECIAL AUDIT OF SHAKTI GAON
PROJECT IN GANJAM DISTRICT FOR THE FY 2014-15 TO 2017-18
MANAGED BY ORMAS**



SIRD & PR Campus, Unit – 8, Bhubaneswar, Pin - 751012
Phone No. [0674] 2565871, Fax- 2565872, www.ormas.org



ଓଡିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡିଶା ସରକାର
Odisha Rural Development & Marketing Society

ORMAS
BHUBANESWAR

creating competence and values in rural Odisha
Panchayati Raj and DW Department, Government of Odisha

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Sd/-

Chief Executive Officer, ORMAS

Copy to Project Executive, ORMAS for publication on the Website and Notice Board of ORMAS for wide publicity.

Sd/-

Chief Executive Officer, ORMAS

SECTION 1

SCOPE OF WORK AND TERMS OF REFERENCE

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN GANJAM
DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY ORMAS**

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN GANJAM
DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY ORMAS**

1. ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed quotations from the eligible bidders for **“Selection of CAG Empaneled Chartered Accountant Firms for Conducting Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS.”** Bidders fulfilling the prescribed eligibility criteria of the Quotation Call Notice can access and download the complete Quotation Call Notice and other details from www.ormas.org / panchayat.odisha.gov.in .

1. Background

Odisha Rural Development and Marketing Society (ORMAS), an autonomous body under Panchayati Raj & Drinking Water Department Government of Odisha formed under Societies Registration Act, 1860 and 14th January 1991. ORMAS has been actively promoting rural livelihoods and enterprise development for over 30 years. It is the model agency for implementation of skill projects in Odisha. It could be successfully narrated that ORMAS has created comparatively the best skilling ecosystem in the state. Odisha has esteemed as number one performing state in India for consecutive three years with the support of renowned organizations working as Project implementing Partners (PIAs).

2. Objectives:

ORMAS management has decided to conduct a Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS on a pilot basis. This process will scale up across the state in phasing manner where the projects are established under ORMAS. Hence quotation is now invited from interested CA to conduct the above assignment and the decision of ORMAS on selection of Audit firm is final.

3. Key dates :

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of Quotation	11.02. 2025
2	Last Date for Submission of Bid	18.02. 2025, 2 PM
3	Date of Opening of Technical & Financial Bid	18.02. 2025, 3 PM

Note : In case the closing date for issue of tender notice and last date for receipt of proposal to be a holiday for ORMAS for any reason, the activity will be held on the immediate next working day at the same time & place.

4. Scope of Work for Special Audit

Broad Scope of work Consist of the Following activities

- I. Vouching of all expenditure. Verification of all purchases and reconciliation with ledgers from buyers.
- II. Day wise reconciliation of sale and sales receipts viz a viz bank deposits along with the reconciliation of funds.
- III. Reconciliation of Sale proceeds with sale quantity.
- IV. Total quantity wise and cash wise reconciliation of purchase, sale, bank deposits debtors etc. to eliminate and chances of misappropriation of funds.
- V. Reporting of any other matter not covered above or misappropriation of sale proceeds or financial irregularity, if any detected in the course of audit.
- VI. The financial reports and Utilization Certificates (UCs) submitted under different funds.
- VII. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by the competent authority according to the delegation of financial powers and compliance to laws and prescribed guidelines. -ORMAS
- VIII. Review of Internal audit observation & compliance made by District.
- IX. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Miscellaneous Receipt Books, Journal Book, Salary Register, Attendance Register, Cheque issue register, Grants/Funds Received Register etc.).
- X. To provide recommendations for strengthening internal controls and other financial accounting and reporting practices in accordance with the best practices.
- XI. Examination of statutory payments whether made within the scheduled period, returns filed, reconciliations and other compliances.
- XII. Tax deducted at source with appropriate rate on payments made by ORMAS and deposit of the deducted amount within the scheduled period in Government account.
- XIII. Compliance with applicable statutes including income tax, GST or other indirect taxes. Filing of quarterly TDS/GST Returns/ statements within the due dates.
- XIV. Examine whether there is any outstanding demand from any statutory authority.
- XV. Physical verification report on Cash, Stores, consumables and fixed assets. (Physical verification report should form part of the report).

SECTION 2
Instruction to Bidders

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN GANJAM
DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY ORMAS**

1. Bidders Data Sheet

No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Lowest and Responsive bid
3.	Mode of Submission	Through Speed Post / Registered Post/ Courier/ /by drop in the tender box of ORMAS. ORMAS will not be responsible for postal delays or any other consequences.
4.	Date of Issue of RFP	11.02.2025
5.	Last Date and Time for submission of Bid	18.02.2025, 2 PM
6.	Date & Time for opening of Technical Bid and Financial Bid	18.02.2025 at 3 pm onwards
7.	Bid Processing Fee (Non-Refundable)	500/-INR including GST in form of Demand Draft from the scheduled bank infavour of ORMAS and payable at Bhubaneswar
8.	Earnest Money Deposit (EMD) (Refundable)	Rs. 2,000/-INR (Rupees Two Thousand) in form of Demand Draft from the scheduled bank in favour of ORMAS and payable at Bhubaneswar
9.	Performance Security	Selected agency shall furnish 10 % of the Contract value in shape of Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Place of Opening of Technical& Financial Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
11.	Address of the Client:	Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormashq@gmail.com Contact person: Dy CEO, ORMAS (9437535580)
12.	Joint Venture/Consortium/ Franchising, outsourcing, subletting	Not Allowed

2. General Instructions to the Bidder:

- This enquiry is in the nature of quotation call notice intended to hire services of Chartered Accountant firms for special audit of Accounts of Shakti Gaon Project in Ganjam District managed by ORMAS for the FY period 2014-15 to 2017-18
- The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in the Scope of Work.
- The costs of preparing the proposal and of negotiating the contract if any including visits to the Client etc are not reimbursable.
- The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out.
- The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats. Failure to furnish all the necessary information as required by the QUOTATION CALL NOTICE or submission of a proposal not substantially responsive to all the requirements of the QUOTATION CALL NOTICE shall be at Bidders own risk and is liable for rejection.
- The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
- The proposal shall be typed or written in indelible ink (if required) and shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract. The Letter of authorization shall accompany the proposal.
- In addition to the identification, the envelopes containing the proposals shall mention the name and address of the Bidder.
- Proposals received by facsimile shall be treated as defective, invalid and rejected.
- No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
- The firm shall have to deputy an appropriate number of audit teams for timely submission of the Audit Report and to attain quality of audit. Each audit team shall have to be headed by a qualified CA.
- The engagement of C.A. Firm shall be subject to renewal every year on satisfactory completion of assigned work. The engagement of C.A. firm will be made at the same prices, terms and conditions.

3. Evaluation of Eligibility Criteria

The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below. Technical bids of only those bidders who qualify in the eligibility criteria given below will be considered for opening.

Sl no.	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
I.	The bidders must be a registered CAG empaneled firm/proprietorship having a minimum of 3 years of post-qualification audit experience in Odisha. The firm must have registered under GST and PAN.	The copy of the CAG empaneled certificate and Registration certificate of ICAI.
II.	The firm must have undertaken at least one government / PSU Statuary / Internal / Special Audit in the last 3 years as on the date of submission of proposal with a minimum contract value of Rs. 2 lakh per assignment.	(PO/Work order must have mentioned order value.
III.	The firm must have minimum 1 Nos. FCA	Copy of FCA Certificate
IV.	The bidder should have its head office or branch office in Odisha.	Proof of branch address
V.	The average annual turnover of Rs. 10 lakh in last three financial ending on 31.03.2024	copies of Audited Financial Statements (Balance Sheet / Profit Loss Statement) certified by the CA (Not from your firm)
VI.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed
VII.	Bid Processing Fee and EMD	Rs.500/- and Rs.2000/- respectively. (Exemption of EMD as applicable)

Non-submission of any one of the above documents along with pre-qualification proposal, leads to outright rejection of the proposal.

4. **Bid Processing Fee and EMD:**

The Bidder shall submit the Bid Processing Fee and EMD of Rs. 500/- (non- refundable) and Rs. 2000/- (refundable) respectively, absent of which the bid shall be rejected. (Exemption of EMD as applicable)

5. **Performance Security:**

Selected agency shall furnish 10 % of the Contract value in shape of Demand Draft in favour of “ORMAS” drawn in any scheduled commercial bank payable at Bhubaneswar. Upon receipt of Performance security, the EMD shall be refunded to the successful bidder.

6. **Deliverables, Timelines and Payment Scheduling:**

100% payment shall be made within 30 days after submission of the deliverables and approval by the competent authority.

Deliverable/output	Unit	Timeline from the date of Commencement (Cumulative)
Conducting Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS	1	16 days period from the date of commencement

7. **Audit Fees:**

- Maximum Fees up to Rs. 1,00,000/- excluding GST for the Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS. The bidder shall quote their price within the limit of Rs. 1,00,000/-
- No TA and accommodation will be paid for work in the Head Office/Head Quarter i.e. Bhubaneswar. TA and accommodation will be paid to audit staff if they visit Ganjam for the purpose of the audit as per the rules of ORMAS and at par with Project Executive.
- Income tax will be deducted as per the rules.
- GST will be paid as applicable.

8. **Team Composition for the assignment:**

As required in assignment, The professional will be engaged not below qualification as below category:

SL No.	Qualification	Experience
1	One CA Qualified	3 Years Experience in accounts Finalization
2	One CA/CMA (Inter) Qualified (Semi Qualified)	3 Years Experience in accounts Finalization

9. Details of estimated man-days .

Professional Staff						
Assignment	Semi Qualified			Chartered Accountant (Qualified)		
Special Audit	Person	Days	Total Man days	Person	Days	Total Man days
	1	8	16	1	4	4

10. Submission of Report:

The firm has to Submit the Financial Statement (Balance Sheet and Profit and Loss Accounts including all Schedules and Bank reconciliation) for each year separately in Hard Copy and soft copy to CEO, ORMAS within 16 working days from the date of Acceptance of Work Order.

ORMAS may extend the assignment and its locations for further period depending on the performance of the firm and Timely Completion of work. In addition of the Scope as above the management may change the scope of work during the assignment period considering the requirement in consultation with CA firm.

11. Penalty/ Liquidated Damages:

A default / delay of 10 days from the due date to deliver the outputs specified above shall attract a penalty of 0.5 % of the fees payable for the respective deliveries for the delay. Such a penalty shall be levied after 10 days at 0.05% per week or part thereof up to a maximum of 5 %. If it is observed that the delay is not due attributable to the CA firm, then such a penalty may not be levied.

12. Disqualification:

- ORMAS may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:
- Misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to blacklisting and debarring the bidder in all the future assignments along with forfeiture of the EMD.
- Declared as ineligible by GoI / State / UT for corrupt, fraudulent practices or has been blacklisted.
- A Bidder's proposal may be rejected if it is determined that the Bidder

has engaged in corrupt, fraudulent or unfair trade practices.

- The firm proposes any alteration in the work specified or any conditions or corrections made in this Bid.
- The firm shall submit the Bid which does not satisfy each and every condition laid down in the notice, failing which the Bid will be liable for rejection.
- Firm's Bid containing conditions shall be liable for rejection outrightly without assigning any reason for the same.
- Stipulates the bid validity period less than what is stated in the form or tender.
- Stipulates its own conditions.
- Does not fill in and sign the Bid form as well as annexure, specifications etc.
- Does not submit the bid before the stipulated timeline to the inviting authority
- Does not attach the required documents along with the Bid.
- Canvassing in any manner to influence the Authority will be summarily rejected.

13. Conflict of Interest:

The Chartered Accountant Firm at all times shall hold the ORMAS's interest paramount and shall avoid conflicts with its other assignments.

14. Right to Accept or Reject Proposals:

ORMAS reserves the right to annul the QUOTATION CALL NOTICE process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

15. Validity of Bid:

The Bid submitted by the bidders shall remain valid for a period of **90 days** from the technical bid opening date.

16. Submission of Proposal:

A bidder is allowed to quote only one quote for the selection process. CA Firm is required to offer the rates in lump sum for the activities to be undertaken as mentioned in the Scope of Work of this QUOTATION CALL NOTICE and taxes and duties for the assignment to be stated separately.

- The firm shall submit the Technical & Financial Proposal in one single sealed envelope superscribing on the cover of the envelop **“Conducting Special Audit of Shakti Gaon Project in Ganjam District for the FY 2014-15 To 2017-18 managed by ORMAS.”**
- The bidders are requested to submit their financial proposal as per the prescribed format. Any deviation to the prescribed format for submission,

liable to rejection of the bids.

- Submission of a proposal by a bidder shall mean that he/she has read this notice and bid documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and by laws of the Government, ORMAS and other factors bearing influence on the execution of the service so proposed.
- The proposal shall be submitted by **Registered Post / Speed Post / Courier / drop in the tender box of ORMAS within** the stipulated time and date and place specified in the Bidder data sheet.
- The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend. One representative from each bidder with the necessary authorization will be allowed to attend the opening of the proposal.
- Bids received after stipulated timeline specified in the bidder data sheet shall not be considered and out rightly rejected. The successful Firm shall be awarded with work order.
- ORMAS reserves the right to cancel / alter the bid requirement without assigning any reasons thereof. The Designated Authority reserves the right to open or not to open any or all bid document without as signing any reason thereof.

17. Method of selection

- The eligibility evaluation shall be done primarily as per the eligibility criteria fixed.
- The Financial Proposals of the eligible bidders shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the prices quote shall be read and recorded accordingly.
- Financial evaluation will be made on total fees excluding GST for audit of four financial years altogether (Lumpsum) as per details given in the Quotation Call Notice.
- Financial bids with over all lowest quoted price for the assignment will be considered for negotiations if required and award of contract.
- However where there is a tie between bidders in prices:-
 - 1st tie-up selection process: - the person having the highest average turnover (refer to the eligible criteria) shall be considered as successful bidder.
 - 2nd tie-up selection process- ORMAS shall conduct a lottery among the tie up bidders and award the work order accordingly in a transparent manner.

18. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of

Bhubaneswar only.

19. Confidentiality

Undue use by any of the bidders of any confidential information related to the process may result in rejection of the proposal. Confidential Information shall mean and include any and all confidential or proprietary information furnished in whatever form or medium or disclosed verbally or otherwise by the bidder or the Department to each other including, but not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary by the Bidder(s)/ Department.

20. General Terms and Conditions

- ORMAS reserves the right to extend the period of audit at the same prices, terms and conditions.
- ORMAS or Authority Designated in this behalf reserves exclusive rights to modify/ increase scope of the selected firm and will be informed accordingly to the selected firm.
- Expenses for the work: All insurance shall be taken out by the firm from material damage and any mishaps and lapses.
- The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the ORMAS's authorized representative's prior written consent. Sub-contracting of the services allotted **is not allowed in any manner.**
- In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
- **Dispute Resolution:** Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Commissioner-cum-Secretary to Govt, PR & DW department whose decision is final and binding.

21. Termination of Agreement

- The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.

SECTION: 3

TECHNICAL PROPOSAL

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN GANJAM
DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY ORMAS**

FORM -1

Format for Covering Letter (On the letterhead of the Firm)

[Location, Date]

FROM:

[Name of Bidder with Complete Address of Communication]

To,

The CEO, ORMAS,
SIRD & PR Campus
Bhubaneswar

Sub: QUOTATION CALL NOTICE No.

Dated:

Dear Sir,

We refer to your notice no. for selection of CA Firm of Conducting special audit of Shakti gaon project in Ganjam District for the FY 2014-15 to 2017-18 managed by ORMAS.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We hereby submit the application for qualification for the above project. We hereby confirm that:

All information provided in the bidding and in the attachments is true and correct. This statement is made for the explicit purpose of qualifying as Chartered Accountants firm for audit of accounts of ORMAS. No person of the Firm/partner is related to any employee of the concerned authorities/ institutions nor have any interest in their activities.

We understand that the final bids by Firm(s) will be subject to verification of any information submitted in the tender. We also understand that ORMAS reserves the right to amend, alter or vary the scope and terms of the bid.

We understand that ORMAS shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by ORMAS in the selection process.

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory:

Name of the organization with complete address:

Similar Assignment Undertaken as on last date of proposal

Central Government/ State Government/ Autonomous Bodies governed by State Government Departments projects/PSU)

Sl. No.	Name of the Assignment	Year	Name of the Client	Professional Fees/ Order value	Was the assignment successfully completed	Enclosure at page No.

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of the assignment completed. In absence of the work order/contract the assignment shall not be considered for evaluation of the Bid

Required Professionals

FCA of the Firm

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached (Yes/No)	Date of joining the firm	Supporting Document enclosed at page No
Qualified CA for the assignment					
Semi Qualified Inter CA/CMA for the assignment					

Note: Copies of the relevant qualification certificates are to be attached. In the absence of copies of the qualification documents, the quotation will be invalid.

2. FCA/ Partners shall not be treated as CA qualified staff for conducting this assignment.

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory:

Name of the organization with complete address:

_____ **name with Seal]**

Organization:

Financial Turnover of the CA firm during last three years as on 31.03.2024

Sl. No	Financial Year	Turn Over in INR
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover for the last three financial years (INR)		

Please provide the copies of the Audited Balance Sheet and Profit Loss Statement, for the corresponding period along with the pre-qualification proposal

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory:

Name of the organization with complete address:

FORMAT FOR CERTIFYING THAT BIDDER IS NOT BLACKLISTED

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Authorized Signatory [*In full and initials*]:_____

Name and Designation with Date and Seal:

Signature :_____

SECTION: 4

FINANCIAL PROPOSAL

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR
CONDUCTING SPECIAL AUDIT OF SHAKTI GAON PROJECT IN GANJAM
DISTRICT FOR THE FY 2014-15 TO 2017-18 MANAGED BY ORMAS**

Form-II

FINANCIAL PROPOSAL

(COVER LETTER)

TO:

The CEO, ORMAS,
SIRD & PR Campus
Bhubaneswar

Subject: QUOTATION CALL NOTICE for selection of CA Firm of Conducting special audit of Shakti gaon project in Ganjam District for the FY 2014-15 to 2017-18 managed by ORMAS. [**FINANCIAL PROPOSAL**]

Dear Sir

I, the undersigned, offer to provide consulting services for [*Insert title of assignment*] in accordance with your Notice. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures**]. This amount excluding GST.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal of 90 days.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm with Communication Address:-

PRICE BID FORMAT

Deliverable/output	Nos	Maximum up to 1,00,000/- is fixed	Lumpsum Fees to be quoted for the Audit FY 2014-15 to 2017-18 . Total fee proposed excluding GST for four financial years
Conducting special audit of Shakti gaon project in Ganjam District for the FY 2014-15 to 2017-18 managed by ORMAS.	1	Rs. 1,00,000/-	
Total Quoted Price			
Total price in words			
GST			
Including GST			

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm with Communication Address:-

ANNEXURE-I

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (FORM -1 & II)		
3	Bid Processing Fee of Rs.500/- (non-refundable) in form to DD including GST and EMD Rs. 2000/- (Refundable)		
4	Valid up to date Copy of Registration Certificate issued by ICAI and CAG empaneled certificate		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
10	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments		
12	List of FCA, CA or CMA staff (final qualified) and semi qualified staff as per the requirement.		
13	Financial Turnover of the CA Firm during the last three financial years as on 31.03.2024. Financial Statements (Balance Sheet/ Profit Loss Statement) and in the QUOTATION CALL NOTICE)		
15	Undertaking for not have been blacklisted by any Central / State Government/any Autonomous bodies during its business career		

Undertaking:

All the information have been submitted as per the prescribed format and procedure.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm with Communication Address: -

*****End of the document*****