

**BID DOCUMENT**

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRMS FOR  
CONDUCTING EXTERNAL AUDIT OF ODISHA RURAL DEVELOPMENT AND MARKETING  
SOCIETY (MARKETING & LIVELIHOODS)**



**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY  
PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT  
GOVT. OF ODISHA  
June'2021**

## **SECTION 1**

### **SCOPE OF WORK AND TERMS OF REFERENCE**

**Selection of CAG Empanelled Chartered Accountant Firms for Conducting External Audit of ORMAS (Marketing & Livelihoods)**

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## 1. **Background**

ORMAS is an autonomous professional body under the aegis of Panchayati Raj and Drinking Water Department, Government of Odisha. ORMAS was constituted under the Societies Registration, Act of 1860, in the year 1991, engaged in Livelihood promotion, Marketing of Rural Products, Skill Development & Placement and Mahila Kishan Sashaktikaran Pariyojana (MKSP) and operating in 30 districts of Odisha.

Ever since inception, ORMAS (Odisha Rural Development and Marketing Society) is the first and only organisation of its type, under the Panchayati Raj and Drinking Water Department, Government of Odisha, facilitating sustainable livelihoods for rural producers, under different poverty alleviation programmes. In the process, providing training, capacity building, value addition, adopting key activity approach and adopting clusters, thus bringing economic hope and promise to rural Odisha and India.

## 2. **Objective of ORMAS**

ORMAS facilitating empowerment of rural producers through economic upliftment:-

- Formation and Management of small women groups.
- Capacity building of Self-Help groups.
- Initiation of Micro Enterprises and Micro Credit Linkages.
- Empowering the SHG for sustainable Self-Managed Activities.

ORMAS facilitating the marketing of rural products with the following intervention areas:

- Market Research
- Activity selection/Trade identification
- assessing Feasibility of Key activities
- Technology Up-gradation
- Skill Development
- Standardization and Quality Assurance
- Design Diversification and Product
- Scientific and Attractive Packaging Development
- Participation and Organization of
- Product Promotion Exhibition
- Facilitate Sales through different channels
- Skill Development

The intervention strategy of ORMAS has been on capacity building of the rural Producers for role evolution of the community and gradual withdrawal of ORMAS for self management of enterprises and empowerment of the rural producers. At the micro level, the strategy is to create successful models of enterprises and at the macro level to influence the policy decision in favour of the community.

To facilitate for a sustainable livelihood of the rural poor, ORMAS has the following broad Strategies:-

- Promotion of Self Help Groups (SHGs)/ Producer Groups.
- Facilitate Capacity Building of the Groups.
- To create Infrastructure linkages.
- Transfer of Appropriate Technology.
- Facilitate Product Promotion and Marketing Linkages

### **3. Objectives and Scope of Work for Audit**

#### **a. Objectives of Audit**

- i. Enable the auditor to appraise the client on meeting the objectives of the Accounting in ORMAS (Marketing & Livelihoods).
- ii. Enable the auditors are to provide a professional opinion on the annual financial statements of ORMAS; these would include Receipt and Payments, Income and Expenditure, Balance Sheet, comparative variance analysis for actual expenditure vis-à-vis component wise sanctions, bank reconciliation statement, statement of expenditure and utilization certificate of the individual projects etc.
- iii. Enable the auditor to make specific observations on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guideline, MOU's and various guidelines for specific funding. (For ORMAS)
- iv. Specific assertion that the grants from the project have been used for intended purpose and to bring to project's attention any fraud-related issues and activities including the diversion of funds from intended purpose or misuse of funds.
- v. Report on deviations if any with reference to the terms and conditions of the grants released for the projects.
- vi. Report whether the applicable accounting standards and GAAP have been followed in preparation of the Financial Statements.
- vii. The audit to be carried out in accordance with the Audit & Assurance Standards issued by the ICAI from time to time in this regard.

#### **b. Scope of Work (ORMAS- Marketing & Livelihoods at HQ and District)**

The Chartered Accountant Firms selected for audit of ORMAS shall take into consideration the following aspects and report on any non-compliance in addition to the attest function with respect to the financial year under review:-

1. Detail examination of vouchers/ bills which includes the following :

- a. Booking of expenditure to proper head of Accounts.
  - b. Fixation of revenue stamp and payee's acknowledgement with proper supporting documents.
  - c. Checking of vouchers with Cash & Bank Books.
  - d. Checking of Maintenance of DOL during the year with comments & deviation if any and suggestion for recovery.
2. Checking of Ledger, Journal, Sale day Book, Purchase day Book and other records maintained by DSMS including Telephone Matters.
  3. Proper checking of purchase and basis of purchase price with corresponding sales price etc.
  4. Physical verification of Cash, Bank Balances, Stock & Store and Fixed assets of DSMS.
  5. Proper checking of Utilization of funds placed by ORMAS with DSMS as per the approved guidelines and norms given by ORMAS.
  6. Comparison of expenditure with the budget limit and report deviation if any.
  7. Checking of Vehicle Log Book & Utilization of Vehicle.
  8. Checking of T.A bills of DSMSs with the approval T.A Rules.
  9. Proper checking of expenditure for organization of Mela and other promotional activities, checking of Bank Book and preparation of Bank reconciliation statement.
  10. Checking of advance paid for different proposes and corresponding recoveries within stipulated time and reason for non- recovery.
  11. Checking and report on Utilization of revolving fund /other fund in proper manner as per prescribed norms/Scheme guidelines/SOP and purpose and result of utilization of revolving fund.
  12. Checking of investment of Idle/ surplus fund of DSMS in F.D and interest earns if any should be shown in financial statement.
  13. Reconciliation of revolving fund received from ORMAS and fund received for organization of Mela and special projects and adjustment in proper heads.
  14. Preparation of Receipts and Expenditure statement, Trail Balance, Schedule of advances, Stock and Store, Fixed Assets, Sundry Credit and Debit Statements and other statement required for closing of A/C and preparation of balance sheet etc.
  15. Auditor should submit their report within two months after receipts of Audit schedule from ORMAS.
  16. Checking of all Tax matters including professional tax etc.
  17. Checking of MPR (Physical & Financial) and deviations if any with comments.

#### 4. Deliverables, Timelines and Payment Scheduling:-

Deliverable/output	Fees Payable	Time line from the date of work order (Cumulative)
1. Audited Financial Statement of ORMAS (MKT & Livelihoods) for the Financial Year 2020-21.	ORMAS HQ- ₹36,000/-	For F.Y. 2020-21 within 30 days.
2. Audited Financial Statement of ORMAS (MKT & Livelihoods) - DSMS Office for the Financial Year 2020-21.	District Units of ORMAS- ₹6,500/- per district (30 districts)	For F.Y. 2020-21 within 90 days.
3. Audit Report based on the scope of the work including verification of fixed asset register.	(Details of man-day's requirement mentioned in Annexure-II)	

- **The engagement of C.A. Firm shall be made for 3 years term 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.**
- A default / delay of 30 days from the due date to deliver the outputs as specified above shall attract a penalty of 1.0% of the remuneration / fees payable for the respective deliverable for the delay. Such penalty shall be levied at 1% per month 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 penalty may not be levied.
- The Bidder is required to submit the following audited reports:
  - i. Bank Reconciliation Statements for all the bank accounts.
  - ii. Trial Balance for the year
  - iii. Receipts and Payment Statement
  - iv. Income and Expenditure account.
  - v. Balance Sheet.
  - vi. Relevant Schedules & Annexures as per the requirement of ORMAS
  - vii. Report on Updated Fixed Assets Register

#### 5. **Submission of Report:**

The bidder is required to submit the complete set of audited financial statements for the financial year 2020-21. The Audit firm shall complete the audit for the F.Y 2020-21 within a period of 90 days from the date of LOI.

#### 6. **Reporting**

The firms will submit its report to the Chief Executive Officer, ORMAS, Panchayati Raj and Drinking Water Department, Government of Odisha. Further, the bidder is required to submit the soft copy of the report to **Finance Cell of ORMAS**.

#### 7. **Payment Schedule**

Final Report Submission in prescribed format	100% ( within 30 days after approval by the competent authority)
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**SECTION 2**

**Request for Proposal (RFP)**

***Selection of CAG Empanelled Chartered Accountant Firms for Conducting External Audit of ORMAS (Marketing & Livelihoods)***



# Invitation for Requests for Proposal (RFP)

ORMAS proposes to hire services of CAG Empanelled Chartered Accountant (CA) firms for Conducting External Audit of ORMAS. Under this assignment, ORMAS now invites proposals in the prescribed format from the eligible CA firms to accomplish the above assignment.

## 1. Bidders Data Sheet

i	Name of the Assignment	Selection of Chartered Accountant Firms for Conducting External Audit of ORMAS (Marketing & Livelihoods) and DSMS office at Districts.
ii	Descriptions and the objectives of the Assignments	The auditor to appraise the client on meeting the objectives of projects and the End use utilization of the grants.
iii	Joint Venture/Consortium	Not Allowed
iv	Language of documentation	English
v	Method of Selection	<b>Quality cum Cost Basis among the technically qualified bidders. (80:20)</b>
vi	No of Copies of Technical and Financial Proposal	<b>1 copy each of Technical and Financial proposals</b>
vii	Address for submission of bid	The Chief Executive Officer, ORMAS, SIRD & PR Campus, Unit-VIII, Bhubaneswar-751021
viii	Contact person	1. Shri Aswini Parida, PE (Accounts) Mob. No. 9937610294 2. Ms. Sonali Majumdar, PE (Procurement) Mob. No. - 8328917719
ix	Date of Issue of RFP Website for downloading the tender Document	08.06.2021  <a href="http://www.ormas.org">www.ormas.org</a>
x	Last date & time of submission of written queries for clarifications on RFP document to ORMAS ( <a href="mailto:finance.ormas1@gmail.com">finance.ormas1@gmail.com</a> / <a href="mailto:ormashq@gmail.com">ormashq@gmail.com</a> )	<b>18.06.2021 up to 11:00 AM</b>
xi	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through <b>Speed Post / Registered Post</b> or by drop in the tender box of ORMAS upto the stipulated time. ORMAS will not be responsible for postal delay or any other consequences.
xii	Cost of RFP Document	₹1,000/- + GST-18% = ₹1,180/- in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
xiii	EMD	N/A
xiv	Last date and time for submission of Bid	<b>28.06.2021 up to 3:30 PM.</b> <b>The bids received beyond the stipulated time line will be rejected.</b>

xv	Date and time for opening of pre-qualification and technical proposal	<b>28.06.2021 At 04:00 PM in Conference Hall of ORMAS, Bhubaneswar.</b>
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## 2. General Instructions to the Bidder:

- i. This enquiry is in the nature of Request for Proposal intended to hire services of CAG empanelled Chartered Accountant firms for conducting the external audit of ORMAS in State of Odisha.
- ii. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this RFP
- iii. The costs of preparing the proposal and of negotiating the contract if any including visits to the Client etc are not reimbursable.
- iv. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
- v. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and is liable for rejection.
- vi. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
- vii. 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 be indicated by written power of attorney and shall accompany the proposal.
- viii. In addition to the identification the envelopes containing the proposals shall mention the name and address of the Bidder.
- ix. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed, complete proposals in the formats indicated in Annexure –I of this RFP shall be taken as valid.
- x. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
- xi. The firm shall have to depute appropriate number of audit teams for timely submission of Audit Report and to attain quality of audit. Each audit team shall have to be headed by a qualified CA.

## 3. Disqualification:

ORMAS may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ii. 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.
- iii. Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to black listing and debarring the bidder in all the future assignments.
- iv. Declared as ineligible by Gov/State/UT for corrupt, fraudulent practices or has been blacklisted.
- v. A Bidder's proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- vi. Firm proposes any alteration in the work specified or any conditions or corrections made in this RFP.
- vii. Any eraser made in the RFP is unauthenticated or any page or a page is/are removed or replaced.
- viii. Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
- ix. Firm's RFP containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
- x. Stipulates the bid validity period less than what is stated in the form or tender.
- xi. Stipulates its own conditions.
- xii. Does not fill in and sign the Bid form as well as annexure, specifications etc.
- xiii. Does not submit the bid before the stipulated time line to the inviting authority
- xiv. Does not attach the required documents along with the RFP.
- xv. Canvassing in any manner to influence the Authority will be summarily rejected.

#### **4. Conflict of Interest:**

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

#### **5. Right to Accept or Reject Proposals:**

ORMAS reserves the right to annul the RFP 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.

#### **6. Validity of Bid:**

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

#### **7. Amendments and Clarification for RFP:**

ORMAS during the process of evaluation of Proposals may at its discretion ask bidders for

clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further ORMAS reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective bidders reasonable time to take the amendment into account in preparing the bids, ORMAS may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on its web.

#### **8. Preparation of Proposal:**

At the time of preparation of proposal, following points to be taken into consideration:

- i. A bidder is allowed to quote only one quote for the selection process.
- ii. 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 RFP and taxes and duties for the assignment To be stated separately.

#### **9. Submission of Proposal:**

- Bidders shall submit their proposals at the address and within the time frame as specified in the data sheet of this RFP.
- The bidder shall submit the proposal as per the following sections:

#### **PART- I (Pre-Qualification and Technical Proposal)**

##### **A. Prequalification proposal**

The pre-qualification proposal shall be submitted in a sealed cover superscripted “**Pre-qualification proposal for audit of ORMAS.**” with the following documents inside:

- i. A covering Letter from the bidder on the bidder’s letter head.
- ii. Duly filled Pre-qualification Proposal Formats by the bidder and supportive documentary evidence with necessary details as specified in para **11.a.i (Evaluation of Pre-Qualification Proposal)** of this RFP.
- iii. Due authorization of Special Power of Attorney authorizing the person signing the proposal documents behalf of the bidder.

##### **B. Technical Proposal:**

The technical Proposal shall be submitted in a sealed cover superscripted “**Technical Proposal for audit of ORMAS**” with the following documents inside:

- Duly Filled technical proposal formats along with details and supportive documentary evidence as laid down in **11.b.i (Evaluation of Technical Proposal)** of this RFP.

#### **PART- II (Financial Proposal)**

The Bidder shall submit the financial Proposal in a sealed cover superscripted “**Financial Bid**”

**for audit of ORMAS**” in the duly filled in Financial Proposal as per Formats as laid down with the necessary details in **FORM-10, Section 4** of this RFP.

- The bidders are requested to submit their financial proposal as per the prescribed format in a separate sealed envelope superscripted **“Financial Bid for audit of ORMAS (Marketing & Livelihoods)**. Any deviation to the prescribed format for submission, liable to rejection of the bids.
- The sealed and super scribed covers of Prequalification and Technical Bid(s) shall be kept in a sealed envelope superscripted **“Pre-qualification and Technical proposal for audit of ORMAS (Marketing & Livelihoods)”**.
- *All the bid documents should be chronologically numbered with proper indexation.*

The above mentioned sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super-scribed with the name of Firm, its address, name of the work as given in the data sheet of this RFP.

<b>CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE (Extreme Right hand Side of the Envelope) (FOR MARKETING &amp; LIVELIHOODS AUDIT)</b>	
<b>NAME OF THE ASSIGNMENT: TENDER NOTICE NUMBER AND DATE: DEADLINE FOR SUBMISSION OF BID:</b>	<b>To, The Chief Executive Officer, ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar, Odisha Pin- 751012</b>
<b>NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:</b>	

**10. General instructions for the bidders for the submission of proposal:**

- i. Submission of a proposal by a bidder shall mean that he/she has read this notice and RFP 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.
- ii. The proposal shall be submitted by **Registered Post / Speed Post (not through private courier)/ drop in the tender box of ORMAS** within the stipulated time and date and place specified in the Bidder data sheet.
- iii. 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 necessary authorization will be allowed to attend the opening of the pre-qualification and technical proposal.

- iv. Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected.
- v. The successful Firm(s) shall be required to enter into agreement with ORMAS after the work order issued for the said work.
- vi. ORMAS reserves the right to cancel / alter the bid requirement without assigning any reasons thereof.
- vii. Designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.

## **11. Evaluation of Proposals**

### **a. Evaluation of Pre-qualification Proposal – Eligibility Criteria**

i. 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 pre-qualification criteria given below will be considered for opening.

<b>Sl no.</b>	<b>Eligibility Criteria</b>	<b>Documents to be furnished along with the pre-qualification proposal</b>
1.	The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant and is in existence for a minimum period of 10 years.	Copy of Certificate for practice / Registration certificate of ICAI / Firm Constitution Certificate
2.	The firm must have minimum 2 (two) partners. Single proprietorship firms are not eligible to participate in the bid.	Copy of Registration Certificate issued by ICAI as on 31.03.2021
3.	The bidders must be empanelled with Comptroller & Auditor General(CAG) of India for audit of FY 2020-21. If latest (current) empanelled list is not available, then previous year's list can be considered for such selection.	Copy of the latest CAG empanelled Certificate
4.	The bidder should have its head office or branch office in Odisha.	Copy of Registration Certificate issued by ICAI as on 31.03.2021
5.	The average annual turnover of last three financial years of the bidder i.e. 2017-18, 2018-19 and 2019-20 should not be less than ₹ 30 Lakhs. (Rupees Thirty lakhs)	Details to be furnished in FORM-8 with copies of audited Financial Statements (Balance Sheet / Profit Loss Statement) and IT Returns for the concerned period.
6.	The eligible bidder should have at least 5 nos. of Fellow CA members within the team of professionals in the firm and 8 nos. including qualified or semi qualified (CA/CMS) staff.	Details to be furnished in FORM-6 & 7 Copy of Fellow Membership Certificate of the Partners should be furnished & Constitution Certificate of firm mentioning no of partners should be submitted. The staff strength of Firm with qualification & experience should be mentioned.

7.	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 at Form 9
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ii. In addition to the above, the bidders have to furnish the following documents along with the pre-qualification proposal:

- GST Registration Certificate
- PAN Number Registration
- Anti-collusion Certificate (FORM-2)
- Covering letter (FORM-1)
- Registration with ICAI / Firm Constitution Certificate (FORM-3)
- Format for Letter of Undertaking (FORM-5)
- Undertaking that the staff / other personal deputed for the assignments are proficient in the State language both oral and written.

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

**iv. CA firms who conducted the audit of ORMAS(Skills)/ORMAS(M&L) for the FY 2017-18/ 2018-19/ 2019-20 need not bid as per the guideline issued by Government in Panchayati Raj & Drinking Water Department, Odisha.**

**b. Evaluation of Technical and Financial Proposal:**

- i. The technical bids of only those bidders who qualify in the prequalification stage shall be opened. Formats and necessary details for the technical proposal are provided in this RFP. The evaluation / scoring pattern for technical proposal shall be as follows:-

SL NO	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	No. of years of experience of the firm Upto 10 years-5 marks. For More than 10 years-for every additional 2 years 1 mark subject to maximum of 5 marks	10	Firm constitution certificate from ICAI as on 31.03.2021
2	Average Turnover of the CA Firm in last three years 2017-18, 2018-19 and 2019-20 turnover > 30 lakhs < 40 lakhs - 5 Marks More than 40 lakhs – 10 marks	10	Copies of audited Balance Sheets and P&L Accounts for the financial years 2017-18, 2018-19 and 2019-20
3	No of partners ( FCA ) FCA @ 2 Marks Maximum 10 marks	10	Firm constitution certificate from ICAI as on 31.03.2021
4	Average Years of Partners Association With the Firm >1Yr – 0 Mark 1 to 5 Yrs – 3 Marks 6 to 10 Yrs – 7 Marks	10	Firm constitution certificate from ICAI as on 31.03.2021

	11 to 15 Yrs-10Marks		
<b>5</b>	<b>Number of Staff</b>		
<b>(i)</b>	Qualified ( C.A / Cost Accountant ) – 2 Marks per Staff Maximum 10 marks	<b>10</b>	Certificate from the concerned Institute
<b>(ii)</b>	Semi Qualified ( Inter CA / Cost Accountant 1 to 5 Staff - 5 Marks 6 to 10 Staff - 8 Marks >10 Staff -10 Marks	<b>10</b>	Certificate from the concerned Institute
<b>6</b>	Nature of Experience Turn Over/ Project Cost / Years of Experience & Project Audited		
<b>(i)</b>	Experience in ORMAS/OLM/ Any Panchayati Raj & Drinking Department/ DRDA audit (Statutory) 1 to 3 years – 5 marks More than 3 years – 10 marks	<b>10</b>	Mandate/letter of engagement / certificate of completion issued by the organization.
<b>(ii)</b>	Central Government/ State Government/ Autonomous Bodies governed by State Government Departments projects in last 3 years (2017-18, 2018-19 and 2019-20) of not less than Rs.100 lakhs each 1 to 3 nos - 6Marks More than 3 -5nos. - 8Marks More than 5 nos. – 10 marks	<b>10</b>	Copies of Mandate/letter of engagement/ certificate of completion issued by the organization duly self-attested by a partner of the CA Firm
<b>(iii)</b>	Public Sector in Last 3 Years (2017-18, 2018-19 and 2019-20) The turnover of the audited organization (Other than Audit of banking organization / finance companies ) should not be less than Rs.25.00 crore in each year Of audit) 1 to 2 nos - 4 Marks 3 to 4 nos -6 Marks 5 to 6 nos -8Marks >6 nos. -10 marks	<b>10</b>	Copies of Mandate/letter of engagement and certificate of completion issued by the organization. Copies of the Auditors' Report for the respective financial years duly self-attested by a partner of the CA Firm
7	Head Office in Odisha	<b>5</b>	Certificate from ICAI as on 31.03.2021
8	Head office or Branch Office in Bhubaneswar	<b>5</b>	Certificate from ICAI as on 31.03.2021
	<b>Total</b>	<b>100</b>	

- **The bidder shall ensure that the audit team members are proficient in the state's official language (both Oral and Written).**
- **The bidders, whose proposal secures minimum qualifying technical score of 70 Marks under the above evaluation matrix in the technical evaluation stage, will be eligible for opening of the financial proposal.**

#### **ii. Financial bid**

- A firm has to secure at least 70 % of marks out of 100 in Technical bid to qualify for opening the financial bid. Financial Bid of only those Bidders will be opened who score a minimum of 70 marks.



- In the case of District Supply & Marketing Society (DSMS), the minimum audit fees will be @ **Rs.6,500/-per each DSMS office (total DSMS to be audited is 30) and for ORMAS (Marketing & Livelihoods) will be Rs. 36,000/- excluding GST.**
- **Opening of Financial Proposal**
  - a) The exact place, date and time for opening of the Financial Proposal will be intimated to the technically qualified bidders through official email / letter.
  - b) The financial proposal should be submitted in the format mentioned in the RFP; submission of financial proposal in any other format is liable for rejection.

## 12. Method of selection

### On overall Quality Cum Cost Basis among the technically qualified bidders

- i. The mode of selection will be QCBS
  - a. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
  - b. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
    - (1) St= The technical score of the Bidder
    - (2)  $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.
    - (3) **The weights given to the Technical (T) and Financial (P) Proposals are:**  

$$T = \underline{\quad 80}, \text{ and } P = \underline{\quad 20}$$
    - (4) Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:  $S = St \times T\% + Sf \times P\%$ .
- ii. Firms applying for assignment of DSMS office along with ORMAS (Marketing & Livelihood) audit shall have to submit the financial bid in a separate envelop stating the cost per DSMS and ORMAS (Marketing & Livelihood) audit. The fees will be paid on the basis of actual number of unit audited.
- iii. The audit fees pertaining to an audit shall be released only after successful completion of the assignment. However, firms belonging to outside the district or the firms having office not within the District Head Quarters shall be paid TA/DA and accommodation cost as per the norms of the ORMAS.
- iv. The Financial Proposals 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 secured technical scores, and the prices quoted shall be read and recorded accordingly.

- v. Technically acceptable 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 tie between bidders in prices:-
- a. **1<sup>st</sup> tie-up selection process**:- the person having higher score in technical evaluation will be considered as successful bidder.
  - b. **2<sup>nd</sup> tie-up selection process**- the person having highest years of experience in auditing of Panchayati Raj & Drinking Water Department, Govt. of Odisha will be considered as successful bidder.
  - c. **3<sup>rd</sup> tie-up selection process**- the person having maximum numbers of FCAs will be considered as successful bidder.

### **13. Award of Contract:**

ORMAS will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be requested to sign the Agreement within 7 days of the notification. After signing of the Agreement, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties. The selected bidders have to start the work within 7 days or within such time as advised by ORMAS from the date of award of the contract.

### **14. LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

### **15. Confidentiality**

Undue use by any of the bidder 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.

### **16. General Terms and Conditions**

- i. Following the issue of the letter of acceptance, the successful firm shall be required to enter into Agreement with the ORMAS within 7 days.
- ii. Committee or Designated Officer of ORMAS reserves the right to accept one or to reject all bids without assigning any reason thereof and which shall be binding on the firm(s). No dispute whatsoever in this regard shall be entertained.
- iii. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Executive Committee or Designated Officer of ORMAS. After referring to Executive Committee or Designated Officer if the said dispute is not solved, the same may be referred to the court subject to Bhubaneswar Jurisdiction only.

- iv. Firm shall indemnify ORMAS against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this contract.
- v. Tenure of work: The work shall be commence within 7 days from date of work order after the allotment of work has been finalized as elucidated in this RFP.
- vi. ORMAS reserves the right to extend the period of audit by one more financial year at the same prices, terms and conditions with satisfactory performance.
- vii. 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.
- viii. Notification to Firm Commitment to fair and transparent process:- The successful firm shall be notified of the award by ORMAS/Designated Authority by registered letter/speed post or by e-mail. The Firm shall acknowledge in writing, the receipt of the Letter (This letter hereinafter called the "Letter of Acceptance") and shall send its acceptance to enter into the agreement within Seven (7) days by registered letter/speed post or by email from the receipt.
- ix. Signing of Agreement:- Pursuant to the Firm acknowledging the Letter of Acceptance, the Firm, ORMAS/Designated Authority shall promptly and in no event later than 7(seven) days from the date of acknowledgement of the Letter of Acceptance, sign the agreement. Executive Committee or Authority Designated in this behalf shall have the right and authority to negotiate certain terms if necessary, with the successful Firm before signing of the agreement. The signing of the agreement shall amount to award of the work and the Firm shall initiate the execution of the work as specified in the ToR.
- x. Expenses for the work: All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful Firm by the concerned ORMAS/Designated Authority.
- xi. Failure to abide by the work order: The conditions stipulated in the work order be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to the rights of ORMAS/Designated Authority with such penalties as specified in the RFP Document and the agreement and the firm will be black listed and debarred from any further bidding process under ORMAS.
- xii. 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.**

## 17. Termination of Agreement

**Termination for Default:** ORMAS / Designated Authority may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

- i. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by ORMAS or Authority Designated in this behalf.
- ii. The qualified firm fails to perform any other obligation (s) under the agreement.
- iii. If the firm is in material breach of the representations and warranties contained in this agreement
- iv. Termination for Insolvency, Dissolution etc: ORMAS/Designated Authority may at any time terminate the agreement in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to ORMAS/Designated Authority
- v. Termination for Convenience: ORMAS/Designated Authority reserves the right to terminate by prior written notice, the whole or part of the agreement at any stage. The notice of termination shall specify that termination be for ORMAS convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement, ORMAS shall have the right to enter into an agreement with any third party.
- vi. If the selected firm will not start the work within 15 days or the within the time stipulated by ORMAS from date of allotment of the work without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other rank holder bidders.

**SECTION: 3**

**PRE-QUALIFICATION AND TECHNICAL PROPOSAL**

**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 Chief Executive Officer, ORMAS,  
SIRD & PR Campus, Unit-VIII  
Bhubaneswar-751001

**Sub: RFP Notice No.** \_\_\_\_\_, **Dated:-** \_\_\_\_\_

Dear Sir,

We refer to your notice no. for engagement of services of Chartered Accountant Firms to audit of Accounts of ORMAS (Marketing & Livelihoods) for the financial year 2020-21

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project.

We hereby confirm that:

- All information provided in the Pre-Qualification Statement 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 shall make available to the ORMAS or their authorized agencies any additional information they may find necessary to verify the eligibility criteria/technical evaluation matrix. ORMAS or its authorized representatives are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by ORMAS to verify the statements and information furnished in this application together with all annexures or with regard to the resources and experience of the Firm.

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 reserve 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 selection process.

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM -2**  
**Anti-Collusion Certificate**

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not take activities as stated below, before the award of any contract for work:

1. Communicate to any person other than to ORMAS any commercial information.
2. Enter into any agreement or arrangement with any person that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid.

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_



**FORM -3**  
**(On the letterhead of the Organization/ Firm)**

(On the Letterhead of the Firm, with full postal address, telephone nos. , email address etc.)

- A. Year of Registration of with ICAI:
- B. CAG registration empanelment number:
- C. Location of HO/Branch in Odisha with Address
- D. GST Registration number.
- E. PAN details

(Copies of Registration Certificate of ICAI as on 31.03.2021, PAN Card of the firm, GST Registration Certificate and Empanelment no with CAG for the year 2020-21 shall be attached)

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM -4**  
**Letter of Undertaking**

(On the Letterhead of the Firm with full postal address, telephone nos., e-mail address etc.)

To,  
The Chief Executive Officer, ORMAS,  
SIRD & PR Campus, Unit-VIII  
Bhubaneswar-751001

**Sub: Selection of Chartered Accountant Firm for Audit of ORMAS (Marketing & Livelihoods).**

Sir,

I/We the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Conditions of the Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

If my/our bid is accepted I/we undertake to deliver the works in accordance with the Agreement for the period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (90 days) from the date fixed for opening of the Technical Bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into an Agreement incorporating the conditions of contract annexed but until such agreement is prepared this together with written acceptance to ORMAS shall constitute a binding contract between us.

We understand that we have to follow the instructions/guidelines/SoP of GoO, Gol, ORMAS during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM -5**

**Similar Assignment Undertaken for the last five years.**

**A. ORMAS/OLM/Any Panchayati Raj & Drinking Water Department/ District Rural Development Agencies under PR&DW Deptt.**

Sl. No.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosure at page No.
A	B	C	D	E	F	G

**B. Central Government/ State Government/ Autonomous Bodies governed by State Government Departments projects)**

Sl. No.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosure at page No.
A	B	C	D	E	F	G

**C. Govt./ PSU Experience**

Sl. No.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosure at page No.
A	B	C	D	E	F	G

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

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address: \_\_\_\_\_

**FORM – 6**

**Staff Strength Certificate**

Qualified CA : .....Nos.

Qualified CMA : .....Nos.

Semi Qualified CA/CMA : .....Nos.

The following details shall be provided in respect of the staff:

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No.

*Note: Copies of the relevant qualification certificates are to be attached. In absence of the copies of the qualification documents, they shall not be considered for evaluation of the Bid*

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM 7**

**CA / COST ACCOUNTANT / CA or ICWA (final qualified)**

**A. Qualified CA**

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No

**B. Qualified CMA**

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No

*Note: Copies of the relevant qualification certificates are to be attached. In absence of the copies of the qualification documents, they shall not be considered for evaluation of the Bid*

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

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_ ***name with Seal***]

**Organization:**

**FORM – 8**

**Financial Turnover of the CA firm during last three years**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turn Over in INR</b>
<b>1</b>	<b>2017-18</b>	
<b>2</b>	<b>2018-19</b>	
<b>3</b>	<b>2019-20</b>	
<b>Average Annual Turnover for the last three financial years (INR)</b>		

***Please provide the copies of the Audited Balance Sheet and Profit Loss Statement, IT Return copies, 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:

\_\_\_\_\_

**FORM – 9**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of ....., 2021....

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_  
**Signature :** \_\_\_\_\_

**SECTION: 4**  
**FINANCIAL PROPOSAL**



**FORM-10**  
**FINANCIAL PROPOSAL (COVER LETTER)**

[Location, Date]

**FROM:**

[Name and Address of the Firm]

**TO:**

The Executive Director  
ORMAS,  
SIRD Campus, Unit-VIII  
Bhubaneswar-751012

**Subject: RFP for Selection of Chartered Accountant Firm for Audit of ORMAS (Marketing & Livelihoods)**

**FINANCIAL PROPOSAL**

Dear Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is exclusive of GST. GST will be paid in addition to the fees at the rate as applicable.

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:-**

## ANNEXURE-I

### FORMAT FOR FINANCIAL BID

**(Please provide the break-up of Firm's quoted fees for each work and unit)**

<b>Particulars</b>	<b>Total Amount (in Rupees)</b>
<b><u>Audit Fee</u></b>	
1. ORMAS (Marketing & Livelihoods)	Total audit fees in Numeric and in works.
a. Audit Fees _____ (excluding cost of TA/DA)	₹ _____/- (Rupees _____ _____)
b. GST _____	
c. Total Fees _____	
2. DSMS Office (Marketing & Livelihoods)	Total audit fees per DSMS Office in Numeric and in works.
a. Audit Fees _____ (excluding cost of TA/DA)	₹ _____/- (Rupees _____ _____)
b. GST _____	
c. Total Fees _____	

**Notes:**

- a. In case of changes in the rate of GST the revised GST shall be paid.
- b. Percentage of funds involved shall not be a basis of quoting the Audit fee.

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address:-**

**ANNEXURE-II**

<b>Eligible Person</b>						
Department/ Division	Assistant			Chartered Accountant		
Skill	Person	Days	Total Man days	Person	Days	Total Man days
ORMAS (Marketing & Livelihoods)	2	15	30	1	4	4
DSMS	2	2	4	1	1	1

## ANNEXURE-III – BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-III</b> )		
2	Covering Letter ( <b>FORM -1</b> )		
3	Bid Processing Fee of ₹ 1,180/- in form to DD/ BC		
4	Copy of Registration Certificate issued by ICAI as on 31.03.2021		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Anti-Collusion Certificate ( <b>FORM- 2</b> )		
8	<b>FORM-3</b>		
9	Letter of Undertaking ( <b>FORM-4</b> )		
10	List of completed assignments of similar nature (Past Experience Details) ( <b>FORM-5</b> ) along with the copies of work orders for the respective assignments		
11	Staff Strength Certificate ( <b>FORM-6</b> )		
12	List of CA / Cost Accountant / CA or ICWA (final qualified) ( <b>FORM-7</b> )		
13	Financial Turnover of the CA Firm during last three financial years ( <b>FORM-8</b> )		
14	Financial Statements (Balance Sheet/ Profit Loss Statement) and IT Returns for the concerned period mentioned in the RFP)		
15	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career ( <b>FORM-9</b> )		

### **Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address:-**