



Odisha Computer Application Centre

**REQUEST FOR PROPOSAL
FOR
SELECTION OF FIRM FOR STATUTORY AUDIT
OF OCAC FOR THE FY 2022-23**

Reference No. OCAC-ACCTS-AUDIT-0005-2014/ ENQ/23092



Odisha Computer Application Centre

Issued by

Odisha Computer Application Centre

(Technical Directorate of E & IT Department, Government of Odisha)

N-1/7-D, Acharya Vihar, P.O.-RRL., Bhubaneswar-751013

EPABX:0674-2588280 / 2588064 / 2588295 / 2588283

Website www.ocac.in

IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES

Event	Date & Time Line
Availability of Request for Proposal (RFP) Document (To be down loaded from www.ocac.in)	01.11.2023
Request For Proposal (RFP) closing date and time for submission of bid document by firms	10.11.2023(3.00PM)
Date and time for opening of General cum Technical bid document	13.11.2023(4.00PM)
Date and time for opening of financial Document	14.11.2023(4.00PM)

NOTE: The dates are subject to change according to the convenience and needs of the Purchaser.

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1. Section-I (Notice for Request for Proposal)

OCAC-ACCTS-AUDIT-0005-2014/ ENQ/23092

Request for Proposal (RFP) for Selection of Chartered Accountant firm for Statutory Audit of OCAC for the FY 2022-23.

OCAC seeks to invite Proposal from C& AG empanelled Chartered Accountant (CA) firms for conducting Statutory Audit of OCAC for FY 2022-23. The detailed information of aforesaid work has been given in the document which may be downloaded from OCAC website. <http://www.ocac.in> and after duly filled in should be submitted at OCAC, with documents as indicated must be furnished with bid document.

Odisha Computer Application Centre (OCAC) reserves the right to accept or reject any or all RFP response without assigning any reason thereof.

Address for submission of Proposals

The General Manager (Admn.)
Odisha Computer Application Centre (OCAC)
N-1/7-D, Acharya Vihar
P.O.- RRL-Bhubaneswar - 751013
EPABX-674-2588280 / 2588064 / 2588295 / 2588283
Fax : +91-674-2582842

2.1 Introduction

Odisha Computer application Centre (OCAC). The Technical Directorate of E & IT Department, Govt. of Odisha intends to Select Statutory Auditor of OCAC. The interested firms may download the Request For Proposal (RFP) document along with term & conditions form from OCAC website www.ocac.in.

Notwithstanding anything else contained to the contrary in this Request For Proposal (RFP) document, OCAC reserves the right to cancel / modify fully or partially the “RFP” or to reject one or more of the RFP response without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

2.2 Eligibility Criteria

Any interested Chartered Accountants Firm shall be eligible to apply for the assignment subject to meeting the following eligibility criteria.

1. The firm must be empanelled with Comptroller & Auditor General of India for financial year 2022-23.
2. The firm must have average annual turnover **of Rs. 1 crore** during last three financial years (i.e. 2019-20, 2020-21 & 2021-22).
3. The firm should have minimum of five FCA partners as on 1st Jan 2023 (Constitution Certificate from ICAI).
4. The firm must have at least Five years experience in Statutory Audit in Govt. Sector/PSU/Corporations/Govt. Autonomous Bodies or Institutions as on the date of submission of proposal (PO/Work order must have mentioned Statutory Audit as one of the scope of work).
5. The firm must have registered under GST Act.
6. The firm shall have at least one branch office in Bhubaneswar.

Note:

- (a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- (b) Relevant documents in support of the above criteria must be enclosed failing which the bid will liable to be rejected.
- (c) Only successful qualifiers financial bids will be opened.

3. Scope of Work: Broad Scope of work Consist of the Following activities

- Vouching of all types of vouchers on a test check basis.
- Test check the posting to appropriate ledger heads .
- Physical verification of stores/fixed assets and other valuable items on test check basis.
- Confirmation of balances of Fixed Deposits, Advances to others , Advance from departments and outstanding liabilities on test check basis.
- Verifying statutory compliances to all applicable Acts viz. , Societies Act, EPF Act, GST Act, Income-tax Act, Professional Tax Act, etc.
- Confirmation of Periodical Cash and Bank Balances with all banks.
- Checking Receipts of advances of Clients.
- Debtor, Creditor on test check basis .
- Submission of Statutory Audit Report .

4. General Terms and Conditions:

- The Firm must not Sub-contract the work.
- The Team will work in strict confidence and will ensure that the information in respect of OCAC is dealt in strict confidence and secrecy.
- Dispute/Difference, If any shall be mutually settled with GM(OCAC), if the dispute could not settled at GM Level, it will be forwarded to Chairman, OCAC which will be final and bringing to all concerned.

Section-IV (Instruction to Bidders)

6.1 Language of the Bid

The language of the Bid and related documents shall be in English language.

Sealing and Marking of the RFP Proposal

- (a)** Firms shall prepare and submit one (1) copy of the General cum Technical documents in Envelope-1. This envelope shall be sealed, labeled as "**Envelope-1 (General cum Technical Document)**" for Selection of Statutory Auditor of OCAC and placed inside the Outer Envelope. Firms shall prepare and submit one (1) copy of the financial Document in Envelope-2. This envelope shall be sealed, labeled as "**Envelope-2 (Financial Document)**" for Selection of Statutory Auditor of OCAC and placed inside the Outer Envelope. All two envelopes should be placed inside an Outer Envelope sealed and leveled "Selection of Statutory Auditor of OCAC.
- (b)** The Proposal documents should be submitted at Odisha Computer Application Centre, N-1/7-D, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013.
- (c)** Only firms who has empanelled with C&AG for the year 2022-23 will be accepted for evaluation of their general cum technical document. Only. Successful firms qualified in general cum technical document will be communicated for financial document opening through phone/mail/OCAC web site.

(d) Documents to be submitted in General cum Technical document

- Copy of CAG Empanelment letter of 2022-23.
- Constitution Certificate from ICAI of partners as on 1st January 2023.
- Brief Audit Firms Profile (Annexure-I).
- Proof of Experience in Statutory Audit . (PO/Work order mention the work)
- Audited Financial Statements for proof of Turnover of FY 2019-20, 2020-21 and 2021-22.
- GST registration Certificate.
- Copy of PAN.
- Any other document if any as described for evaluation purpose.

(e) Documents to be submitted in financial Document.

- Financial Document shall be submitted as per the format placed in Annexure-II

6.2: Single Proposal

In case only one response against RFP is received and it is found to be eligible on technical evaluation, OCAC reserves the right to consider the response.

6.3: Evaluation of bid proposal

- The applicant firm must be empanelled with C& AG for the year 2022-23 in the absence of the same the offer will be treated as non-responsive and summarily rejected and no technical evaluation of the offer will be made.
- The selection of the Chartered accountant of Firm will be done **using Lowest cost Method (L1)**.
- In case of more than one firm bid the lowest price, then firm having the highest average turnover in last three financial years among the lowest bidder will be selected as the successful bidder.

6.4:Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of Statutory Audit of OCAC by issuing the Letter of Award (LOA).

6.5: Commencement of Work

- **Within 6 days** of intimation by OCAC, the firm will commence the audit.
- If resource deployed found unsuitable, OCAC will ask for replacement up to its satisfaction.
- OCAC is entitled to discontinue Audit if found that the Firm incapacitated, negligent in the proper performance or showing misconduct at any point of time by giving one month prior notice.

6.6: Payment Terms

- Payment will be made on yearly basis after Submission of Statutory Audit Report .
- Bill should be raised in favour of Odisha Computer Application Centre in triplicate for payments (with GSTIN number of OCAC clearly mentioned in the bill).
- No TA/DA will be paid for audit in the Head Office/Head Quarter i.e. Bhubaneswar. TA/DA will be paid to audit staff if they visit outside Bhubaneswar for purpose of audit as per the rules of OCAC.
- Income tax will be deducted as per the rules.
- GST will be paid as applicable.

ANNEXURES

AMMEXIRE-1: BRIEF PROFILE OF CHARTERED ACCOUNTANT FIRM

Sl. No.	Particulars									
1.	Name of the Firm/Company									
2.	Year of Establishment									
3.	a) Address of Office (H.O.) b) Address of Bhubaneswar office									
4	Permanent Account Number(PAN)									
5	GST Registration Number									
6	Name of the contact person									
7	Telephone/Mobile No.									
8.	Fax No.									
9	Email Address									
8.	Experience of the firm									
10	Date of Registration of the Firm									
11	Year of empanelment with CAG									
12	No. of Partners and Qualified Staff as on 1 st Jan 2023									
13	Experience of Statutory Audit in Govt. Sector / PSU (Not Bank).									
14	Annual turnover Audited Annual Turnover in last three years ending 31 st March 2022	<p>Annual Turnover of the Company</p> <table border="1"> <thead> <tr> <th>FY</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td></td></tr> <tr> <td>2020-21</td> <td></td></tr> <tr> <td>2021-22</td> <td></td></tr> </tbody> </table>	FY	Turnover	2019-20		2020-21		2021-22	
FY	Turnover									
2019-20										
2020-21										
2021-22										

Signature of the firm Representative

Date:

Place:

Company Seal

ANNEXURE- 2: FINANCIAL DOCUMENT FORMAT

SL. No.	Particulars	Price (Rs)
1	Fees for Statutory Audit for the FY 2022-23 (Exclusive of Tax)	55,000/-
	Amount in words	(Fifty-five Thousand Only)

- Tax is not inclusive and should not be quoted. Taxes will be paid extra as applicable.
- In case of wrong calculation in addition of otherwise, the fees written in words will be considered for calculating the total Statutory Audit fees for arriving at L1 firm (on the basis of least cost method).

We hereby declare that our bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Signature of the Firm Representative

Date:

Place:

Company Seal