

BID DOCUMENT

**Hiring A Chartered Accountant Firm For Routine
Financial & Accounting Services For IDCO.**



**Odisha Infrastructure Development Corporation
IDCO**

Er. Arabinda Tripathy
Chief General Manager (P&C)



ODISHA
NEW OPPORTUNITIES

File No. IDCO/H.O./FD/773/2024-25/

11057

Date:

17/04/25

BID IDENTIFICATION NO - P&C/ EST/ E - 05/ 2025

**NOTICE INVITING REQUEST FOR PROPOSAL THROUGH
E-PROCUREMENT PORTAL OF GOVT. OF ODISHA**

Odisha Industrial Infrastructure Development Corporation (IDCO) invites technical and financial proposals from "Chartered Accountant Firms for Routine Financial and Accounting Services of IDCO". The detailed Request for Proposal (RFP) document can be downloaded from e-procurement portal of Govt. of Odisha from **05:00 PM of 24.04.2025**. The last date of receipt of technical and financial bids through e-procurement portal of Govt. of Odisha is **01.05.2025 till 05:00 PM**.

The technical bids will be opened online on **02.05.2025 at 12.30 PM**. IDCO has the right to accept or reject the Notice/ RFP without assigning any reasons thereof.

Ar. Tripathy 17-4-25
Chief General Manager (P&C)

Memo No. 11058 / Date:

17/04/25

Copy to the Senior Private Secretary to Chairman, IDCO, for kind information of Chairman.

Ar. Tripathy 17-4-25
Chief General Manager (P&C)

Memo No. 11059 / Date:

9C 17/04/25

Copy to the Private Secretary to Managing Director, IDCO, for kind information of Managing Director.

Ar. Tripathy 17-4-25
Chief General Manager (P&C)

Memo No. 11060 / Date:

9C 17/04/25

Copy forwarded to all Chief General Managers/ Notice Board, IDCO for information.

Copy to Deputy General Manager (MIS), IDCO with a request to upload the RFP Notice in the IDCO website for wide circulation (soft copy enclosed). Copy to PR Cell with a request to publish notice in one odia daily and one English newspaper (BBSR edition).

9C 17/04/25
Chief General Manager (P&C)

Odisha Industrial Infrastructure Development Corporation
(A Government of Odisha Undertaking)
IDCO, IDCO Towers, Janpath, Bhubaneswar - 751022, Odisha, INDIA
+91- 0674 - 2541525, 2540820 | Fax: 2542956 / 2541982
cgmpc@idco.in | www.idco.in

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1.1 Background:

The Odisha Industrial Infrastructure Development Corporation (IDCO) was established in the year 1981 with the specific objective of creating infrastructure facilities in the identified Industrial Estate/Areas for rapid and orderly establishment and growth of Industries, trade and commerce. It has been declared as the Nodal Agency for providing industrial infrastructure in the State of Odisha.

IDCO is a statutory Corporation of Govt. of Odisha without having any equity capital investment by the Govt. establishment of Industrial Areas, Industrial Estates, Functional Industrial Estates, Growth Centres etc. at different strategic locations and to provide infrastructure therein are the prime functions of the Corporation. The infrastructure includes essential facilities such as roads, drains, power, water, streetlights amenities and social infrastructures such as banking, post office, telecommunication facilities, shopping complex etc. IDCO is the nodal agency of Government for providing land to large projects which can't come up in the Industrial Estate and Areas. It arranges to obtain/acquire land for all such projects in any location of the state.

1.2 Invitation for Requests for Proposal (RFP):

Odisha Industrial Infrastructure Development Corporation (IDCO) intends to engage a chartered accountant firm which can provide the services of quality accounting and financial management professionals to strengthen the accounting system & support IDCO in financial management activities.

IDCO Under this assignment, IDCO now invites proposals complete in all respect from the CAG empaneled CA firms to accomplish the above assignment.

1.3 Minimum Fees will be as Follows:

Minimum Reserve Price - The Minimum annual Fees shall be Rs **18,00,000/-** (Eighteen lakhs only). Price to be quoted over and above Rs 18 lakhs /- shall be considered. The quoted amount shall be exclusive of Goods & Services Tax (GST). GST will be paid in addition to the fees with the rate as applicable.

1.4 Bidders Data Sheet

| Sl. No. | Particulars | Details |
|---------|--|--|
| 1. | Name of the Client | Chief General Manager (Finance), IDCO Towers, Unit-9, Janpath, Bhubaneswar Odisha Industrial Infrastructure Development Corporation (IDCO) |
| 2. | Method of Selection | Least Cost Based Selection (LCBS) |
| 3. | Contract Period | 2 Year and may be extended for another 1-year based on performance and approval from Competent Authority. |
| 4. | Proposal Validity | 120 Days after the submission date |
| 5. | Publication of RFP Notice | 17/04/2025 |
| 6. | Date of Issue of RFP | 24/04/2025 |
| 7. | Deadline for Submission of Pre-Bid Queries | 28/04/2025 at 3.30 P.M to cgmipc@idco.in / pmu@idco.in |
| 8. | Pre-bid meeting details | 28/04/2025 at 4:30 PM in IDCO Board Room, IDCO Tower, Janpath, |
| 9. | Issue of pre-bid response by IDCO | To be intimated later |
| 10. | Last date of submission of proposal | 01/05/2025 till 05:00 PM |
| 11. | Date of opening of Technical Proposal | 02/05/2025 at 12:30 PM |
| 12. | Date of opening of Financial Proposal | To be intimated later |
| 13. | Letter of Award (LoA) to selected bidder | Within 7 days from the date of issue of award notice. |
| 14. | Expected Date of Commencement of Assignment | To be intimated later |
| 15. | Bid Processing Fee (Non- Refundable) | Rs. 7080/- (Rupees Seven thousand eighty Only)- including GST through online mode only as prescribed in e-procurement procedure annexed as Section-8. |
| 16. | Downloading of RFP document | Bidders can download the complete RFP document from www.tendersodisha.gov.in |
| 17. | Submission of proposal | Through e-procurement portal of govt. of Odisha (www.tendersodisha.gov.in) |
| 18. | Earnest Money Deposit (EMD) | Rs 36,000/- only through on line mode (Refundable only) |

| Sl. No. | Particulars | Details |
|---------|----------------------------------|---|
| 19. | Performance Bank Guarantee (PBG) | 10 % of the contract agreement amount |
| 20. | Contact Person | Name: SE, (P&C) Mobile No. - 7008072543 |
| 21. | Place of Opening of Proposal: | Odisha Industrial Infrastructure Development Corporation (IDCO) IDCO Towers, Unit-9, Janpath, Bhubaneswar- 751021 |
| 22. | Site Visit | NA |
| 23. | Signing of Agreement | Within 15(Fifteen) days from the date of issue of LOA. |

Instructions to Bidders

2.1. Definitions

- i. **"Applicable Laws" means** all laws, promulgated or brought into force and effect by the Government of Odisha or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement.
- ii. **"Accounting Year" means** the Financial Year commencing from 1st April of any calendar year and ending on 31st March of the next calendar year.
- iii. **"IDCO" means** Odisha Industrial Infrastructure Development Corporation.
- iv. **"Chartered Accountants" means** Firm of Chartered Accountants as under the Chartered Accountants Act, 1949 (Act No. XXXVIII of 1949) registered with the ICAI (Institute of Chartered Accountants of India)
- v. **"Firm" means** Firm of Chartered Accountants.
- vi. **"GOI" means** Government of India.
- vii. **"GoO" means** Government of Odisha.
- viii. **"RFP" means** Request for Proposal.

2.2. General Instructions to the Bidder:

1. This enquiry is Request for Proposal intended to hire services of Chartered Accountants to appoint for Oversee Financial Services at IDCO. The detail of the same is given at **Terms of Reference** of this RFP.
2. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in Section 4: Scope of Work of this RFP
3. 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 may be liable for rejection.
4. No Bidder is allowed to modify, substitute, or withdraw the proposal after its submission.

2.3. Disqualification:

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

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to forfeiture of the Bid Security.
- Declared as ineligible by GoI/State 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.
- 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.
- Does not submit the Bid before the stipulated timeline to the Inviting Authority
- Does not attach the required documents along with the RFP.

2.4. Right to Accept or Reject Proposals:

IDCO 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.

2.5. Validity of Bid:

The Bid submitted by the Bidders shall remain valid for a period of **120 days** from the last date of submission of RFP.

2.6. For Clarification & Pre-Bid meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to IDCO through email cgmipc@idco.in / pmu@idco.in till the timeline as per Bid data sheet. Clarifications to the above will be either uploaded on the tender portal of Government of Odisha www.tendersodisha.gov.in.

2.7. Amendments and Clarification for RFP:

IDCO 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 IDCO 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, IDCO may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on the e-procurement portal i.e <https://tendersodisha.gov.in>. only.

2.8. Submission of Proposal

- a) Detail RFP may be downloaded from www.tenderodisha.gov.in and Bid should be submitted online only. The procedure for E- tendering is enclosed in this RFP at Annexure-3.
- b) Bidders should account all clarifications/ corrigendums/ addendums to the RFP document published before preparation and submission of their proposals.
- c) The Bids shall be submitted through e-procurement portal of Odisha (www.tendersodisha.gov.in). All the pages of bid being submitted must be signed and subsequently numbered by the bidder irrespective of nature of content of the document before uploading. The proposals submitted through any other mode shall not be considered and will be out rightly rejected. No correspondence will be entertained in this matter.

The bidders are to submit the followings as per the proposal submission due date specified in the data sheet.

- (a) Technical proposal along with documents as specified in the RFP attested by the bidder, signed copy of the RFP & all required documents as per RFP. It may be noted that the scanned copies can be prepared in PDF file format.
- (b) Financial proposal in the Bill of Quantity (BoQ) in excel format uploaded by the Authority.
- (c) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

2.9. Procedure for Opening of the Proposals and Selection:

- a) Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- b) Opening of Proposals will be done through online.
- c) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- d) The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

Evaluation of Proposal

3.1 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.

For a bid to be considered as responsive under this bid process, a bidder must meet the following eligibility criteria:

a) Registration

- i. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN number) and Service Tax Registration
- ii. The Firm should have been in operation for at last 5 years after its registration.

Documents Required: *Certificate of Incorporation, GST Registration Certificate, Copy of PAN*

b) C&AG Empanelment

- i. The Firm should be empaneled with Comptroller and Auditor General of India (C&AG) for continuously 3 years i.e. 2022-23, 2023-24 and 2024-25.

Documents Required: *Copy of Certificates*

c) Turnover

- i. Average Annual Turn Over of the Firm in the last 3 consecutive financial years ending on March 31st, 2024 must be equal to or more than Rs 25 lacs

Documents Required: *Copies of audited Financial Statements and Service tax return for all the 3 financial years.*

d) No. and Type of Partners and Employees

- i. The Firm should have at least two (2) full time partners and at least one (1) of them must be Fellow Chartered Accountants of ICAI.
- ii. At least one partner must have been with the applicant firm for a period of Five (5) years.
- iii. The firm must have at least Ten (10) employees including articles.

Documents Required: *Documentary evidence establishing:*

- *No. of partners*
- *Additional qualification of partners*
- *Certification of partners*
- *Tenure of partners*

- *No. of employee*

e) Experience

- i. The Firm must have experience in handling accounting and financial management services of at least 1 (one) Central/ State Government Organizations or Companies of India / PSUs of contract value more than 10 lacs.

Documents Required: *Work orders / Client Certificate / Completion Certificate*

f) Presence in Odisha

- i. The firm should have its Head office or Branch office in the state of Odisha

Documents Required: Self-declaration with details of office duly signed by authorized bid signatory for the bidder.

g) Blacklisting & Ineligibility

- i. Bidder must not be debarred and blacklisted in any of the government organizations / any proceeding by ICAI/any other organization against themselves.

Documents Required: Self-declaration duly signed by authorized bid signatory for the bidder.

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

3.2 Evaluation of Technical / Scoring Pattern of Proposal

Formats and necessary details for the Technical Proposal are provided in **Annexure - 1** of this RFP. The evaluation / scoring pattern for Technical Proposal shall be as follows:

| S.No | Basis of Evaluation | Max. Marks |
|-------------|---|-------------------|
| 1 | Firm Credentials | |
| 1.1 | Registration: Firm's existence in years after registration a. 5 years to 10 years – 10 marks b. More than 10 years to 15 years – 15 marks c. More than 15 years – 20 marks | 20 |
| 1.2 | Turnover a. 25 lacs to 50 lacs – 5 marks | 15 |

| | | |
|--------------|--|-----|
| | <p>b. More than 50 lacs to 100 lacs – 10 marks</p> <p>c. More than 100 lacs – 15 marks</p> | |
| 1.3 | <p>Experience:</p> <p>Experience in handling similar nature of services of Central/ State Government Organizations or Companies of India/ PSUs of India of Total contract value not less than Rs. 10 lacs in last 5 years.</p> <p>5 marks for each project [subject to maximum ceiling of 30 marks]</p> <p>Similar nature of services: Central/ State Government Organizations or Companies of India/ PSUs of India.</p> | 30 |
| 1.4 | Number and Type of Partners and Employee | 15 |
| i. | <p>Full time Partner- 2 Nos – 10 Mark.</p> <p>For each additional full-time partner, 1 Marks shall be awarded maximum upto 15 Mark.</p> | |
| ii. | <p>Number of partners in the applicant firm for a minimum period of 5 years as on date of bid submission</p> <ul style="list-style-type: none"> • 2 mark for each partner subject to maximum 10 Marks | 10 |
| 1.5 | The firm having its Head office or Branch office in the state of Odisha | 10 |
| Total | | 100 |

- In the First stage, the Technical Proposal will be evaluated based on the parameters stated above. For each technical proposal, the total score that can be awarded for each bidder are 100 and the minimum technical score (T) that a Bidder requires to qualify for opening the financial proposal is 70.
- Least Cost Based Selection (LCS) method will be followed during the overall process. Minimum qualifying marks to qualify the Technical Proposal will be 70 out of 100.

- For each Technical Proposal, the total points that can be awarded for each Bidder is 100, and the minimum technical score (T) that a Bidder requires to qualify for evaluation of the Financial Proposal is 70.
- The lowest financial proposal shall be marked as the First Ranked Applicant while the next lowest proposal shall be marked as Second Ranked Applicant and so on.
- If there is a tie in the same financial quote by more than one bidder, in that case, the bidder scoring maximum marks in the technical proposal shall be declared as First Ranked Bidder. In case of further tie situation, Agency having highest turn over shall be considered as first ranked bidder.

3.3 Award of Contract:

Odisha Industrial Infrastructure Development Corporation will notify the Successful Bidder in writing for signing the Agreement as per **Annexure-3**. The successful Bidder will be requested to sign the Contract Agreement within 7 days of the notification. After signing of the Contract 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 Bidder should start the work within 7 days from Award of Contract.

The period of Service shall be for one year and may be extended for another 2 years based on performance.

3.4 Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Civil Court of Bhubaneswar only.

3.5 Responsibility & Support by IDCO

- The Authority of IDCO will designate a staff member to prepare or arrange to prepare and provide all the required necessary details / documents / records / statements / information / explanations etc. to the selected Bidder which will help him for the assignment.
- IDCO will provide office space, furniture's, office stationery and desktop having access to a Computer System with Tally ERP Software to access the Books of Accounts under IDCO Funds, access to Printer and required stationery for printing of Books of Accounts and Working Notes and required work space.

3.6 Deliverables & Timelines

- Monthly progress report as per Scope mentioned in ToR to be submitted by the 7th calendar days.

- Quarterly progress report as per Scope mentioned in ToR to be submitted by the 7th calendar days after end of each quarter. (April-June, July-Sep, Oct-Dec & Jan-March).
- Annual account finalization report along with completion of other relevant work will be submitted within 30 days from the end of financial year.

3.7 Responsibility of Selected Bidder

- Selected Bidder shall arrange for its own Laptop and related accessories for its Personnel and other stationaries related items.
- Selected bidder shall deploy the professionals having required qualification & experience as mentioned in the ToR for full time basis at IDCO.

4.0 Terms of Reference:

Introduction:

IDCO intends to engage a chartered accountant firm which can provide the services of quality accounting and financial management professionals in order to strengthen the accounting system & support IDCO in financial management activities. CA firm will be required to provide its handholding services for agreed period. The Firm shall work under direct Supervision of Chief General Manager, Finance, IDCO.

Scope of Service:

1. Design, standardization, implementation and monitoring of accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of the IDCO Act, 1980 / Income tax Act / Accounting standards, directives of Reserve Bank of India and other relevant enactments and notifications.
2. Preparation and finalization of Accounts and timely preparation of Financial Statements and Financial Performance Indicators in accordance with applicable accounting standards issued by Institute of Chartered Accountants of India (ICAI) and guideline.
3. Preparation of Trail Balances, Income Expenditure A/c and Balance Sheet as applicable Financial reporting Framework.
4. Day-to-day cash and treasury management including cash forecasting.
5. Preparation of Annual Budgets estimates and Budget Execution
6. Carrying out other Financial Advisory and Management Services as needed or requested for efficient and sound financial management of IDCO.

7. Assisting in Data entry of Bills/ M.R./ Vouchers in latest version of Tally/ equivalent accounting software at headquarters and all units on monthly basis
8. Preparation and maintenance of manual Cash/ Bank Books (as required) on monthly basis at headquarters.
9. Preparation of periodic Bank Reconciliation Statements;
10. Maintenance of statutory books of account, Fixed Asset Register and records
11. Preparation of Depreciation Schedules of Fixed assets as per Applicable Act
12. Manage funds and ensure accounting works completely in all respect;
13. Preparation of detailed report of Govt. Grants & Outstanding Liability.
14. Checking the transactions and Preparation of Balances of Term Deposits/ Investment and Interest there on.
15. Checking Receipts of advances of Clients.
16. Preparation and maintenance of Direct Tax (Income Tax, TDS etc.) and Indirect Tax (Goods and Service Tax etc.) related documents and records, preparation and filing of statutory returns with the respective authorities within time and ensuring its regular compliance, Appear for IDCO against show cause notices, Audit, Assessment and appeal proceedings under the GST, IT & other Acts.
17. Handling Project based accounting, as per IDCO rules and regulations;
18. Maintenance & verification of Tax Deductions (TDS) and Tax Collection (TCS) details;
19. Preparation of ESI & provident fund statements and filing of returns;
20. Issuance of TDS Certificates (Form 16 & Form 16 A etc.),
21. Finalization, Reviewing, Implementation of Accounting Manual and synchronization of the same with other financial aspects to ERP and suggest modifications / improvement measure.
22. Compilation/ Preparation and finalization of Annual accounts.
23. Reviewing IDCO accounting & financial management systems and suggest modifications/ improvement measures to ensure compliance with its policies, plans, procedures, laws and regulations.
24. Preparation of MIS reports such as Statement of Statutory Deductions, Investment Report, Budget Utilization Report, Budget Expenditure Control Report, Revenue Trend Analysis and other necessary reports, as per IDCO rules and regulations.
25. Provide expert opinion on financial matters during issue of NOC etc.
26. Assist IDCO on any other financial aspects as and when required basis.
27. Shall be solely responsible for deployment of sufficient personnel for smooth execution of the assignment in time bound manner. Shall engage required number of senior staff,

support staff for providing the above services on full and/ or part time basis or for any other financial aspects as and when required basis.

28. Ensure that all compliances under GST (Act/ Tax rates, Invoicing etc) are correctly followed and appropriately accounted for. It is also to be seen that the same is in coherent with EIP and GoI Pass.

29. In addition to the above scopes, the CA Firm is required to deploy 2 Nos qualified and dedicated professionals to assist IDCO's Finance wings for performing the above & other related tasks refer to it for which no additional cost shall be paid. The qualification and experience of the professionals as indicated below:

| Position | No. | Qualification | Experience | Role & Responsibility |
|------------|-----|---------------|---|--|
| CA | 1 | FCA | <ul style="list-style-type: none"> • Excellent knowledge of financial reporting, Taxation and accounting possesses with at least 5 years of post-qualification experience Including GST & Income tax. • Should have proven record in conducting accounting & financial management support consultancy • Must have worked in at least 3 assignments in Government undertakings • Should have proficiency in use of Tally software and/or other accounting o Easy going nature and able to coordinate with all departments. | <ul style="list-style-type: none"> • Overall, in-charge & responsible for supervising accounting & financial management related activities . • Supervise accountants in implementation & maintenance of accounting system. • Responsible for Payroll Management & Tax Computation • Responsible for annual budget & forecasting • Responsible for computerized accounting |
| Accountant | 1 | CA Inter | <ul style="list-style-type: none"> • At least 3 Years of working experience (including article ship) in Accounting & Bookkeeping etc | <ul style="list-style-type: none"> • Execution of service as provided time to time |

| | | | | |
|--|--|--|--|--|
| | | | Including GST & Income tax. <ul style="list-style-type: none"> • Similar work experience in Government Projects will preferred. • Knowledge of Tally, MS office, computerized accounting | |
|--|--|--|--|--|

The professionals as mentioned above shall be stationed full time at the IDCO Head office during the entire contract period. IDCO will provide the required office space to the team. Firm shall submit the CVs of the two professionals within 7 days from the date of signing of agreement for approval.

The Firm shall ensure that in case a person among leaves, replacement is made available in the shortest possible time having same or better qualification professional. For a period of vacancy more than 15 days, penalty may be imposed as per Penalty Clause - J of the Agreement.

The Chartered Accountant firm will be required to provide the desired services as mentioned for a initial period of 2 year which may be extended for another 1 years based on performance and approval from competent Authority.

Notwithstanding anything contained herein above, IDCO reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period of contract.

Payment Terms:

- i. 75 % of the annual processing fee (As per agreement) shall be paid quarterly basis to the firm. The quarterly payment shall be made as follows:

The firm shall submit 3 Nos of invoices along with quarterly progress report and attendance sheets (duly certified) of 2 qualified professionals as proposed in the RFP within 7 days at the end of quarters on the 31st of March, 30th June, 30th September and 31st December. The payment shall be released after the approval of the committee of the deliverables.

- ii. Remaining 25% of annual processing fee shall be paid upon submission of final report along with relevant statements for the financial year. The payment shall be released after the approval of the committee of the deliverables.

PROPOSAL

5.1 Format for Covering Letter

(On the letterhead of the Firm)

[Location, Date]

From:

[Name of Bidder with Complete Address of Communication]

To,

The Chief General Manager (P&C),
Odisha Industrial Infrastructure Development Corporation (IDCO)
IDCO Towers, Unit 9, Janpath
Bhubaneswar- 751021, Odisha

Sub: RFP Notice No. _____, **Dated:** _____

Dear Sir,

We refer to your Notice no _____ for Hiring A Chartered Accountant Firm For Routine Financial & Accounting Services Odisha Industrial Infrastructure Development Corporation (IDCO).

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 assignment.

We hereby confirm that:

1. All information provided in the Technical Qualification Statement and in the attachments are true and correct.
2. We offer to provide the service within the Fees quoted by us in the Financial Quote of the Proposal.

We understand that the Final Bids by Firm(s) will be subject to verification of all information submitted in the Tender. We also understand that IDCO reserves the right to amend, alter or vary the scope and terms of the Bid.

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 IDCO in selection process.

Yours sincerely,

Signature

For and on behalf of

I remain,

Yours sincerely,

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

Name and Title of the Signatory: _____

Enclosure: We are enclosing the following Forms & Supporting Documents for our Technical Evaluation

Form-1: Full Postal Address, Telephone Nos. or Fax, e-Mail Address etc.

Form-2: Financial Turnover of the CA Firm for the last 5 Financial Years

Form-3: Related documents for meeting the eligibility criteria as mentioned in Section 3.1(a-g)

5.2 **FORM - 2**

(On the Letterhead of the Firm of Chartered Accountants)

(On the Letterhead of the Firm: Lead Partner of the Firm, Full Postal Address, Telephone Nos. or Fax, e-Mail Address etc.)

A. Year of Registration with ICAI:

B. Firm Registration Number with ICAI

C. Location of HO with Address:

D. Branch in Odisha with Address:

E. Total Number of Chartered Accountant in Firm as per ICAI:

(Copy of Registration Certificate, PAN Card, Service Tax Registration Certificate, Certificate of Practice shall be attached)

FORM - 3

Financial Turnover of the CA Firm during the last Three years

(Amount in INR)

| SI. No. | Year | Turn Over | Net Worth |
|---------|---------|-----------|-----------|
| 1 | 2021-22 | | |
| 2 | 2022-23 | | |
| 3 | 2023-24 | | |

| | | |
|---|--|--|
| Average Annual Turnover for the last five Years | | |
|---|--|--|

(Please provide the copies of the Balance Sheet and Profit Loss Statement for the corresponding period along with the qualification proposal)

Authorized Signatory [*In full and initials*]:

With Seal and date

Note: Last 3 years Annual Turn Over certificate certified by CA firm, of listed Corporate or PSUs along with Audit balance sheets & profit loss statements to be submitted along with the bid.

FORM - 4

A. Similar experience as described in section 3.1 (e)

| Sl. No. | Name of the Assignment | No. & date of Work Order | Name of the Client | Contract Value | Copy of Work Order / Client Certificate placed at Page No. |
|----------------|-------------------------------|-------------------------------------|---------------------------|-----------------------|---|
| A | B | C | D | E | F |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Authorized Signatory [*In full initials and Seal*]

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of documentary proof.

Form -5

Description on Approach and Methodology

Authorized Signatory [*In full initials and Seal*]

FORM-6

Undertaking for Non-Blacklisting on Stamp Paper

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]

I/we, hereby undertake that, our Firm has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and the debarment/blacklisting does not subsist as on the date of bidding

Authorized Signatory [In full initials and Seal]

FORM-7

FINANCIAL PROPOSAL SUBMISSION FORM

(To be uploaded in Excel Format in e procurement portal)

| SI No | Item Description | Qty | Units | Basic Rate in Rs | Total Amount |
|--------------|----------------------------------|------------|--------------|-------------------------|---------------------|
| 1 | Total Professional Fees Per Year | 1 | Year | | |
| | Total | | | | |

- GST shall be applicable as extra.

6.

Annexure – 2

The selected Bidder has to enter with an Agreement with following conditions:

**DRAFT AGREEMENT
(Subject to Changes before entering into the Final Agreement)**

This CONTRACT (hereinafter called the “Contract”) is made the day of of 2025 between (hereinafter called the “**Client**”), or the First Party

AND

The, Chartered Accountants,, hereinafter called the “**Consultant**” (which expression shall unless excluded by or repugnant to the subject for context, include his successor in office and assigns hereto called the “ Second Party”) of the other part.

WHERE AS

- (a) the Firm of Chartered Accountants, having represented to the “Client” that it has the required professional skills, personnel and technical resources, has offered to provide required services in response to the Tender Notice **No. xxxxx Dt: yyyy issued by the Client;**
- (b) the “Client” has accepted the offer of the Firm of Chartered Accountants to provide the services on the terms and conditions set forth in this Contract.

WHEREAS **IDCO** has decided to engage the **CA Firm** for Oversee Financial and Account Services at Odisha Industrial Infrastructure Development Corporation (IDCO) for the period of 2 Year and may be extended for another 1 years based on performance & approval from competent Authority.

NOW IT IS HEREBY AGREED BETWEEN the parties as follows:

- 1. THAT the **Consultant** shall start the services on.....the start date) and complete them by..... (the end date) unless and until the date is extended and the agreement is terminated earlier in accordance with it’s terms and

conditions.

2. THAT, the payment under this agreement shall not in any circumstance exceed **Rs. xxxxxx** for each year with Goods & Services Tax to be paid separately as applicable.

3. THAT, the time shall be of the essence as records the performance by the Consultant of its obligations under this agreement.

GENERAL CONDITIONS OF AGREEMENT

A. Definitions

As specified in Para 2.1 of the RFP

B. Relationship between the Parties

Nothing contained herein shall be construed as establishing a relationship of Master and Servant or of Principal and Agent as between the “**Client**” and the **Consultant**. The **Consultant**, subject to this Agreement, have complete charge of Personnel for, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

C. Notices

Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in special condition.

D. Commencement, Completion, Modification and Termination of Agreement

- (i) This Agreement shall come into force and effect on the date (the “Effective Date”) of the “**Client**’s notice to the Consultant instructing the **Consultant** to begin carrying out the services.
- (ii) The **Consultant** shall begin carrying out the services not later than 7 (seven) days after the effective date.
- (iii) Any modification or variation of the terms and conditions of this Agreement, including any modification or variation of the scope of the services, shall be made by written Agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- (iv)
 - **Termination for Default. Client / Consultant** may, without prejudice, to any other remedy for breach of Agreement, by prior written notice of default sent to the **Consultant**, terminate the work in whole without assigning any reason if
 1. the **Consultant** fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by **Client / Consultant** designated in this behalf,
 2. the **Consultant** fails to perform any other obligation(s) under the Agreement,
 3. if the **Consultant** is in material breach of the representation and warranties contained in this agreement,

- If the Consultant shall not start the work within 15 (fifteen) days from date of allotment of the work without intimating the reason of delay of work to the **Client**, then the Agreement will automatically stands cancelled and the said work will be allotted to other Bidders as per decision taken by committee members.

E. OBLIGATIONS OF THE CONSULTANT

a) Obligation The Consultant shall perform all its obligations under this Agreement (including the provision of Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts.

b) Sub-Consultant

The **Consultant** shall not be sub-contracting any of its obligations under this Agreement.

F. SETTLEMENT OF DISPUTE

Dispute if any shall be discussed and mutually settled as far as practicable and in case of disagreement, the same shall be referred to IDCO or Designated Officer. After referring to IDCO or Designated Officer if the said dispute is not solved, the parties may seek intervention of the civil court subject to Bhubaneswar jurisdiction only.

G. SUPPORT BY IDCO

As specified in Para 3.5 of the RFP

H. TERMS OF REFERENCE

Objectives and Scope of Work

As specified in Para 4.0 of the RFP

I. DELIVERABLES, TIMELINES AND PAYMENT SCHEDULING: As per ToR

J. PENALTY:

Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week of the payment due against that particular deliverable, subject to maximum of 10% of the total contract value in addition to termination of the contract.

IN WITNESS WHEREOF the parties hereto have set their seal and signature on the day and year first above written.

Signed by Officer acting, in the premises for and on behalf of the **IDCO**

Signed by Officer acting, in the premises for and on behalf of the **Consultant**

Signature

Signature

Name

Name

Designation & Seal

Designation & Seal

Date:

Date:

Witness 1:

Witness 1:

Witness 2:

Witness 2:

Annexure- 3

Procedure under E-Tendering

Procedure to participate in online bidding- e-procurement

1. PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:

The Contractor/Bidder intending to participate in the bid is required to register in the Portal using his /her active personal/ official e-mail ID as his Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL etc. He/ She has to submit the relevant information as asked for about the firm/ contractor. The portal registration of the bidder/ firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i) PAN and (II) Registration Certificate (RC)/ GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated

by the State Procurement Cell. After successful authentication bidder can participated in the online bidding process.

Contractor not registered with Government of Odisha, can participate in the e-procurement after necessary enrollment in the portal but have to subsequently register themselves with the appropriate registering authority of the Sate Government before award of the work as per prevalent registration norms of the State.

- a) To log on to the portal the Contractor/Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
- b) The tender documents uploaded by the Tender Inviting Officer in the website <https://tendersodisha.gov.in> will appear ot the "Active Tenders" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or download the bid documents from the web site.
- c) No EMD Exemption is allowed.
- d) The software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders.

1.1 Furnishing scanned copy of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as non-responsive and thus liable for rejection. Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the joint venture company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.

1.2 In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.

1.3 Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible

to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.

- 1.4 For submission of Bids through the E-Procurement Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The online bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per DTCN.
- 1.5 Each bidder shall submit only one bid for one package. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the E-Procurement portal.
- 1.6 The bidder may ask question related to tender online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/Bid. The Officer inviting the Bid/ Procurement Officer- Publisher will clarify queries related to the tender.
- 1.7 The details of drawings and documents pertaining to the works available with the officer inviting the Bid as well as in the office of the Superintending Engineer and Executive Engineer as mentioned in the Contract Data will be open for inspection by the bidders. The bidder is required to download all the documents for preparation of his bid. It is not necessary for the part of the Bidder to up-load other Bid documents (after signing) while up-loading his bid. He is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantities duly filled in. It is assumed that while participating in the bid, the bidder has referred all the drawings and documents. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer Inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited.
- 1.8 Any addendum / corrigendum/ cancellation of tender shall be published in the website <https://tendersodisha.gov.in> , notice board and through paper publication and such notice shall form part of the bidding documents.
- 1.9 The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to which the website till last date and time of bid submission for any addendum/ corrigendum/ cancellation thereof. Tender inviting authority is not responsible for communication failure of system generated mail. All the volumes/documents shall be uploaded / provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and upload the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. He will fill up the rates of items or percentage in the BOQ

downloaded for the work in designated Cell and up loads the same in designated locations of Financial Bid. Bidders are to submit only the original BoQ uploaded by publisher after entering the relevant fields without any alteration/deletion/modification. Multiple BoQ submission shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than Zero value in the specified cells. In the percentage rate tender, the bidder quoting Zero value is valid and will be taken as Schedule of Rates. Submission of document shall be effected by using DSC of appropriate class.

2. PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:

The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under NIT/Contract Data in online mode. Non-submission of bid security within the designated period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration.

2.1 The EMD or Bid Security payable along with the bid is 1% of the estimated contract value (ECV) or as mentioned in the bid document.

2.2 Deleted.

2.3 The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5 days of opening of the tender (price bid). In the eventuality of failure on the part of the lowest successful bidder to procedure the original documents, he will be debarred in future from participating in tender for 3 years and will be blacklisted by the competent authority. In such as situation, successful L-2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L1 bidder.

2.4 No EMD exemption is allowed..

2.5 Government of Odisha has introduced e-payment gateway in to the portal for payment of cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway is mentioned in the "Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids". .

3. FORMAT AND SIGNING OF BID:

(Logging to the Portal)-The Contractor/ Bidder is required to type his/her Login ID and Password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of

respective CAs stored in system database. The system checks the unique Login ID, Password and DSC combination and authenticates the login process for use of portal.

The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience within the final date and time of submission. The bidder shall only submit single copy of the required documents and Price Bid in the portal. In the Financial bid, the bidder cannot leave any figure blank. He has to only write the figures; the words will be self-generated. The Bidders are advised to upload the completed Bid document well ahead of the last date & time of receipt to avoid any last moment problem of power failures etc.

- 3.1 The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including Declaration form, price bid etc and store in the system.
- 3.2 The bidder shall log on to the portal with his DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place he clicks the submit button to submit the bid to the portal.
- 3.3 The bids once submitted cannot be retrieved or corrected. Tender cannot be pre-opened and cannot be submitted after due date and time. Therefore only after satisfying that all the documents have been uploaded, the Bidder should activate submit button.
- 3.4 In the e-procurement process each processes are time stamped. The system can identify each individual who has entered in to the portal for any bid and the time of entering in to the portal.
- 3.5 The Bidder should ensure clarity of the document uploaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may render the bid non-responsive. However, the Officer inviting the Bid if so desires can ask for legible copies or original copies for verification with in a stipulated period provided such document in no way alters the Bidder's price bid. If the Bidder fails to submit the original documents with in the stipulated date, his bid security shall be forfeited.

4. SUBMISSION OF BIDS:-

- 4.1 The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid. The Technical bid generally consists of GSTIN, PAN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand , list of machineries

and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.

- 4.2 Bidders are to submit only the original BOQ (in .xls format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of items rate tender , bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at par with the estimated rate of the work put to tender.
- 4.3 The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
- 4.4 The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The bidder shall type rates in figure only in the rate column of respective items(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal place only in case of percentage rate tender.
- 4.5 The bidder shall log to the portal with his/ her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
- 4.6 Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the Bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
- 4.7 Each process in the e-procurement is time stamped and the system can defect the time of log in of each user including the Bidder.
- 4.8 The Bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
- 4.9 The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/ tender.
- 4.10 The bidder should check the system generated confirmation statement on the status of the submission.
- 4.11 The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- 4.12 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.

4.13 The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawing and the other Bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer Inviting the Bid.

4.14 The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.

4.15 The 'Online bidder' shall digitally sign on all statement's documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/bogus, his EMD/BID Security shall stand forfeited and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

5. SECURITY OF BID SUBMISSION:

- a. All bid data uploaded by the Bidder to the portal will be encrypted by the DSC of the opener(s). The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/tender.
- b. The Bid shall be received in encrypted format by the system which can only be decrypted / opened by the authorized openers only on or after the due date and time.

6. DEADLINE FOR SUBMISSION OF THE BIDS :

6.1 The online bidding will remain active till the last date and time of the bid submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the bid. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer inviting the Bid.

7. RESUBMISSION AND WITHDRAWAL OF BIDS :

7.1 Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.

7.2 Resubmission of bid shall require uploading of all documents including price bid afresh.

7.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

8. LATE BIDS :

8.1 The system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by the bidder and concerned officers.

9. MODIFICATION AND WITHDRAWAL OF BIDS :

9.1 In the E-Procurement Portal, it is allowed to modify the bid any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure. If the bidder fails to submit his modified bids with in the designated time of receipt, the bid already in the system shall be taken for evaluation.

9.2 In the E-Procurement Portal, withdrawal of bid is allowed. But in such case he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the bid and up load the scanned document to portal in the respective bid before the closure date and time of receipt of the bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

10. OPENING OF THE BID:

10.1 Bid opening date is specified during tender creation or can be extended with corrigendum. This date is available in IFB, tender document as well as the home page of portal. Bid opening can be done by the authorized users which are defined during the tender publication / approval stage. The bids are encrypted using there public keys and can be decrypted only on or after the Bid Opening due date and time. The bid openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

10.1.1 The bidders who participated in the on line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Contractors are not required to be present during the bid opening at the opening location if they so desire.

10.1.2 Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.

- 10.2 In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/Engineer-in-Charge, the bids will be opened at the appointed time on the next working day.
- 10.3 In case bids are invited for more than one package, the order for opening of the "Bid" shall be that in which they appear in the "Invitation for Bid".
- 10.4 The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.
- 10.5 In case of non-responsive tender the officer Inviting tender should complete the e-Procurement process by uploading the official letter for cancellation/ re-tender.

11. EVALUATION OF BIDS:-

- 11.1 All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that "the documents as available in the portal containing..... nos. of pages".
- 11.2 After opening of technical bid, the bidder may be asked in writing / online (in their registered e-mail ID) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents required for Technical Evaluation. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the bidders price bid. Non submission of legible documents may render the bid non-responsive. The authority inviting bid may reserve the right to accept any additional document.
- 11.3 The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit
- 11.4 Immediately, on receipt of these clarifications, the Evaluating Officers; predefined in the system for the bid, will finalize the list of responsive bidders. They will log on to the site with their DSC and record their comments on the Technical evaluation page in the system. The Officer Inviting the Bid if also the accepting authority, shall log on to the system with his digital signature and check the technical evaluation. He can either accept or pass on to the evaluating officers for re-evaluation. Upon acceptance of technical evaluation by the Accepting authority in the system, the system shall automatically generate letter to all the responsive bidders and the system shall forward the letter to all the responsive bidder that their technical bid has been evaluated responsive with respect to the data/information furnished by him and the letter shall also intimate him the date & time of opening of financial bid. The system

shall also inform the non-responsive bidders in their e-mail ID that their bid has been found non-responsive.

- 11.5 The Technical evaluation of all the bids shall be carried out up as per the information furnished by the Bidders. But evaluation of the bid does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN shall be taken against the bidder/contractor.
- 11.6 The Procurement officer-Evaluators will evaluate bid and finalized list of responsive bidders.
- 11.7 Opening of price bid and evaluation of lowest bidder is subject to satisfaction of other qualification information.
- 11.8 The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.
- 11.9 The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.
- 11.10 At the time of opening of "Financial Bid", the names of the bidders whose technical bids were found responsive will be announced and the bids of only those bidders will be opened. The remaining bids will be rejected.
- 11.11 The responsive bidders' name, the bid prices, the item wise rates, the total amount of each item in case the item rate tender and percentage above or less in case of percentage rate tenders will be announced. any discounts and withdrawals, and such other details as the officer inviting the tender may consider appropriate, will be announced by him or his authorized representatives at the time of opening.
- 11.12 Rebate/discount offer if any uploaded to the system shall be declared and recorded first.
- 11.13 The Financial bid of the bidders shall be opened one by one by the designated officers. The system shall auto-generate the Comparative statement.
- 11.14 The Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.
- 11.15 Procurement Officer-Openers shall sign on each page of the download BOQ and the Comparative Statement and furnish a certificate to that respect.
- 11.16 System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern Chief Engineer/ Head of Department.

12. CLARIFICATION AND NEGOTIATION OF BIDS:

- 12.1 For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdowns of unit rates.
- 12.2 On opening of the price bid the system shall arrange the financial bids in order of their value (L1 first, followed by L2, L3) for subsequent evaluation. The evaluation status (Sheet) will be visible to all the participating bidders after opening on their respective logins. Each activity is recorded in the system with date and time stamping.

13. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:

- 13.1 In the E-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his email ID.
- 13.2 The Employer/ Engineer-in-Charge shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the Engineer-in-Charge will pay the contractor in consideration of execution and completion of the works by the contractor as prescribed by the contract and the amount of performance security and Additional Performance Security required to be furnished. The issue of the letter of Acceptance shall be treated as closure of the Bid process and commencement of the contract.
- 13.3 The Contractor after furnishing the required acceptable Performance Security and Additional Performance Security, " Letter of Proceed" or "Work Order" shall be issued by the Engineer-in-Charge with copy thereof to the Procurement Officer-Publisher. The Procurement Officer-Publisher shall upload the summary and declare the process as complete.
- 13.4 If the L1 bidder does not turn up for agreement after finalisation of the tender then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. Besides the consortium/ JV/firm where such an agency/ firm already happens to be or is going to be a partner/ member/ proprietor , he/ they shall neither be allowed for participation in bidding for three years nor his/ their application will be considered for registration and action will be initiated to blacklist him/ them. In that case, the L2 bidder, if fulfils other required criteria would be called for drawing agreement for execution of work subject to condition that the L2 bidder negotiates at par with the quoted y the L1 bidder, otherwise the tender will be cancelled.

14. BLOCKING OF PORTAL REGISTRATION

- 14.1 If the registration Certificate of the contractor is cancelled/ suspended by the registering authority/ blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
- 14.2 The portal registration blocked in the ground mentioned in the above Para- 11.1 shall be unblocked automatically in receipt of revocation order of cancellation/ suspension/ blacklisting from the concerned authority.
- 14.3 The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned contractor who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the Chief Manager (Tech) for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Chief Engineer/ Heads of Office if any of the following provisions are violated.
- 14.4 Fails to furnish original Technical Documents before the designated officer within the stipulated date and time.
- 14.5 Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period (including till the extended bid validity period)
- 14.6 Fails to execute the agreement within the stipulated date.
- 14.7 If any of the information furnished by the bidder is found to be false/ fabricated/ bogus.
- 14.8 Accordingly the officer Inviting Tender shall recommended to the Chief Manager (Tech) State Procurement Cell, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by OFFICER INVITING TENDER for blacklisting as per Appendix-XXXIV of OPWD code Volume-II.
- 14.9 The minimum period of blocking of Portal Registration shall in no case be less than 180 days.

DISCLAIMER

The Applicant must read all the instructions in the RFP and submit the same accordingly.

Sd/-

Chief General Manager (P&C)

Odisha Industrial Infrastructure Development Corporation

