



Government of Odisha  
Finance Department  
\*\*\*\*\*

RFP No: \_\_\_\_\_/15-16  
FIN-AA-MEET-0007-2013

Date: \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**SELECTION OF CHARTERED ACCOUNTANT FIRM  
FOR VERIFICATION AND CERTIFICATION OF OPENING BALANCE SHEET  
OF FOUR PUBLIC WORKS DIVISIONS.**

Finance Department, Govt. of Odisha invites sealed bid from the empanelled Chartered Accountant Firms of Comptroller and Auditor General of India for verification of opening Balance Sheet of Four Public Works Divisions for adoption of Uniform Accrual Accounting System (UAAS). The details about eligibility criteria, scope of work, application format and terms & conditions of the tender can be downloaded from <http://www.odisha.gov.in/finance/index.htm> and [www.odisha.gov.in/advertisement](http://www.odisha.gov.in/advertisement).

The key events and critical dates for the above selection process are:

Sino	List of Key Events	Critical Dates
1	Date of Issue of RFP	19.10.2015
2	Last Date and Time for Submission of Bid	09.11.2015 up to 5.00 PM
3	Date of Opening of Teaching Bid	13.11.2015 at 11.30 AM
4	Date & Time for Opening of Price Bid	18.11.2015 at 11.30 AM

The proposal complete in all respect must reach the undersigned through **Speed Post/ Registered Post** only at the address specified below on or before **09.11.2015 by 5.00 PM** in a sealed envelope clearly mentioning on the top of it "**PROPOSAL FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR VERIFICATION OF OPENING BALANCE SHEET OF FOUR PUBLIC WORKS DIVISIONS FOR IMPLEMENTATION OF UNIFORM ACCRUAL ACCOUNTING SYSTEM (UAAS)**". The proposals received beyond the last Date and Time will be rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

**Address for Submission of Proposal:**

Under Secretary, In-charge of Audit & Accounts Branch,  
Finance Department, Govt. of Odisha  
Odisha State Secretariat,  
Bhubaneswar-751001  
Contact No. - 0674-2323523

Under Secretary to Govt.  
Finance Department



**Finance Department  
Government of Odisha**

**REQUEST FOR PROPOSALS**  
**(Selection of Chartered Accountant Firms)**

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Finance Department  
Government of Odisha

**REQUEST FOR PROPOSALS**  
(Selection of Chartered Accountant Firms)

I. Fact Sheet

1. This **Fact Sheet** comprising important factual data on the tender is for quick reference of the bidder.

Clause Reference	Topic
Method of Selection	<b>Quality and Cost Based Selection (QCBS) method</b> shall be used to select the bidder. The bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. All the bidders will be evaluated on the basis of pre-qualification criteria. Technical evaluation of only those bidders who satisfy all the pre-qualification criteria shall be done. Price bid of only those bidders who qualify in Technical Bid shall be opened. Technically qualified bidder, who quotes the least price, will be selected as Service Provider Agency for the assignment. <b>Consortium is not allowed.</b>
Tender Fee	RFP can be downloaded from <a href="http://www.odisha.gov.in/finance/index.htm">http://www.odisha.gov.in/finance/index.htm</a> and <a href="http://www.odisha.gov.in/advertisement">www.odisha.gov.in/advertisement</a> .. The bidders are required to submit the document fee of <b>₹200/- (Rupees Two Hundred)</b> only in shape of Account Payee Demand Draft in favour of DDO-cum-Under Secretary, Finance Department, Government of Odisha, payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of amount <b>₹10,000/- (Rupees Ten Thousand)</b> only in shape of Account Payee Demand Draft in favour of DDO-cum-Under Secretary, Finance Department, Government of Odisha, payable at Bhubaneswar from any scheduled commercial bank must accompany the technical bid.

Clause Reference	Topic
Scope of Work	Selected Service Provider Agency is to conduct audit and certify the Opening Balance Sheets as on 1st April 2015, which are prepared by four piloting Divisions under Public Works Departments, Government of Odisha.
Project Timeline	2 months from the date of issue of work order. The Timeline will not be extended on any circumstances.
Language of Bid	The proposal should be prepared by the Bidder in English language only.
Currency of the Bid	The bidder should quote price in Indian Rupees only. The offered price must be inclusive of all applicable Taxes including Service Tax, Professional Fee, Manpower, Traveling and Lodging, Food and other expenses.
Validity Period	Proposals/Bids must remain valid minimum for 90 days after the submission date of the Bid Documents.
Bid to be Submitted at	<p>The proposal must be submitted to:  Under Secretary, In-charge of Audit &amp; Accounts Branch,  Finance Department, Government of Odisha, Secretariat,  Bhubaneswar – 751001 through registered post or speed post only.</p> <p>The tender paper, technical bid, tender fees and EMD shall be put in a sealed envelope with superscription as “Technical Bid”. The price bid shall be put in a separate sealed envelope with superscription as “Price Bid”. Both the envelopes shall be put in a separate envelope with superscription as <u>“Proposal for Selection of Chartered Accountant Firm for verification and certification of Opening Blance Sheet of Four Public Works Divisions for implementation of Uniform Accrual Accounting System (UAAS)”</u>.</p>

## II. Introduction

1. As recommended by the 12<sup>th</sup> Finance Commission to achieve fiscal prudence, efficiency & transparency in public spending, Finance Department, Government of Odisha intends to migrate from cash based accounting system to accrual accounting system in some of the major Administrative Departments. The 13<sup>th</sup> and 14<sup>th</sup> Finance Commission have also supported the transition to accrual based accounting and have suggested for gradual and cautious approach towards the transition.
2. As part of migration to the new accounting system, Finance Department has advised for “Implementation of Uniform Accrual Accounting System (UAAS) in Works Departments” on piloting basis. Below mentioned Divisions from each Department have been advised to prepare “Opening Balance Sheets” (OBS) as on 1<sup>st</sup> April 2015:
  - a. Housing & Urban Development Department - PH Division – I, Bhubaneswar.
  - b. Water Resources Department - Prachi Irrigation Division, Bhubaneswar.
  - c. Rural Development Department - RWS&S Division, Bhubaneswar.
  - d. Works Department – R & B Division No.- I, Bhubaneswar.
3. They have prepared the Opening Balance Sheet as on 1<sup>st</sup> April 2015 taking into consideration the existing assets and liabilities of that Division. In above context, the Finance Department, Government of Odisha invites proposals from interested Chartered Accountant (CA) Firms having experience in auditing of Central/State Government Institutions/Public Sector Undertakings/Statutory Corporations to assign the work of **“Verification and Certification of Opening Balance Sheets as on 1st April 2015 of four Piloting Divisions under Public Works Departments, Government of Odisha”**.

## III. Scope of Work

4. The primary services to be assigned to the Chartered Accountant Firm will include:
  - i. Verification of the correctness of the Opening Balance Sheet (OBS) and the schedules developed by the respective Division as on 1<sup>st</sup> April 2015.

- ii. Examination of ancillary records and confirmation of the values mentioned in the assets and liabilities of the OBS.
  - iii. Conducting audit of specific vouchers/bills payable/paid, receivable/received pertaining to the OBS.
  - iv. Conducting physical verification of assets by using a scientific sampling method, to ensure that no assets are left unaccounted or ignored while preparing the OBS and
  - v. Any other work needed for the finalization and certification of the OBS.
5. The selected CA Firm should discuss the audit findings with the Auditee i.e., Chief Engineer or Executive Engineer or Any Authorized Officer in the Piloting Divisions, and then the finalized OBS is to be submitted to the Finance Department, Government of Odisha.
6. The certified Opening Balance Sheet of each Division should have the following:
  - i. List of assets and liabilities controlled by the Division as on 31<sup>st</sup> March 2015, which includes:
    - i. List of buildings, roads, water works etc. with details as may be specified.
    - ii. Method of assigning cost to each asset.
    - iii. Remaining expected life
    - iv. System of identifying each asset (A suitable numerical code)
    - v. Location of each asset
    - vi. Documentary source for each asset
    - vii. Authentication signatures by the preparer and verifier of the list of assets.
  - ii. A complete list of stock as on 31<sup>st</sup> March 2015, as per the physical verification of the inventory, with documentary evidence.
  - iii. Mobilization of advance outstanding against contractors as on 31<sup>st</sup> March 2015
  - iv. Stocks issued to contractors but not yet adjusted by the 31<sup>st</sup> March 2015
  - v. A complete list of revenue earning assets, the names of persons who have to pay rents, water charges etc., recoveries due.

- vi. A complete list of un-paid bills of contractors, suppliers, other divisions as on 31st March 2015
- vii. Contingent liabilities for claims pending before arbitrators or courts.
- viii. Committed liabilities for supply orders placed but goods not received, and the remaining value of work to be done for the contracts awarded.

#### IV. Time Frame

- 7. The selected CA firm will be required to complete the audit and submit certified 'Opening Balance Sheets as on 1st April 2015' of the Divisions **within Two months from the date of the sanction letter.**
- 8. Other events of the selection process has been given below:

SI	Events	Date & Time
1.	Date of issue / sale of RFP document	19.10.2015
2.	Last date and time for Submission of Bid	09.11.2015 up to 5.00 PM
3.	Date of Opening of Technical Bids	13.11.2015 – 11.30 AM
4.	Date and Time for Opening of Price Bids	18.11.2015 – 11.30 AM

#### V. Payment Terms

- 9. The payment against the services provided by the firm is subject to the following terms and conditions:
  - i. The price quoted by the firm, should be valid for the entire assignment i.e., "Verification and Certification of Opening Balance Sheets as on 1<sup>st</sup> April 2015 of four Piloting Divisions". Payment shall be made at agreed rates against the submission of certified Opening Balance Sheet as on 1<sup>st</sup> April 2015 of four piloting Divisions.
  - ii. TDS will be deducted as per Income Tax Act / Rule.



## VI. Deliverable

10. Selected firm is expected to conduct audit and submit certified 'Opening Balance Sheets as on 1st April 2015' of the four piloting Divisions under Public Works Departments, Government of Odisha.
11. The deliverable shall be duly submitted in the form of soft and hard copies to the Special Secretary, Finance Department, Government of Odisha before due date.

## VII. Key Requirements of the Bid

### 4.1. Right to Terminate the Process

12. Finance Department may terminate the Tender process at any time and without assigning any reason thereof. Finance Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.
13. The submission of tender paper does not constitute an offer by Finance Department. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

### 4.2. Cost of Tender Paper

14. Tender document can be downloaded from <http://www.odisha.gov.in/finance/index.htm> and [www.odisha.gov.in/advertisement](http://www.odisha.gov.in/advertisement).. The bidders are required to submit the non-refundable tender document fee of ₹200/- (Rupees Two Hundred) only in shape of Account Payee Demand Draft from any of the scheduled commercial bank along with the Proposal in favour of DDO-cum-Under Secretary, Finance Department, Government of Odisha, payable at Bhubaneswar. Proposals received without or with inadequate fees shall be rejected.

### 4.3. Earnest Money Deposit (EMD)

15. Bidders shall submit, along with their Technical Bids, EMD of ₹10,000/- (Rupees Ten Thousand) only in the shape of an Account Payee Demand Draft from any Scheduled Commercial bank in favour of DDO-cum-Under Secretary, Finance

Department, Government of Odisha, payable at Bhubaneswar, and shall be valid for 90 days from the due date of the tender / tender paper submission.

16. EMD of all unsuccessful bidders would be refunded by the Finance Department within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
17. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
18. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
19. The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
  - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

#### **4.4. Performance Bank Guarantee**

20. Bank Guarantee in favor of the DDO-cum-Under Secretary, Finance Department, Government of Odisha shall be submitted by the successful bidder equivalent to 10% of the contract value within 7 days of notifying the acceptance of the proposal of the award of contract and before execution of the agreement.
21. The Bank guarantee shall be valid for a period of 3 months beyond the date of contract period i.e. the Bank Guarantee must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period.
22. Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
  - 22.1. Failure to comply with the requirements shall constitute sufficient ground for forfeiture of the performance Bank Guarantee.

22.2 The Bank Guarantee shall be released immediately after 3 months of expiry of the contract or on successful completion of the task assigned. No interest will be paid on the performance Bank Guarantee.

### VIII. Submission of Proposals

23. The bidders shall submit their proposals as per the format given in this document in the following manner:

- i. Technical Bid(Annexure -1 along with enclosures in Annexure-1A to 1K) - in first envelope.
  - ii. Price Bid (Annexure – 2) - in second envelope.
- a. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
  - b. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
  - c. The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked "Proposal for Selection of Chartered Accountant Firm for verification and certification of Opening Balance Sheet of Four Public work Divisions for implementation of Uniform Accrual Accounting System (UAAS)".
  - e. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.
  - f. All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
  - g. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder himself. Any such corrections must be signed by the person (or persons) who sign(s) the tender paper.
  - h. All pages of the bid shall be signed and stamped by the person or persons who sign the bid.

## IX. Submission of Bid documents

24. The bids shall be sent to the **Under Secretary, In-charge of Audit & Accounts Branch, Finance Department, Government of Odisha** by registered post or speed post only. All the bids should reach the authorized officer by 5 PM of 09.11.2015. Any bid document received after the expiry of the time period shall not be entertained and shall be returned unopened.
25. The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
26. Finance Department will not be held responsible for any delay caused by any agency in delivering the bid documents in due time.

## X. Method of Selection

27. **Quality and Cost Based Selection (QCBS) method** shall be used to select the bidder. The bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. All the bidders will be evaluated on the basis of pre-qualification criteria. Technical evaluation of only those bidders who satisfy all the pre-qualification criteria shall be done. Price bid of only those bidders who qualify in Technical Bid shall be opened. Technically qualified bidder, who quotes the least price, will be selected as Service Provider Agency for the assignment.

## XI. Criteria for Evaluation

28. All bids will primarily be evaluated on the basis of eligibility criteria. Finance Department will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:
  - i. Overall completeness and compliance with the requirement.
  - ii. Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
  - iii. Any other relevant factors, if any, listed in the document, or the Finance Department deems necessary or prudent to take into consideration.

29. In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

## **XII. Pre-Qualification Criteria**

30. The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- 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) and Service Tax Registration.
- ii. The CA firm should be empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2014-15 or 2015-16.
- iii. The CA firm should have filed Income Tax returns for last 2 FYs i.e., 2013-14 and 2014-15.

## **XIII. Technical Qualification Criteria**

31. Technical and Price bids as above received by the Finance Department and those meeting the prequalification criteria, would be taken up for detailed evaluation as per the technical evaluation criteria mentioned below:

- i. The CA firm should have been in operation for minimum 5 years after its registration on the last date of submission of bid
- ii. The Average Annual turnover of the CA firm should not be less than One Crore of Rupees for last two financial years i.e., **2013-14 and 2014-15.**
- iii. The CA firm should have at least 3 years assignment experience of State / Central Government /Public Sector Undertaking Institutions auditing.
- iv. The CA firm should have at least 3 Partners. In addition of the Partners,

the firm should have minimum 5 No. of audit staff including other experienced staff performing audit/accounting work in addition to the Partners.

- v. The firm or any Partner of the firm should not have been blacklisted by any Government or any other Organisation. Authorized Signatory(s) of the firm has to submit an undertaking to this effect.

32. The firm should submit relevant documents duly attested by the authorized signatory, in support of the eligibility criteria given above.

#### **XIV. List of Documents for submission**

33. The Bidder has to submit the following list of documents duly signed on each page by the Authorized signatory:

- i. Proof of registration with the Institute of Chartered Accountants of India (ICAI) and
- ii. Proof of empanelment with the Comptroller and Auditor General of India (C&AG) for the year 2014-15 or 2015-16.
- iii. Photo copies of Income Tax returns for last 2 FYs i.e., 2013-14 and 2014-15.
- iv. Photo copy of Income Tax Permanent Account Number (PAN)
- v. Proof of Service Tax Registration.
- vi. Proof of Operations for minimum 5 years after its registration
- vii. Audited Balance Sheets of last two financial years i.e., **2013-14 and 2014-15.**
- viii. Work Orders for the proof of at least 3 years assignment experience of State / Central Government /Public Sector Undertaking Institutions auditing.
- ix. Details of of the partners to provided in the format of Annexure – 1G
- x. Details of Audit staff is to be provided in the format of Annexure – 1H
- xi. Certificate of Average Annual Turnover in the format of Annexure -1I
- xii. The firm or any Partner of the firm should not have been blacklisted by any Government or any other Organisation. Authorized Signatory(s) of the firm has to submit an undertaking to this effect in the format of Annexure – 1J.
- xiii. The proposed approach and methodology is to be provided in the format of Annexure – 1K

## XV. Technical Evaluation

34. The pre-qualified bidders' Technical Bid would be evaluated and assigned marks against the maximum score of 50 marks, as described in Table 1 below. Bidders need to score minimum **35 Marks out of 50 marks** for qualifying in the Technical Evaluation Bid.

**Table 1: Technical Evaluation (Maximum Score: 50)**

S.No.	Particulars	Eligible Score	Maximum score
1	<b>Firm's Existence in years after its registration</b>		5
	5 years to 6 years	2	
	More than 6 years to 8 years	3	
	More than 8 years	5	
2	<b>Average Annual Turnover (Gross Professional Fee received/earned) in the last 2 financial years</b>		5
	Rs. 1 to 2 crore	2	
	More than Rs. 2 crore and equal to 4crore	3	
	Above Rs. 4 crore	5	
3	<b>Experience of providing Audit services during the last 3 years in State / Central Government Institutions / PSUs</b>		10
	1 to 3 Organizations	4	
	4 to 6 Organizations	7	
	More than 6 Organizations	10	
4	<b>Number of Partners in the Firm</b>		10
	3 Partners	4	
	4 to 5 Partners	6	
	More than 5 partners	10	
5	<b>Number of Audit Staff in the firm performing audit/accounting work</b>		10
	5 to 10	5	
	11 to 15	7	
	More than 15	10	
6	<b>Audit Plan</b>		10
	Approach, Methodology and Work Plan	5	
	Understanding of the assignment and Time Frame	5	

## XVI. Price Bid Evaluation

35. After the Technical scores are assigned as per Table 1, the Price bid will be opened. The Price bid will be opened only for the qualified firms at the presence of

the representative from the firm as per the date and time mentioned in Para 8 of this document.

36. **After assigning the Technical score as per Table 1 and opening of Price bid, the CA firm quoting least cost will be considered for selection.**

## **XVII. Instruction to Bidders**

37. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written letter / contract have been executed by or on behalf of the Finance Department. Any notification of preferred bidder status by the Finance Department shall not give rise to any enforceable rights to the Bidder. The Finance Department may cancel this procurement at any time prior to a formal written contract being executed by or on behalf of the Finance Department.
38. The Finance Department reserves the right to accept one or to reject all bids without assigning any reason thereof which shall be binding on the firm(s). No dispute whatsoever in this regard shall be entertained.
39. All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.



**XVIII. Annexure – 1: Form of “Pre-Qualification Criteria cum Technical Bid”**

**Part A: Form of ‘Pre – Qualification Criteria’**

**Section 1: Details of the Chartered Accountant Firm**

Name of the CA firm	
Name of the Managing Partner	
Address of the CA firm	
Mobile Number of the Managing Partner	
Email Ids of all partners	

**Section 2: Pre Qualification Criteria**

Particulars	Yes/No	If Yes, Provide particulars
Is the CA firm registered with the Institute of Chartered Accountants of India (ICAI)?		<p><b>Registration</b></p> <p><b>No.....</b></p> <p>(Submit supporting copy of document as Annexure -1A)</p>
Is the CA firm empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2014-15 or 2015-16?		<p><b>C&amp;AG Empanelment</b></p> <p><b>No.....</b></p> <p><b>Year of Empanelment.....</b></p> <p>(Submit supporting copy of document as Annexure -1D)</p>

**Part B:Form of 'Technical Bid'**

Particulars	Yes/No	If Yes, Provide particulars
Is the CA firm is having Income Tax Permanent Account Number (PAN)?		<p><b>PAN No.....</b></p> <p>(Submit supporting copy of document as Annexure -1B)</p>
Is the the CA firm is having Service Tax Registration Number?		<p><b>Service TAX Registration No.....</b></p> <p>(Submit supporting copy of document as Annexure -1C)</p>
Is the CA firm in operation for minimum 5 years after its registration?		<p><b>No. of Years.....</b></p> <p><b>Date of Registration.....</b></p> <p>(Submit supporting copy of document as Annexure -1E)</p>
Is the CA firm having at least 3 years experience of State / Central Government Institutions auditing?		<p><b>No. of Years.....</b></p> <p><b>Name of the Institutions Audited and Address:</b></p> <p><b>1.</b></p> <p><b>2.</b></p> <p><b>3.</b></p> <p>(Submit supporting copy/copies of document/documents (Copies of Work Orders) as Annexure -1F)</p>

Is the CA firm having at least 3 Partners?		<p><b>No. of Partners: .....</b></p> <p>(Submit supporting information in Annexure -1G. (Format of 1G given in this document).</p>
Is the CA firm having minimum 5 No. of audit staff including other experienced staff performing audit/accounting work in addition to the Partners?		<p><b>No. of audit staff: .....</b></p> <p>(Submit supporting information in Annexure -1H) format provided.</p>
Is the Average annual turnover of the CA firm is more than One Crore of Rupees for last two financial years i.e., 2013-14 and 2014-15?		<p><b>Average Annual Turnover for last two FYs 2013-14 &amp; 2014-15</b></p> <p><b>Rs.....</b></p> <p><b>Rs            in            words</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>..... <b>only.</b></p> <p>(Submit supporting information in Annexure -1I) (format provided)</p>
Is the firm or any Partner of the firm have been blacklisted by any Government or any other Organisation?		<p>(Submit an undertaking in Annexure – 1J) (format provided).</p>

Certified that the above mentioned particulars are correct. In the event of any information found to be incorrect, be it at any time, the Finance Department is at liberty to reject the proposal/work awarded to this CA Firm.

Date:  
Office Seal:

Signature  
Name and Designation:

**XIX. Annexure – 1G: Format for “Details of CA Firm’s Partners”**

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)
1.				
2.				
3.				
4.				
5.				

Furnish the copy of the documentary evidence in support of the information provided above.

SEAL:

Signature:

Date:

Name and Designation:

**XX. Annexure – 1H: Format for “Details of Audit Staff”**

Sl.	Name of the Audit Staff	Address	Qualification	Years of Audit Experience
1.				
2.				
3.				
4.				
5.				

SEAL:

Signature:

**XXI. Annexure – 1I: Format for “Certificate of Average Annual Turnover”**

This is to certify the below details for the \_\_\_\_\_ (Name of the CA firm):

<b>S.No.</b>	<b>Financial Year</b>	<b>Turnover/Receipts (in Rs. Lakhs)</b>
<b>1</b>	<b>2013-14</b>	
<b>2</b>	<b>2014-15</b>	
	<b>Total</b>	
	<b>Average Annual Turnover of FYs 2013-14 &amp; 2014-15</b>	

(Signature & Seal)

Certified by CA

**XXII. Annexure – 1J: Format for “Undertaking”**

(On CA firm letter pad)

**UNDERTAKING**

It is certified that my firm has never been black listed by any of the Departments/Autonomous Institutions/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm as on.....

Place:	Signature of the Tenderer
	Name of the CA firm and Address
Date:	Seal of the CA firm

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**UNDERTAKING**

It is certified that I personally read the Tender document and accept all the Terms and Conditions mentioned therein.

Place:	Signature of the Tenderer
	Name of the CA firm and Address
Date:	Seal of the CA firm

**XXIII. Annexure – 1K: Form for “Approach & Methodology”**

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

Describe about Approach, Methodology, Work Plan, Understanding of the assignment, Key Professional of the Bidder, Staff Qualification, competency for the assignment and required time frame in this form.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal



**XXIV. Annexure – 2: Form of “Price Bid”**

**(To be filled in by bidder)**

**Name of the CA firm:**

**Address:**.....

.....

.....

S.No.	Description of Service	Total Fee (Rs.)
1	Verification and Certification of OBS of following Divisions as per the scope of work: <ol style="list-style-type: none"> <li>1. Housing &amp; Urban Development Department, PH Division – I, Bhubaneswar.</li> <li>2. Water Resources Department, Prachi Irrigation Division, Bhubaneswar.</li> <li>3. Rural Development Department, RWS&amp;S Division, Bhubaneswar.</li> <li>4. Works Department, R&amp; B Division No.-1, Bhubaneswar.</li> </ol>	XXXXXX
	<b>Grand Total</b>	XXXXXX

**We declare that the above quoted fee is inclusive of all applicable Taxes including Service Tax, Professional Fee, Manpower, Traveling and Lodging, Food and other expenses. We agree to all the tender conditions and payment terms and the rates quoted above by the Firm will not change during the contract period.**

Seal of Firm

Signature:

Date:

Name and Designation