



Odisha Computer Application Centre

**REQUEST FOR PROPOSAL  
FOR  
SELECTION OF CONCURRENT AUDITOR OF  
OCAC**

Reference No. OCAC-ACCT-AUDIT-01/2014/ ENQ/23037



Odisha Computer Application Centre

Issued by

*Odisha Computer Application Centre*

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

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

*EPABX:0674-2588280 / 2588064 / 2588295 / 2588283*

*Website [www.ocac.in](http://www.ocac.in)*

## IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES

| Event  | Date & Time Line    |
|--|---------------------|
| Availability of Request for Proposal (RFP) Document (To be down loaded from <a href="http://www.ocac.in">www.ocac.in</a> ) | 24.05.2023          |
| Request For Proposal (RFP) closing date and time for submission of bid document by firms                                   | 05.06.2023(3.30pm)  |
| Date and time for opening of General cum Technical bid document  | 09.06.2023(4.00pm)  |
| Date and time for opening of financial Document  | 12.06.2023 (4.00pm) |

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

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

Reference No. OCAC-ACCT-AUDIT-0001/2014/ENQ/23037

Request for Proposal (RFP) for Selection of Concurrent Auditor of OCAC

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

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

### **Address for submission of Proposals**

The General Manager (Admn.)

Odisha Computer Application Centre (OCAC)

N-1/7-D, Acharya Vihar

P.O.- RRL-Bhubaneswar - 751013

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## **2. Section –II (Eligibility Criteria)**

### 2.1 :Introduction

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

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

### 2.2 :Eligibility Criteria

Any interested CA/CMA Firm shall be eligible to apply for the assignment subject to meeting the following eligibility criteria.

1. The firm must be empanelled with **Comptroller & Auditor General of India for financial year 2022-23**.
2. The firm must have **average annual turnover of Rs.2 crore during last three financial years** (i.e. 2019-20, 2020-21 & 2021-22).
3. The firm should have minimum of **Five FCA/FCMA partners** and one full time Qualified Chartered Accountant/Cost Accountant as employee working with the firm as on **01.05.2023 (Constitution Certificate from ICAI)**.
4. The firm must have **at least three years Concurrent Audit experience** in Govt. Society/PSU/Corporations/Govt. Autonomous Bodies or Institutions as on the date of submission of proposal (PO/Work order must have mentioned concurrent audit as one of the scope of work).
5. The firm must have registered **under GST Act**.
6. The firm shall have at least **one branch office in Bhubaneswar (Minimum 1 yr before registration)**.

Note:

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

### **3. Scope of Work**

- Concurrent Audit of all the Payment Vouchers made at OCAC (Payment vouchers should be checked/verified and disposed of maximum within one working day. Accordingly the firm has to deploy resource persons.
- Concurrent Audit and Accounts Compilation Scope.

| Sl. No. | Areas                     | Scope of Audit Work  |
|---------|---------------------------|--|
| A       | Finance & Accounts        | <b>1. Statutory Compliances</b><br><b>-GST compliances</b><br><b>-Income Tax compliance</b><br><b>-Commercial Laws</b><br><b>-Other Tax compliance</b> |
|         |                           | <b>2. Review of Creditors and Advances</b>   |
|         |                           | <b>3. Review of Debtors and Advances</b>   |
|         |                           | <b>4. CWIP / Capitalization</b>  |
|         |                           | <b>5. Bank transactions</b>  |
|         |                           | <b>6. Cash transactions</b>  |
|         |                           | <b>7. Journal entries</b>  |
|         |                           | <b>8. Project based accounts and fund analysis and reporting</b>   |
|         |                           | <b>9. Fixed Deposit Verification and Reporting. Accrued Interest on Fixed Deposit Calculation</b>  |
|         |                           | <b>10. Log Book Verification</b>   |
|         |                           | <b>11. Preparation of Bank Reconciliation</b>  |
|         |                           | <b>12. Quarterly Balance Sheet, P/L Account and Project based Accounts preparation with Bank Reconciliation</b>  |
|         |                           | <b>13. Govt. Grants and Schemes</b>  |
|         |                           | <b>14. Review of Invoice &amp; Unbilled/Unearned Revenues</b>  |
|         |                           | <b>15. Reconciliation of Debtor, Creditor , Advances and if any other.</b>   |
| B       | Purchases/Work Orders     | <b>1. Review of Work orders/Sub contracts</b>  |
|         |                           | <b>2. Fixed Assets</b>   |
|         |                           | <b>3. Non-Fixed Assets</b>   |
|         |                           | <b>4. Maintenance of Store records</b>   |
|         |                           | <b>5. Maintenance Fixed Assets register</b>  |
| C       | Travel                    | <b>1. Travel advance settlements checking</b>  |
|         |                           | <b>2. Travel bill payments checking</b>  |
| D       | Project Review            | <b>1. Review of Project Work orders</b>  |
|         |                           | <b>2. Review of Delivery with deliverables</b>   |
|         |                           | <b>3. Review of Progress V/s time line of the Project</b>  |
|         |                           | <b>4. Review of Projects outsourcing process</b>   |
|         |                           | <b>5. Review of Project Activities</b>   |
|         |                           | <b>6. Quality of Delivery of the Project and MIS Reports</b>   |
|         |                           | <b>7. Utilization Certificate Verification</b>   |
| E       | Assets Computers & allied | <b>1. Fixed Assets Statutory Record Preparation</b>  |
|         |                           | <b>2. Ownership and maintenance of Assets</b>  |
|         |                           | <b>3. AMC / Warranty Verification</b>  |
|         |                           | <b>4. Fixed Assets Physical Verification (twice per annum)</b>   |
| F       | Stock/Store Verification  | <b>Physical Verification of stores/stocks (quarterly per annum)</b>  |
| G       | Cash Verification         | <b>Physical cash verification (surprise check once in a month/by monthly)</b>  |
| H       | Other Areas               | <b>As feel and desired by the auditor/management to review any other area</b>  |

### 3.1 :Reporting Procedure

1) Draft format of reporting is as follows

|                                 |                 |
|---------------------------------|-----------------|
| Subject/Heading of Observation. |                 |
|                                 | Observation:    |
|                                 | Recommendation: |

2) Quarterly audit report will be submitted in hard copy to GM (Finance), OCAC by 20<sup>th</sup> of subsequent month of the quarter.

### 3.2 :Resource Deployment

- The firm must provide full time **two (2) Inter CA/CMA** qualified persons with three years post qualification experience in Govt./PSU/Banks/CA Firms.
- One Qualified Assistant or Partner should visit **twice a month** for the assignment. The auditors have to sign the attendance register at OCAC.

## Section-IV (Instruction to Bidders)

### 4.1 :Language of the Bid

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

### 4.2 :Sealing and Marking of the RFP Proposal

- (a) Firms shall prepare and submit one (1) copy of the General cum Technical documents in Envelope-1. This envelope shall be sealed, labeled as “**Envelope-1 (General cum Technical Document)**” for Selection of Concurrent Auditor of OCAC and placed inside the Outer Envelope. Firms shall prepare and submit one (1) copy of the financial Document in Envelope-2. This envelope shall be sealed, labeled as “**Envelope-2 (Financial Document)**” for Selection of concurrent Auditor of OCAC and placed inside the Outer Envelope. All two envelopes should be placed inside an Outer Envelope sealed and leveled “Selection of Concurrent Auditor of OCAC.”



(b) The Proposal documents should be submitted at Odisha Computer Application Centre, N-1/7-D, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013.

(c) Only firms who has empanelled with C&AG for the year 2022-23 will be accepted for evaluation of their general cum technical document. Only Successful firms qualified in general cum technical document will be communicated for financial document opening through phone/mail/OCAC web site.

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

- Copy of CAG Empanelment letter of 2022-23
- Constitution Certificate from ICAI/ICMAI of partners and qualified staff as on 1<sup>st</sup> January 2023.
- Brief Audit Firms Profile (Annexure-I)
- Proof of concurrent audit experience (PO/Work order mentioning concurrent audit as one of the scope of work)
- Audited Financial Statements for proof of Turnover of FY 2019-20, 2020-21 and 2021-22.
- GST registration Certificate.
- Copy of PAN.
- Any other document if any as described for evaluation purpose.

(e) Documents to be submitted in financial Document

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

### **4.3:Single Proposal**

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

### **4.4:Evaluation of bid proposal**

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

#### **4.5:Award of Contract:**

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

#### **4.6:Commencement of Work**

- **Within 7 days** of intimation by OCAC, the firm will commence the audit.
- If resource deployed found unsuitable, OCAC will ask for replacement up to its satisfaction.
- OCAC is entitled to discontinue audit if found that the auditor incapacitated, negligent in the proper performance or showing misconduct at any point of time by giving one month prior notice.

#### **4.7:Payment Terms**

- Payment will be made on quarterly basis against submission of invoice and resource deployment report along with audit report (as applicable).
- Bill should be raised in favour of Odisha Computer Application Centre in triplicate for payments (with GSTIN number of OCAC clearly mentioned in the bill).
- No TA/DA will be paid for audit in the Head Office/Head Quarter i.e. Bhubaneswar. TA/DA will be paid to audit staff if they visit outside Bhubaneswar for purpose of audit as per the rules of OCAC.
- Income tax will be deducted as per the rules.
- GST will be paid as applicable.

ANNEXURES

ANNEXURE-1: BRIEF PROFILE OF AUDIT FIRM

|         |  |                                       |
|---------|--|---------------------------------------|
| Sl. No. | Particulars  |                                       |
| 1.      | Name of the Firm/Company   |                                       |
| 2.      | Year of Establishment  |                                       |
| 3.      | a) Address of Office (H.O.)<br>b) Address of Bhubaneswar office                                |                                       |
| 4.      | Name of the contact person   |                                       |
| 5.      | Telephone/Mobile No.   |                                       |
| 6.      | Fax No.  |                                       |
| 7.      | Email Address  |                                       |
| 8.      | Experience of the firm   |                                       |
| 8.1     | Date of Registration of the Firm   |                                       |
| 8.2     | Year of empanelment with CAG   |                                       |
| 8.3     | No. of Partners and Qualified Staff as on 1 <sup>st</sup> Jan 2023                             |                                       |
| 8.4     | Experience of Concurrent audit in Govt. Sector / PSU (Not Bank).                               |                                       |
| 9.      | Annual turnover Audited Annual Turnover in last three years ending 31 <sup>st</sup> March 2022 | <b>Annual Turnover of the Company</b> |
|         |  | Turnover                              |
|         |  | FY<br>Amount (In Rupees)              |
|         |  | 2019-20                               |
|         |  | 2020-21                               |
|         | 2021-22  |                                       |

Signature of the firm Representative

Date:

Place:

**Company Seal**

## ANNEXURE- 2: FINANCIAL DOCUMENT FORMAT

| SL. No.             | Particulars                          | Price (Rs) |
|---------------------|--------------------------------------|------------|
| 1                   | Monthly Audit Fee (Exclusive of Tax) |            |
| Audit Fees in words |                                      |            |

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

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

Signature of the Firm Representative

Date:

Place:

**Company Seal**