



Odisha Computer Application Centre

**REQUEST FOR PROPOSAL
FOR
SELECTION OF FIRM FOR COMPILATION OF
ACCOUNTS OF OCAC FOR THE FY 2020-21**

Reference No. OCAC-ACCT-06/2007/ ENQ/21042



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

Corrigendum to the RFP for selection of Compilation of Accounts of OCAC (OCAC-ACCT-06/2007/ENQ/21042)

The following change has been made in the RFP issued towards appointment of Compilation of Accounts of OCAC.

IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES

Event	Date & Time Line
Availability of Request for Proposal (RFP) Document (To be down loaded from www.ocac.in)	16/09/2021
Request For Proposal (RFP) closing date and time for submission of bid document by firms	23/09/2021 (3.30 PM)
Date and time for opening of General cum Technical bid document	24/09/2021 (4.00 PM)
Date and time for opening of financial Document	27/09/2021 (4.00 PM)

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-06/2007/ENQ/21042

Request for Proposal (RFP) for Selection of Chartered Accountant firm for Compilation of Accounts of OCAC for the FY 2020-21.

OCAC seeks to invite Proposal from C& AG empanelled Chartered Accountant (CA) firms for conducting Compilation of Accounts of OCAC for FY 2020-21. 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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Fax : +91-674-2582842

2.1 Introduction

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

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

2.2 Eligibility Criteria

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

1. The firm must be empanelled with Comptroller & Auditor General of India for financial year 2020-21.
2. The firm must have average annual turnover of Rs. 1.00 crore during last three financial years (i.e. 2017-18, 2018-19 & 2019-20).
3. The firm should have minimum of five FCA partners and one full time Qualified Chartered Accountant as employee working with the firm as on 1st Jan 2021 (Constitution Certificate from ICAI).
4. The firm must have at least three years experience in Compilation of Accounts in Govt. Sector/PSU/Corporations/Govt. Autonomous Bodies or Institutions as on the date of submission of proposal (PO/Work order must have mentioned Compilation of Accounts 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**: Broad Scope of work Consist of the Following activities

- Checking of all Types of Vouchers with Ledger posting and keep the records ready for Audit.
- Verify and correct the Appropriateness of grouping of Expenditure to the relevant project Heads/ Programmes.
- Confirmation of Periodical Cash and Bank Balances with all banks.
- Preparation of Loan and Advances of Employees as well as Other and Suggest appropriate steps to settle long Standing Advances if Any.
- Preparation of detailed report of Govt. Grants & Outstanding Liability.
- Checking the transactions and Preparation of Balances of Term Deposits/ Investment and Interest there on.
- Checking Receipts of advances of Clients.
- Reconciliation of GST.
- Debtor, Creditor reconciliation.
- 26AS Verification.
- Periodical preparation of Bank Reconciliation Statements for all Bank accounts.
- Preparation of Trail Balances, Income Expenditure A/c and Balance Sheet as applicable Financial reporting Framework .
- Preparation of Depreciation Schedules of Fixed assets as per Applicable Act.
- **Coordination with the Statutory Auditor for Finalization of accounts.**

Note:

- Compilation of Accounts Includes the Preparation of Final Accounts of the year and the firm has to Submit the Financial Statement (Balance Sheet and Profit and Loss Accounts including all Schedules and Bank reconciliation) for each year separately in Hard Copy to DGM(Finance),OCAC within 6 weeks working day from the date of Acceptance of Work Order.
- The Scope of Work of the PO is for Financial Year 2020-21. OCAC may extend the assignment for compilation of accounts of OCAC for further years depending on the performance of the firm and Timely Completion of work .
- In addition of the Scope as above the management may change the scope of work during the assignment period considering the requirement in consultation with you.

4. REPORTING PROCEDURE:

- The Compilation Report Shall be Submitted in hard copy to DGM(Finance) , OCAC.
- The Compilation report for the FY 2020-21 should be prepared as per General Accepted accounting Principle.

5. Fees:

- 50% of the Payment will be made after Compilation of Accounts and Submission of Financial Statement (with schedules) and Rest 50% of payment made after completion of Statutory audit of the relevant year Subject to Submission of Tax Invoice.
- Bill Should be raised in favour of Odisha Computer Application Centre in Triplicate for Payments.
- Income Tax TDS will be Deducted as per applicable rate as per Income tax Act.
- GST TDS will be deducted as per applicable rate as per Good and Service Tax Act.

6. Compilation Team:

- As required in Terms of RFP, The resources will be engaged as below category:

SL No.	Qualification	Experience
1	CA Inter Qualified	3 Years Experience in accounts Finalization
2	Costing (Inter) Qualified	3 Years Experience in accounts Finalization

- One Qualified Assistant or Partner has to Supervise the Compilation activity and has to visit in alternate day for assignment till the end of the assignment.
- The Staff has to sign the Attendance register at OCAC.
- The Staff proposed by the firm in proposal cannot be altered during the period of compilation except the prior period approval from OCAC.
- The Compilation of Accounts of OCAC has to be completed by firm within 6 weeks working day from the date issue of Work Order.

General Terms and Conditions:

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

Section-IV (Instruction to Bidders)

6.1 Language of the Bid

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

Sealing and Marking of the RFP Proposal

- (a) Firms shall prepare and submit one (1) copy of the General cum Technical documents in Envelope-1. This envelope shall be sealed, labeled as “**Envelope-1 (General cum Technical Document)**” for Selection of Compilation of Accounts 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 Compilation of Accounts of OCAC and placed inside the Outer Envelope. All two envelopes should be placed inside an Outer Envelope sealed and leveled “Selection of Compilation of Accounts for the FY -2020-21 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 2020-21 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 2020-21.
- Constitution Certificate from ICAI of partners and qualified staff as on 1st January 2021.
- Brief Audit Firms Profile (Annexure-I)
- Proof of Experience in Compilation of Accounts. (PO/Work order mentioning assignment of Compilation as per scope of work)
- Audited Financial Statements for proof of Turnover of FY 2017-18, and 2018-19 & 2019-20.
- GST registration Certificate.
- Copy of PAN.
- Any other document if any as described for evaluation purpose.

(e) Documents to be submitted in financial Document.

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

6.2: Single Proposal

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

6.3: Evaluation of bid proposal

- The applicant firm must be empanelled with C& AG for the year 2020-21 in the absence of the same the offer will be treated as non-responsive and summarily rejected and no technical evaluation of the offer will be made.
- The selection of the Chartered accountant of Firm will be done **using Lowest cost Method (L1)**.
- In case of more than one firm bid the lowest price, then firm having the highest average turnover in last three financial years among the lowest bidder will be selected as the successful bidder.

6.4: Award of Contract:

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

6.5: 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 Compilation if found that the Firm incapacitated, negligent in the proper performance or showing misconduct at any point of time by giving one month prior notice.

6.6: Payment Terms

- 50% of the Payment will be made after Compilation of Accounts and Submission of Financial Statement (with schedules) and Rest 50% of payment made after completion of Statutory audit of the relevant year Subject to Submission of Tax Invoice.
- 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 CHARTERED ACCOUNTANT FIRM

Sl. No.	Particulars	
1.	Name of the Firm/Company	
2.	Year of Establishment	
3.	a) Address of Office (H.O.) b) Address of Bhubaneswar office	
4	Permanent Account Number(PAN)	
5	GST Registration Number	
6	Name of the contact person	
7	Telephone/Mobile No.	
8.	Fax No.	
9	Email Address	
8.	Experience of the firm	
10	Date of Registration of the Firm	
11	Year of empanelment with CAG	
12	No. of Partners and Qualified Staff as on 1 st Jan 2021	
13	Experience of Concurrent audit in Govt. Sector / PSU (Not Bank).	
14	Annual turnover Audited Annual Turnover in last three years ending 31 st March 2020	Annual Turnover of the Company
		Turnover
		FY Amount (In Rupees)
		2017-18
		2018-19
2019-20		

Signature of the firm Representative

Date:

Place:

Company Seal

ANNEXURE- 2: FINANCIAL DOCUMENT FORMAT

SL. No.	Particulars	Price (Rs)
1	Fees for Compilation of Accounts for the FY 2020-21 (Exclusive of Tax)	
Amount 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 Compilation fees for arriving at L1 firm (on the basis of lowest 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