

Request for Proposal

Selection of Chartered Accountant firm for
Reconciliation of Subsidy Account of
Odisha State Civil Supplies Corporation
Ltd (OSCSC)

Odisha State Civil Supplies Corporation Ltd


R.F.P. N/O 8590 date 09.06.2023



09-06-23

Contents

| | |
|---|---|
| A. Introduction | 2 |
| B. Eligibility of CA firm | 3 |
| C. Scope of Work..... | 3 |
| D. Deliverables..... | 3 |
| E. Resource requirements: | 4 |
| F. Instructions & list of document to be submitted:..... | 4 |
| G. Terms and Conditions: -..... | 5 |
| H. Fees..... | 5 |
| I. Mode of Selection: -..... | 6 |
| J. Annexures: | 6 |
| Annexure-1: Format of Application for RFP | 6 |
| Annexure-2: Format for submitting Turnover..... | 8 |
| Annexure-3: Undertaking & Compliance Certificate (On Applicant's Letter Head) | 9 |


09.06.23

A. Introduction

Odisha State Civil Supplies Corporation Ltd. (OSCSC), invites Request for Proposal(RFP) from Chartered Accountant partnership / LLP Firms (Firms) having its office in Odisha.

Interested and eligible firms may submit their applications as per format at "Annexure-1" (Format for Application) duly filled and signed along with requisite self-attested documents in a sealed envelope through Speed Post/ Registered Post/Courier to the office of

Managing Director
OSCSC LTD
C/2, Nayapalli
Bhubaneswar-751012
Odisha (INDIA)

So as to reach, on or before dt. 03/07/2023 at 4.00 P.M. RFP opening on 04/07/2023 at 5.00 P.M. Any application received after the due date & time, due to any reason whatsoever, shall not be considered. OSCSC LTD does not take any responsibility for the loss of application in-transit. Application sent through any other mode shall not be considered.

There will be a pre bid meeting on 22/06/2023 at 11.30 A.M. at Conference room of Head office of the Corporation, Bhubaneswar and the clarifications/replies of queries and any modifications in the EoI (if any) will be published in the website on 23/6/2023. For pre-bid queries related to the RFP for clarifications/suggestions, must be submitted by the prospective bidder/firm by any communication mode, so to reach the above address before the pre-bid meeting.

OSCSC is the nodal Organisation for the procurement of paddy from the farmers to ensure payment of MSP, conversion of paddy to Rice through Rice Millers, Storage & delivery of Rice and Wheat at doorstep of FPS for distribution to the beneficiaries. The related schemes are administered & managed through office of CSO-cum-District Managers, OSCSC in all 30 districts. The annual transaction of OSCSC is around Rs. 20,000 crores at present, out of which payment to farmers towards MSP is about Rs. 14,000 Crores. Due to number of issues including vacancies of Accounts staff, there is backlog in finalization of Accounts. Moreover, there are issues in maintenance, up dation and reconciliation of accounts. With the above said background, OSCSC proposes to hire the service of a Chartered Accountant firm, to do a detailed reconciliation of the subsidy disbursed by Gol and


09-06-23

GoO against claim and actual eligibility and submit a report on the surplus/deficit position of subsidy receivable till KMS 2015-16. The objective of the assignment is to know the exact subsidy surplus position of the Corporation.

B. Eligibility of CA firm

1. The firm must be empanelled with CAG and must be a partnership firm/LLP.
2. The Partnership/LLP should have minimum 10(Ten) years of experience. The date of formation will be considered for calculation of period of experience.
3. The firm must have done at least 5 (five) compilation or internal audit assignment of PSU's or Govt. Agencies.
4. The firm should have a minimum average annual turnover of Rs. 20.00 (Twenty) lakhs in last three years i.e. F.Y. 2019-20 , 2020-21& 2021-22.
5. The firm should have valid PAN No, filed Income Tax Return and GST Active Registration (if applicable). Copy of the same to be furnished.
6. The firm should have at least two partners with experienced staff to deliver the work.

C. Scope of Work


The scope of assignment is as follows

1. Study the rule, regulation and procedure of different Schemes under NSFA, SFSS and Other Schemes implemented in the Corporation during KMS 2003-04 to 2015-16.
2. Reconciliation of Subsidy received against claim from GoI during the period.
3. Reconciliation of Subsidy received against claim from GoO during the period.
4. Study the detail statement prepared by the Corporation on the surplus subsidy of the corporation and report on the same.
5. Report on the surplus (deficit if any) receivable from GoO till end of KMS 2015-16 and give a certificate on the same.
6. Report on the surplus (deficit if any) receivable from GoI till end of KMS 2015-16 and give a certificate on the same.

D. Deliverables

The objective of the assignment is to know the exact subsidy surplus position of the Corporation till KMS 2015-16.

| Sl. No. | Particulars | Schedule Timeline |
|---------|--|-------------------|
| 1. | Report on the surplus (deficit if any) receivable from GoO till end of KMS 2015-16 and give a certificate on the same. | August 2023 |

 09-06-23

| | | |
|----|---|----------------|
| | | |
| 2. | Report on the surplus (deficit if any) receivable from Gol till end of KMS 2015-16 and give a certificate on the same | September 2023 |

Note: The proposed schedule of timeline may be rescheduled(if needed).

E. Resource requirements:

The CA firms shall provide the needful resources as per the requirement for the assignment to deliver the above deliverables in time.

F. Instructions & list of documents to be submitted:

1) List of documents to be submitted along with the applications/ RFPs:

Interested firms are advised to submit self-attested copies of the following documents

- a) Latest registration certificate and constitution certificate of the firm issued by The Institute of Chartered Accountants of India as on 01.01.2023 w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of RFPs.
- b) Latest letter of empanelment with C&AG.
- c) Copies of appointment letter/proof (self-attested) for compilation/internal audit work in PSUs/ Government(s) Central / State / Govt Sector organisations as evidence of experience.
- d) Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2019-20, 2020-21, 2021-22),P&L Account and Balance Sheet of the period.
- e) Format for Application as per **Annexure-1** of this RFP.
- f) Format for Turnover details as per **Annexure-2** of this RFP
- g) Certificate as per **Annexure-3** of this RFP on Applicant's Letter Head.
- h) Self-attested copy of PAN card of Firm.
- i) Self-attested copy of GST Registration of Firm.

2) Instructions to Firms

- a) Format of Application shall be filled in and completed in all respects along with Annexures. Incomplete application will be rejected.

 19-06-23

- b) All the documents submitted should be dated and self-attested by a Partner with his/her name and under the seal of the firm.

G. Terms and Conditions: -

- (i) The selected firm shall nominate a Nodal Officer for the said work. Details of the Nodal Officer should be given to OSCSC Ltd.
- (ii) In case of any dispute arising during execution of work, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, OSCSC Ltd. will be final and binding on both the parties to the contract.
- (iii) The Managing Director, OSCSC Ltd. reserve the right to reject any or all bids without assigning any reason(s), thereof.
- (iv) If any false information/ documents are provided and it comes to the knowledge of OSCSC Ltd., the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect.
- (v) OSCSC reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reasons.
- (vi) Delays caused by Force Majeure events or by actions of OSCSC shall not constitute a delay resulting in the charging of penalty.
- (vii) If selected firm do not able to deliver in time, then the firm has to submit the reason for the same and also has to request for the extension of time for the said deliverable.

H. Fees

1. The firm will be paid a consolidated fees of Rupees One Lakh Eighty Thousand (Rs. 1,80,000/-) only (Taxes extra).
2. The firm should submit the bills at the end of completion of work with certificates and detailed report as per the deliverables
3. No TA & DA will be paid in the assignment.

 09-06-23

I. Mode of Selection: -

Short listing of the firm will be on the basis of the following criteria. Weightage of the criteria has been assigned below.

| Sl. No. | Particulars | Maximum Marks | Evaluation Criteria |
|---------|--|---------------|--|
| 1. | Average Turnover of the firm for last three years (i.e FY 2019-20, FY 2020-21& FY 2021-22) | 25 | Firms with average turnover more than 50 Lakh =25 Firm with average turnover more than 20 Lakh up to 50 Lakh=15 Firm with average turnover more than 10 Lakh up to 20 Lakh=10 Otherwise=0 |
| 2. | No. of audit assignments of Internal Audit/Compilation of accounts of Govt Organisation/PSUs (Not Banks) conducted by March 2022 | 25 | More than 10 no's of Internal Audit/compilation of Accounts =25 More than 5 No's up to 10No's of Internal Audit/compilation of Accounts=15 Otherwise= 0 |
| 3. | No of Partners / Qualified Assistant in the firm as on 01.01.2023 | 25 | More than 10 =25 More than 5 upto 10=15 More than 2 upto 5=10 Otherwise= 0 |
| 4 | Presentation | 25 | On experience , Audit Methodology and presentation quality |

- The selection will be made based on highest marks secured in the evaluation based on above table.
- If highest marks of more than one firm become equal, then firms having highest average turnover will be selected for the assignment.

J. Annexures:

Annexure-1: Format of Application for RFP

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. CAG Empanelment No and date:

89-16-23

(Latest empanelment No with letter copy)

5. Address for Communication with email Id:
(for Communications)

6. Details of Head Office & Branch Office(s):
(Enclose Self attested copy of Registration/Constitution)

Head Office:

| Address | Date of Establishm ent | Partner In charge | Contact Person/Mobile number/Landline Nos./Fax | E-mail |
|---------|---------------------------|----------------------|--|--------|
| | | | | |

BranchOffice1 (if any):

| Address | Date of Establishm ent | Partner In charge | Contact Person/Mobile number/Landline Nos./Fax | E-mail |
|---------|---------------------------|----------------------|--|--------|
| | | | | |

(Insert information for additional Branch office(s), if any)

7. Details of existing CA qualified Partners:

| Sl. No. | Name of the Partner(s) | Membership No. | Location of Office |
|------------|------------------------|-------------------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

8. Details of Experience of firm. (Internal/Compilation Experience)
(Enclose self-attested copies of appointment letter).

| Sl.No. | Name of the Company/ Unit | Scope of work |
|--------|---------------------------|---------------|
| 1. | | |
| 2. | | |
| | | |

9. PAN No. of the Firm:

10. GST Registration No. of Firm:

Date:

**Signature of the Authorized Signatory
of the Firm with Seal**

 09.06.23

Place:

Annexure-2: Format for submitting Turnover

1. Name of the Firm:

2. Turnover of Audit Firm


| Sl.No. | Year | Turnover |
|--------|------------|----------|
| 1. | FY 2019-20 | |
| 2. | FY 2020-21 | |
| 3. | FY 2021-22 | |

(Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2019-20, 2020-21, 2021-22), P&L Account and Balance Sheet of the period)

Date:

Place:

**Signature of the Authorized Signatory
of the Firm with Seal**


09-06-23

Annexure-3: Undertaking & Compliance Certificate (On Applicant's Letter Head)

We M/s. _____, partnership/LPP Firm of Chartered Accountant do hereby verify and declare that: -

- a. We have read and understood the terms and conditions of the RFP and agree to abide by and comply with unconditionally all the terms and conditions contained in this RFP.
- b. The particulars given with respect to the RFP are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/allotment of valuation assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. Our firm should have adequate manpower (i.e. CA Inter/ qualified resource/experienced) for the assignment.

Date:

Place:

**Signature of the Authorized Signatory
of the Firm with Seal**


09-06-23