

EXPRESSION OF INTEREST

**Selection of Chartered Accountant firm for
Compilation & Finalization of KMS Accounts of
OSCSC Ltd.**

Contents

A. Introduction.....	3
B. Back ground.....	3
C. Eligibility of CA firm.....	4
D. Scope of Work.....	4
E. Deliverables.....	5
F. Resource requirements:	5
G. Instructions & list of document to be submitted:	5
H. Terms and Conditions: -	6
I. Cost of Work & Payment Terms.....	7
J. Mode of Selection: -	9
K. Annexures: -.....	10
Annexure-1: Format of Application for EOI.....	10
Annexure-2: Undertaking & Compliance Certificate (On Applicant's Letter Head).....	11

A. Introduction

Odisha State Civil Supplies Corporation Ltd. (OSCSC), invites Expression of Interest (EOI) from Chartered Accountant proprietor/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 filed 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.**

so as to reach, on or before dt.03.08.2022 by 5.30P.M. The received EOI shall be opened on 04.08.2022 at 11.30A.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.

B. Back ground

OSCSC is the nodal Organisation for the procurement of paddy from the farmers to ensure MSP of their products, conversion of paddy to Rice through Rice Millers, Storage & delivery of Rice and Wheat at doorstep of FPS for distribution to the beneficiaries. The annual transaction of OSCSC is around 20,000 Crores at present. OSCSC is implementing NSFA scheme of Government of India (GoI) in the State under the guidelines of Decentralized Procurement Scheme (DCP) operation and getting its expenditure reimbursed under Kharif Marketing Season (KMS) Account. The KMS Account is to be settled with GoI for each KMS period (starting at 01st October, ends on 30th September) under DCP operation & settlement to be made with GoI. Due to number of reasons, the KMS accounts have not been settled with Govt of India for a long period from KMS:2007-08 onwards. With the above said background, OSCSC propose to outsource the compilation & finalization of KMS Accounts.

C. Eligibility of CA firm

1. The firm must be empaneled with CAG and must be a partnership firm.
2. The Partnership/LLP should have minimum 10 years (Ten) 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 or Govt. Agencies.
4. The firm must have work experience in the Corporation /PSU.
5. The firm should have an average annual turnover of Rs. 20.00 (Twenty) lakhs in last three years i.e. F.Y. 2018-19, 2019-20 & 2020-21.
6. The firm should have valid PAN No, filed Income Tax Return and GST Active Registration (if applicable). The copy of same to be furnished.

D. Scope of Work

The CA firm shall consolidate, compile & finalize the KMS Accounts of the corporation as per the guidelines of Govt. of India/Govt. of Odisha. Details are as follows

1. Compilation of KMS Accounts and consolidation of KMS data of all the districts & Head Office;
2. Season wise (Kharif & Rabi) stock reconciliation and accounts mapping there on;
3. Analysis of Procurement expenditure incurred under each head of incidental & vis-à-vis guidelines of GoI;
4. Preparation of statement of Accounts, Annexures & Schedules as per guidelines of GoI, Audit of KMS Accounts prepared & Report;
5. Preparation of proposal with documentary evidence, vouchers, correspondences, guidelines etc. & justifying each procurement/administrative expenses claimed in the KMS Accounts;
6. Preparation of compliance related to queries sent by GoI related to the KMS accounts for the said period;
7. Reconciliation and mapping of incidental/ item wise expenditures of KMS Accounts with that of Annual Accounts;
8. Attending Meeting (both Virtual & Real) with at GoI on finalization of Accounts, preparation of compliance report to the observations made by GoI till final & conclusive level;

N.B.: The State commenced DCP Operation from KMS 2003-04. OSCSC has submitted its proposal for finalisation of economic cost sheet upto KMS 2017-18. The final economic cost sheet for KMS 2003-04 & 2004-05 issued by GoI. Additional compliances have been submitted to GoI for review of Final Finding for KMS 2005-06 & 2006-07. The comments & compliance note to provisional findings for KMS 2007-08 to 2013-14 has been submitted to GoI.

E. Deliverables

The following will be the deliverables to be delivered in the period of assignment

Sl. No.	Particulars	Scheduled Timeline
A.	Compilation, Consolidation of Accounts, Preparation of Statements & Annexure, Preparation of Proposals as per GoI guidelines for the KMS.	Within One month of the completion of subsequent Financial Year that the KMS related with.
B.	Audit of Accounts of the KMS.	Within Ten days of preparation of KMS Accounts (Proposal, Statements & Annexure).
C.	Compliance of queries related to KMS Accounts, Attending meeting with GoI, Mapping of incidental/ item wise expenditures of KMS Accounts with that of Annual Accounts, Preparation of compliance report to the Preliminary Observations / Final Findings & Subsequent queries till finalization by GoI.	<u>Compliance:</u> Within Two working days of Query received from GoI. <u>Meeting:</u> As and when required. <u>Finalization:</u> Within Three months from the date of submission of KMS Report.

Note: The above schedule is subject to modification on the basis of requirement.

F. Resource requirements:

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

G. Instructions & list of document to be submitted:

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

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

- Latest registration certificate and constitution certificate of the firm issued by The Institute of Chartered Accountants of India as on 01.01.2022 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 no etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.

- b) 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.
- c) Proof of firms work experience in government organisation
- d) Proof of work experience at Odisha State Civil Supplies Corporation Ltd.
- e) Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2018-19, 2019-20, 2020-21), P&L Account and Balance Sheet of the period
- f) Format for Application as per **Annexure-1** of this EOI.
- g) Certificate of undertaking/compliance Certificate as per **Annexure-2** of this EOI 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 filed in and completed in all respects. Incomplete application will be rejected.
- 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.

H. 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) Liquidated damage and penalty: In the event of firms not able to provide the required resources as per the terms of the assignment/not able to deliver in time, the firm shall pay liquidated damages to OSCSC maximum amount total fees. Delays caused by Force Majeure events or by actions of OSCSC shall not constitute a delay resulting in the payment of liquidated damages. OSCSC will cancel the assignment to the firm after invoking the above clause.

I. Cost of Work & Payment Terms

1. Unit Cost

Sl. No.	Particulars	Amount in RS.
A.	Compilation, Consolidation of Accounts, Preparation of Statements & Annexure , Preparation of Proposals per GoI guidelines for the KMS.	80,000/-
B.	Audit of Accounts of the KMS.	30,000/-
C.	Compliance of queries related to KMS Accounts, Attending meeting with GoI, Mapping of incidental/ item wise expenditures of KMS Accounts with that of Annual Accounts, Preparation of compliance report to the Preliminary Observations / Final Findings & Subsequent queries till finalization by GoI.	40,000/-
	Total	1,50,000/-

N.B.: The estimated unit wise cost subject to modification on the basis of requirement.

2. Estimated Value of Total Work

Sl. No.	Particulars	Amount in RS
A.	Item no. 1(A+B+C) Total Cost=1,50,000/-. For three KMS:2018-19,2019-20 & 2020-21.	4,50,000/-
B.	Item no. 1(C) Total Cost=40,000/-. For 11 years from KMS: 2007-08 to 2017-18.	4,40,000/-
	Total	8,90,000/-

3. Payment Terms

Sl. No.	Particulars	Amount in RS
A.	75% of the fees shall be released to the firm after submission of the KMS report to GoI.	82,500/-
B.	Balance fees shall be released to the firm after issue of final cost sheet by GoI for the KMS.	67,500/-
	Total	1,50,000/-

4. Payment of TA & DA

No TA & DA will be paid for visit to Corporation HO,Bhubaneswar. For any visit outside Bhubaneswar in relation to the assignment, TA & DA will be allowed and will be as per the rule of the Corporation.

J. Mode of Selection: -

Shortlisting of the firm will be made 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 2018-19, FY 2019-20 & FY 2020-21)	25	<ul style="list-style-type: none">Firms with average turnover more than 30 Lakh =25Firm with average turnover more than 20 Lakh up to 30 Lakh=15Otherwise=0
2.	No. of audit assignments of Internal Audit/Compilation of accounts of Govt Organisation (Not Banks) conducted by March 2022	25	<ul style="list-style-type: none">More than 10 no's of Internal Audit/compilation of Accounts=25More than 5 No's up to 10 No's of Internal Audit/compilation of Accounts=15Otherwise 0
3.	No of Partners/ Qualified Assistant in the firm as on 01.01.2022	25	<ul style="list-style-type: none">More than 10 =25More than 5 years upto 10=15Otherwise 0
4.	Presentation to be made by the Firm.	25	The presentation to be made by CA firm on the Subject, Methodology to be adopted by the firm for execution of work and about the Corporation
	Total Marks	100	

- The selection will be made based on quality based method. The firm getting highest mark as per the above criteria and weightage will be selected for the assignment.
- If for the assignment the highest marks of more than one firm become equal, then firms having more partners will be assigned the job. If after that also selection could not be finalised, then the firm having higher turnover will be given preference for assigning the job.

Note: Government experience means experience in any Government PSU, agencies or Government Organisation where government holding is more than 50%.


21/08/22
FA & CAO
OSCSC Ltd.

K. Annexures: -

Annexure-1: Format of Application for EOI

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. CAG Empanelment No and date:
5. 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

Branch Office 1 (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)

6. Details of Proprietor/existing CA qualified Partners:

Sl. No.	Name of the Proprietor /Partner(s)	Membership No.	SAP Experience	Location of Office
1.				
2.				
3.				

7. Details of Experience with the corporation. (Relevant Experience)
(Enclose self-attested copies of appointment letter).

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

8. Turnover of Audit Firm

Sl. No.	Year	Turnover
1.	FY 2018-19	
2.	FY 2019-20	
3.	FY 2020-21	

(Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2018-19, 2019-20, 2020-21), P&L Account and Balance Sheet of the period)

9. PAN No. of the Firm:

10. GST Registration No. of Firm:

Date:

Place:

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

Annexure-2: Undertaking & Compliance Certificate (On Applicant's Letter Head)

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

- We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- The particulars given with respect to the EOI 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.
- 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.
- Our firm should have adequate manpower (i.e. CA Inter/ qualified resource) for the assignment.
- The constitution of our firm as on date of application is the same as that as per ICAI records.

Date:

Place:

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