

**EXPRESSION OF INTEREST**

SELECTION OF CHARTERED ACCOUNTANT FIRM  
FOR CONDUCTING AUDIT OF ACCOUNTS OF  
TRANSPORTATION CHARGES PAID BY OSCSC LTD.  
TO STATE LEVEL TRANSPORT CONTRACTORS  
FOR THE F.Y: 2023-24



## CONTENTS

Sl. No.	Items	Page no.
A	Introduction	3
B	Back ground	3
C	Eligibility of CA firm	3
D	Scope of Audit	4
E	Deliverables	4
F	Resource Requirements	4
G	Instructions & list of documents to be submitted	4-5
H	Terms and Conditions	5-6
I	Cost of Work & Payment Terms	6
J	Period of Re-engagement	6
K	Mode of Selection	6-7
Annexure-1	Format of Application for EOI	8-9
Annexure -2	Undertaking & Compliance Certificate (On Applicant's Letter Head)	10

**(A) Introduction**

Odisha State Civil Supplies Corporation Ltd. (OSCSC), Invites Expression of Interest (EOI) from Chartered Accountants 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 alongwith 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.16.08.2024 by 5.30 P.M. The received EOI shall be opened on 17.08.2024 at 11.30 A.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 transporting CMR from surplus districts to deficit districts by road / rake movement through State Level Transport Contractors appointed for the biennial year: 2021-23

**(C) Eligibility of CA Firm**

- (1) The firm must be empanelled 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 05 (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 2020-21, 2021-22 & 2022-23.
- (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 Audit**

- (i) Checking of transportation charges paid to the State Level Contractors only at OSCSC Head Office.
- (ii) Shortest truckable distance from lifting point of source district to delivery point of receipt district.
- (iii) Procedure and documentation followed for payment of the bills, recovery of shortage value of CMR, arithmetical accuracy of the bills paid and compliance to terms and conditions of agreement.
- (iv) Suggestion to improve internal check and control.
- (v) The audit shall suggest amount recoverable, if any from the transport contractor.
- (vi) Any other relevant matter.

**(E) Deliverables**

The following deliverables to be delivered during the period of assignment.

Sl. no.	Particulars	Scheduled time
A.	Audit of accounts of transportation charges paid by OSCSC Ltd. to State Level Transport Contractors for the F.Y 2023-24	Within 15 working days

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

**(F) Resources 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.

- (a) Latest registration certificate and constitution certificate of the firm issued by The Institute of Chartered Accountants of India as on 01.01.2024 w.r.t the information related to the year of establishment of Head Office, Branch Office (s), address (es), details of partners alongwith 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 organizations as evidence of experience.
- (c) Proof of firms work experience in Government organization.
- (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. 2020-21, 2021-22 & 2022-23), 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) 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.
- (ii) The Managing Director, OSCSC Ltd. reserve the right to reject any or all bids without assigning any reasons (s), thereof.
- (iii) 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.



(iv) 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.

(v) 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 event or by actions of OSCSC shall not constitute a delay resulting in the payment of liquidated damage. 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.	Audit of Accounts of State Level Transport Contractors (Road / Rake) movement of CMR for the F.Y: 2023-24	3000/- per Contractor (Excluding GST)

**(2) Estimated value of Total Work**

Sl. No.	Particulars	Amount (in Rs.)
A.	Audit of Accounts of 08 State Level Transport Contractors for Road movement of CMR	24,000/-
B.	Audit of accounts of 6 State Level Transport Contractors for rake movement of CMR	18,000/-
	<b>Total</b>	<b>42,000/-</b>

The payment shall be made after completion of audit of transportation charges paid to State Level Transport Contractors and submission of audit report in duplicate.

**(J) Period of Re-engagement**

The firm may be re-engaged to conduct audit of transportation charges paid to State Level Transport Contractors for another two financial years, if the performance of the firm is found satisfactory.

**(K) Mode of Selection:**

Short listing of 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. 2020-21, 2021-22 & 2022-23)	30	<ul style="list-style-type: none"> <li>Firms with average turnover more than 30 lakhs = 30</li> <li>Firm with average turnover more than 20 lakh up to 30 lakh = 20</li> <li>Otherwise = 0</li> </ul>
2	No. of audit assignments of Internal Audit / Compilation of accounts of Govt. Organization (Not Banks) conducted latest by March'2023	40	<ul style="list-style-type: none"> <li>More than 10 nos. of Internal Audit/ Compilation of Accounts = 40</li> <li>More than 5 nos. upto 10 nos. of Internal Audit/Compilation of Accounts = 20</li> <li>Otherwise = 0</li> </ul>
3	No. of Partners / Qualified Assistant in the firm as on 01.01.2023	30	<ul style="list-style-type: none"> <li>More than 10 = 30</li> <li>More than 5 nos. upto 10 = 15</li> <li>Otherwise = 0</li> </ul>
	<b>Total Marks</b>	<b>100</b>	

- 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 finalized, 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 Organization where government holding is more than 50%.

  
**Financial Advisor & Chief Accounts Officer**  
 Financial Adviser &  
 Chief Accounts Officer  
 O. S. C. & C. Ltd.  
 Bhubaneswar



**(L) Annexure :-**

**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 Establishment	Partner in-charge	Contact Persons / Mobile No./Landline Nos. / Fax	Email

Branch Office 1 (if any):

Address	Date of Establishment	Partner in-charge	Contact Persons / Mobile No./Landline Nos. / Fax	Email

(insert information for additional Branch (s), if any)

6. Details of Proprietor / existing CA qualified partners:

Sl. No.	Name of the Proprietor / Partners (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	Scope of work
1		
2		
....		

8. Turnover of Audit Firm

Sl. no:	Year	Turnover
1	F.Y: 2020-21	
2	F.Y: 2021-22	
3	F.Y: 2022-23	



(Enclose self attested copy of Income Tax returns filed for previous three years i.e. F.Y: 2020-21, 2021-22 & 2022-23) 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)**

- (a) We M/s \_\_\_\_\_ Proprietor / Partnership / LLP abide by and comply with unconditionally all the all the terms and conditions contained in this EOI.
- (b) The particulars given with respect to the EOI are complete and correct and that if any of the statements of 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 have adequate manpower (i.e. CA Inter / Qualified resource) for the assignment.
- (e) 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

