



**Govt. of Odisha**  
**Department of W&CD and Mission Shakti**  
**Odisha State Child Protection Society, (OSCPS)**  
**Mission Shakti Bhawan, Gandamunda, Pokhariput,**  
**Bhubaneswar- 751030**

Ph.No.2353122/2353049  
E-mail-ao.oscps.od@nic.in

No. 2139 OSCPS/E&A/0172/2018

Dt 16.11.18

**TENDER CALL NOTICE**

Sealed Tenders are invited from interested Chartered Accountant Firms empanelled under C&AG for conducting audit of expenses of Odisha State child Protection Society, (OSCPS) for the year 2016-17 & 2017-18. The Tender completed in all respect shall be deposited in the office of Director, Odisha State child protection Society, OSCPS, Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030 on or before **Dt. 21.12.2018 by 4 P.M.** through Registered Post / Speed Post only. The application form of the Tender containing General Bid information and terms & conditions can be downloaded from the website- [www.wcdodisha.gov](http://www.wcdodisha.gov) & [www.oscps.nic.in](http://www.oscps.nic.in) from **22.11.2018 to 21.12.2018**. A Tender Fee of Rs.500 /- (Rupees Five thousand) only and EMD of Rs.5,000/- (Rupees Five thousand) only are to be deposited in shape of Demand Draft as indicated in the Tender Schedule along with the Tender Application for each category at the time of submission of the application. The authority reserves the right to modify/cancel the Tender at any point of time.

  
DIRECTOR

Odisha State Child Protection Society, (OSCPS)



TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR  
CONDUCTING AUDIT OF ODISHA STATE CHILD PROTECTION  
SOCIETY(OSCPS)

Odisha State Child Protection Society  
Department of W&CD and Mission Shakti,  
Govt. of Odisha  
Mission Shakti Bhawan, Gandamunda, Pokhariput,  
Bhubaneswar-751030

## TENDER SCHEDULE

Period of issue of quotation of Documents	From <b>Dt. 22.11.2018</b> to <b>Dt. 21.12.2018</b>
Last date & time for submission of quotation Documents	<b>Dt. 21.12.2018 by 4 P.M.</b>
Place of submission of completed quotation Documents	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030 Ph No.0674-2353122
Mode of submission	In Sealed cover superscribing the specific category on the outside cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030 Ph No.0674-2353122 <b>Date 22.12.2018 Time 11 A.M.</b>
Place, Date & Time for opening of Financial Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030 Ph No.0674-2353122 <b>Date 24.12.2018 Time 11 A.M.</b>
Tender Fee	Rs.500/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
EMD	Rs.5,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
Performance Security Deposit	10% of the Contract Value to be awarded in shape of DD in favour of Director Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar

  
Additional Director, OSCPS

**TENDER DOCUMENT**  
**Department of Women & Child Development and Mission Shakti,**  
**Odisha**  
**AUDIT OF EXPENSES AGAINST**  
**ODISHA STATE CHILD PROTECTION SOCIETY(OSCPS)**

**Background:**

OSCPS is a registered under the Society Act 1860. The administrative control of the Society is under the Department of W&CD and Mission Shakti, Govt. of Odisha. The society has been implementing through ICPS in the State. SARA is an agency working under OSCPS for regulating adoption throughout the state.

The OSCPS has been operational with effect from the financial year 2009-10 and has already been audited by CAG empanelled Chartered Firm up to the financial year 2015-16 by this office. An amount of Rs.91.45 Crores has been released over the period (from April 2016 to March 2018) against various activities under ICPS.

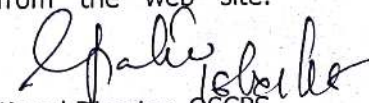
**Tender Document**

Quotation is invited from the Chartered Accountant Firms for carrying out the audit of the accounts relating to the activities under ICPS for the financial year for 2016-17 and 2017-18 as per the Terms provided herein below:-

As per the Notification dated 7th April,2016 of the Institute of Chartered Accountants of India and as per the requirement of it, OSCPS has decided to fix the minimum fee of assignment.

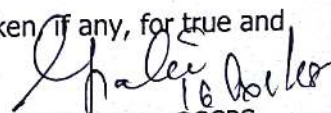
Any Chartered Accountant firm quoting the rate per Manday(One Manday is the time taken by one Chartered Accountant to finish the job in a working day) less than **Rs.284.30** in the Financial Bid as per Labour & ESI Deptt letter no.4909/LC dt.30.04.2018, will not be eligible and the contract in any case will not be awarded to the firm.

The sealed quotations are invited in Two Bid System i.e. Technical Bid and Financial Bid. Technical Bid and Financial Bid should be super scribed separately while applying. Both the Technical and Financial Bids shall be kept in another envelope. The last date of submission of the Bid is on or before **Dt. 21.12.2018 by 4 P.M.** in the office of Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030. The sealed quotation will be opened as per the Tender Schedule. Technical Bid will be opened first and Financial Bid of the technically qualified Bidders will be opened next in the office of OSCPS in presence of Tender Committee members and quotationers/ representatives. The Chartered Accountant Firms shall carry out the audit of the accounts relating to the activities under ICPS for the financial years for 2016-17 & 2017-18 as per the terms provided in the tender document. The Tender Document can be downloaded from the web site: **[www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) and [www.oscps.nic.in](http://www.oscps.nic.in)**

  
Additional Director, OSCPS

**a. Scope of work and General Terms & Conditions:-**

1. C.A. Firm (CAG empanelled) shall conduct cent percent checking of receipts and payment vouchers relating to both cash and non-cash transactions, subsidiary registers, General Ledger and other relevant records, documents, Books of Accounts of the Odisha State Child Protection Society (OSCPS).
2. They shall prepare the Audit/consulting Report covering both management and financial audit.
3. C.A. Firm (CAG empanelled) shall conduct audit & prepare internal audit report according to the O.C.S. Act and Rules, existing circulars of AGCS, Odisha and By-Laws of the OSCPS and shall include.
  - a) A verification of grant received or sanctioned or utilised component wise.
  - b) A Verification of records like cash book, ledger, advance register, general ledger, stock register.
  - c) A verification of the Assets and liabilities of the OSCPS.
  - d) An examination and verification of all transactions of OSCPS component wise of all units like Odisha State Child Protection Society (OSCPS) and State Adoption Resource Agency (SARA).
  - e) An examination of the statement of account including the receipts and expenditure statement, balance sheet ,reconciliation statement etc.
  - f) A "Note on Account" to be prepared by the auditor along with the Audit Report on the following points if any.
    - I. Any transaction which appears to the auditor to be contrary to law and to the rules or Bye Laws of the OSCPS.
    - II. Any sum which ought to have been put has not been brought into account.
    - III. Whether or not the auditor has obtained all information and explanation which is required.
    - IV. Whether the financial statement shows true and fairness of accounts of the OSCPS and any further steps needs to be taken, if any, for true and fairness of the records.

  
Additional Director, OSCPS

4. Conducting audits of procurements undertaken by the OSCPS under ICPS
5. Provide advice, on its official stationery, when sought by Chairperson/ Director OSCPS on financial matters e.g. tariff fixation, review of contracts signed by OSCPS etc.
6. Conduct internal audit, if requested by OSCPS, guided by specific instructions and/or Internal Audit Manual; and
7. Meet specific requirements mandated in ICPS and JJ Act.
8. The Auditor should submit a verification certificate in accordance with rules along with Audit Report.
9. The Audit Firm will have to start the work within 10 days of the receipt of the letter of appointment from OSCPS, Bhubaneswar
10. The Audit of Accounts of OSCPS as per the assigned work has to be completed in a time bound manner, which will not exceed more than 50 mandays for 2016-17 & 2017-18. Completion of Audit shall include both drafting and typing/printing of audit report. No extra days will be allowed or no extra cost is to be paid for consumption of extra days beyond the above stipulation without showing convincing reason and obtaining specific prior approval/order of the undersigned for allowing more days.
11. The Audit and checking party will consist of sufficient number of experience and qualified professionals.
12. The selected firm will be required to comply with the instructions if any issued by the OSCPS.
13. Office of the OSCPS will extend necessary co-operation to audit party.
14. The audit work to be undertaken as per Bye-Laws of OSCPS.
15. No TA/DA expenses will be borne by the OSCPS for the CA firms undertaking audit work and this will be met by the Audit Firms.
16. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
17. These are only proposed draft terms and conditions and can be modified at any time by the OSCPS at its sole discretion.
18. Firms selected by OSCPS, shall have to give an undertaking to follow all ethics of faith and the information provided by OSCPS, shall be kept 'strictly confidential' all assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
19. A check list as per "Annexure-A" is to be submitted.

  
Additional Director, OSCPS

**b. Tender Fee**

At the time of submission of the Tender, the Tender Fee of Rs.500/- (Rupees five hundred) only is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar

**c. Earnest Money Deposit (EMD)**

At the time of submission of the Tender, an EMD of Rs.5,000/- (Rupees five thousand) only is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them preferably within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of Tender documents.

**d. Performance Security Deposit**

After receipt of the work order, a Performance Security Deposit of 10% of the contract value to be awarded is to be deposited in shape DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar

**e. Technical Bid**

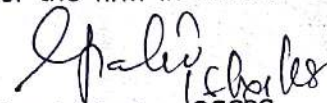
The Technical Bid is to be submitted by the Chartered Accountant Firm in the enclosed format **(Annexure-B)** with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf.

Following firms are eligible to quote for the said works:-

- 1) The firm must have been empanelled with C&AG of India.
- 2) The firm shall have minimum average annual turnover of Rs.5 lakhs for the last 3 financial years i.e. from 2015-16 to 2017-18.
- 3) The firm must have been registered with ICAI for at least 5 years as on 31.03.2018.
- 4) The CA Firm must have enough CA qualified staff.

**f. Financial Bid**

Financial bid is to be submitted by the Chartered Accountant Firm in the enclosed format **(Annexure-C)** with forwarding letter of the firm in sealed envelope separately for each category.

  
Additional Director, OSCPS

#### **g. Process of Selection**

Technical Bid will be opened first. The bidders are to qualify in the Technical Bid and there is no mark or rating for the Technical Bid as it is only for the purpose of qualification. The Financial bid of the bidder who qualified in the Technical Bid, will only to be opened.

#### **h. Submission of Audit/Consultancy Report**

The CA Firm empanelled will submit 5 copies of Internal Audit Report to the Director, OSCPS which includes all the required statements, financial statements, reconciliation statement and all Bank Accounts with their due signature after completion of audit.

#### **i. Evaluation**

Bids received in the office of OSCPS, Bhubaneswar within the stipulated period will be considered for evaluation.

#### **j. Award of Contract**

The Contract will be awarded in favour of the bidder who quoted the lowest price in the Financial Bid Column No. 6 i.e. Total Cost of Audit.

#### **k. Department's Reservation**

The Department reserves the right to cancel any bid without assigning any reason thereof. The Department can recommend for blacklisting of any CA firm who does not perform or turndown the offer upon receipt of the contract.

#### **l. Submission of the Bid**

The last date of submission of the Bid is on or before **21.12.2018 by 4.00 P.M.** by speed post/registered post in the office of Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030

#### **m. Declaration regarding Blacklisting**

A declaration to the effect that the firm is not blacklisted by any Govt./Public undertaking for conducting audit shall be submitted in the format at **Annexure-D.**

  
Additional Director, OSCPS



#### **n. Penalty for Non-performance**

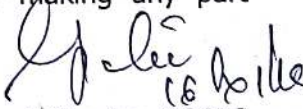
If the Chartered Accountant firm after accepting the work fails to deliver the desired level of work in the stipulated period, then, as per the recommendation of the procurement committee constituted for OSCPS Audit, a penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of work assigned and completed by the Chartered Accountant firm. The penalty so imposed will be deducted from the 'Performance Security Deposit' available at OSCPS.

#### **o. Legal Dispute**

Any legal dispute arising out of the process of Audit should be settled first by mutual consent, then by the process of arbitration, and finally by an appropriate court in the jurisdiction of Bhubaneswar.

#### **p. Mode of Payment**

On satisfactory completion of all the processes involved in the Audit, the auditing firm will submit the bill for payment. On completion of the work the Audit Report along with the bill submitted will be placed before the committee and after the approval of the committee the payment will be made by e-transfer in the bank A/C of the Chartered Accountant firm. There is no provision for payment of TA/DA, Cess, Tax etc. So, the Chartered Accountant Firms are advised to quote the price including all the expenses in the Financial Bid while applying. There is absolutely no provision for making any part payment.

  
Additional Director, OSCPS

**CHECKLIST**  
**(Attach self attested photocopy)**

**Annexure-A**

<b>Sl.No</b>	<b>Item Name</b>	<b>Details</b>
1	Registers with ICAI for at least 5 Years	YES/NO
2	Tender fee deposited	YES/NO
3	EMD deposited	YES/NO
4	CAG empanelled no.	YES/NO
5	Firm Registration no.	YES/NO
6	PAN	YES/NO
7	TAN	YES/NO
8	GST Registration no.	YES/NO
9	Average Annual Turnover of last 3 years (2015-16, 2016-17 & 2017-18) Rs.5 lakhs	YES/NO
10	Declaration regarding Blacklisting	YES/NO
11	Bank Details	YES/NO

Date:  
Place:

Signature of the Tenderer/Authorized person  
Name:  
Seal

**TECHNICAL BID FORMAT**  
**(Photocopy of documents to be attached)**

**Annexure- B**

Sl.No.	Item Name	Details	
1	Name of The CA Firm		
2	Name of Proprietor/Partner/Director		
3	Full Address of Registered Office, Telephone No., FAX No., E. mail Address		
4	Full Address of Operating/ Branch Office, Telephone No., FAX No., E. mail Address		
5	Name, Address & Telephone No. Of Authorized Officer/Person		
6	CAG empanelled no		
7	Year of Establishment of the Firm with ICAI		
8	Firm Registration Number		
9	Annual turnover for last 3 years	2015-16	
		2016-17	
		2017-18	
10	Average turnover of 2015-16, 2016-17 & 2017-18		
11	PAN		
12	TAN		
13	GST Registration No.		
14	Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code		

Date:  
Place:

Signature of Tenderer/Authorized person  
Name:  
Seal

## FINANCIAL BID FORMAT

### Annexure- C

Sl.No	No of Mandays allotted	Rate per Manday (Rs.)	Total Cost of Audit (Rs.)	Incidental Cost, cess tax etc.	Total Cost of Audit (inclusive of incidental cost, cess, tax etc) (Rs.)
1	2	3	4	5	6
1	50				

Total amount of Column 6 in words \_\_\_\_\_

The mandays allotted i.e. 50 is for completing the Audit of both the years i.e. 2016-17 & 2017-18 taken together.

Date:  
Place:

Signature of Tenderer/Authorized person  
Name:  
Seal

## DECLARATION

### Annexure-D

1. I, .....,Son /Daughter/Wife of Shri .....  
Proprietor/Partner/Director/authorized signatory of M/S .....and  
competent to sign this declaration and execute this tender document:
2. I/ any member of the firm or organization is not blacklisted by any  
Government/Public Undertaking for conducting Audit.
3. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
4. The information/ documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I/we/am/are  
well aware of the fact that furnishing of any false information/fabricated  
document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

I/We hereby declare that I/We have not been penalised /blacklisted by  
any Government Department or undertaking for professional negligence as  
conducting Audit.

Place:

Signature of Tenderer/Authorized person

Date :

Full Name:

Seal: