

STATE INSTITUTE FOR EMPOWERMENT OF PERSONS WITH DISABILITIES (SIEP)

(A registered society under SSEPD Department, Government of Odisha)

NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha -751020

E-mail: siepodisha@gmail.com

No. 214 /SIEP
SIEP-ACCT-AUD-0001-2025

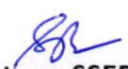
Dated: 13.07.2026

**Expression of Interest
for selection of Chartered Accountant Firm for Audit of Accounts and providing other
financial and statutory services for SIEP, Odisha, Bhubaneswar**

State Institute for Empowerment of Persons with Disabilities (SIEP), Odisha invites Expressions of Interest (EOIs) from eligible CAG empanelled Chartered Accountant Firms for conducting audit of accounts and providing financial and statutory services for SIEP for the financial years 2026-27 and 2027-28.

The detailed EOI document containing scope of work, eligibility criteria, terms & conditions and application procedure may be downloaded from the official website of SSEPD Department: <https://ssepd.odisha.gov.in/>. The completed EOI documents must reach the undersigned through Speed Post/By Hand/Courier on all working days up to **5.00 PM on 27.07.2026**.

SIEP reserves the right to accept or reject any or all applications without assigning any reason thereof and without incurring any liability to the applicants. The EOI shall be evaluated based on the information and supporting documents submitted by the bidders.


Addl. Secretary, SSEPD Deptt.
& Secretary, SIEP

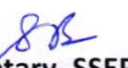
Memo No. 215 /SIEP Dated 13.07.2026

Copy along with soft copy forwarded to the Manager (Advertisement), I & PR Deptt., Odisha, Bhubaneswar for information and necessary action with a request to get published in 1 (one) largest circulated National English dailies and 2 (two) largest circulated local Odia dailies on the inner side with minimum space at an early date for wide circulation of Eoi notice. A complimentary copy of the New Papers containing the Eoi notice may be sent to this office for reference and records.


Addl. Secretary, SSEPD Deptt.
& Secretary, SIEP

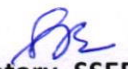
Memo No. 216 /SIEP Dated 13.07.2026

Copy submitted to JEA to Principal Secretary, SSEPD Deptt. & Chairman, SIEP/ Director, SSEPD Deptt. & Executive Director, SIEP/ FA-cum-Spl. Secretary, SSEPD Deptt. for kind information of Principal Secretary, SSEPD Deptt. & Chairman, SIEP/Director, SSEPD Deptt. & Executive Director, SIEP/ FA-cum-Spl. Secretary, SSEPD Deptt.


Addl. Secretary, SSEPD Deptt.
& Secretary, SIEP

Memo No. 217 /SIEP Dated 13.07.2026

Copy to MIS/IT Cell (SSEPD Deptt.) for information and necessary arrangements for uploading of Eoi notice & document in SSEPD Deptt. website.


Addl. Secretary, SSEPD Deptt.
& Secretary, SIEP

EXPRESSION OF INTEREST
FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR AUDIT OF ACCOUNTS AND
PROVIDING OTHER FINANCIAL AND STATUTORY SERVICES FOR SIEP, ODISHA,
BHUBANESWAR

.....

Introduction:

State Institute for Empowerment of Persons with Disabilities (SIEP) is a Society under the Social Security & Empowerment of Persons with Disabilities (SSEPD) Department, Government of Odisha, registered under the Societies Registration Act, 1860. Presently, SIEP is functioning from NCSCDA Campus, Pokhariput, Bhubaneswar. SIEP provides assessment and evaluation services, therapeutic interventions such as Physiotherapy, Occupational Therapy, Speech Therapy, Psychotherapy, Recreational Therapy, Special Education, Music, Art and Craft training for Children with Disabilities (CwDs), along with hostel facilities for CwDs and their mothers. Satellite Centres of SIEP are also functioning in Khordha (Jatni) and Ganjam districts through implementing agencies.

Expression of Interest:

SIEP invites EOIs from eligible CAG empanelled Chartered Accountant Firms for carrying out audit of accounts and providing financial and statutory services for the financial years 2026–27 and 2027–28. The selected Chartered Accountant Firm shall perform the services detailed under the Scope of Work and other terms & conditions specified in this EOI document.

IMPORTANT INFORMATION TO THE BIDDER

Sl.	Items	Date & Time
(a)	Availability of EOI document	Dt. 13.07.2026 at 11.00 AM
(b)	Last date & time of receipt of EOI documents	Dt. 27.07.2026 up to 5.00 PM (Through Speed Post/ By Hand/Courier) Address: - NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha-751020
(c)	Indenting Authority	Executive Director, SIEP
(d)	Expected date of starting of all intended services	Within 7 days from the date of agreement.

1. SCOPE OF WORK:

SIEP, Odisha is society registered under the Societies Registration Act (XXI of 1860). The estimated budget of SIEP is Rs. 11.86 Cr. for the FY 2026-27 and Rs. 20.16 Cr. for FY 2027-28. The selected Chartered Accountant firm will undertake following works for SIEP, Odisha.

- a) Preparation of Annual Audit Report, Annual Accounts Statements, Balance Sheet, Income Expenditure Statement, Receipt & Payment Statement etc. for SIEP for the FY 2026-27 & FY 2027-28 as per requirement of registered society.
- b) Verification of Account books, Cash book, ledgers, Vouchers and financial records, reconciliation of Bank Statement & UCs.
- c) Filing of statutory returns/dues such as IT/GST/TDS with appropriate competent authorities on monthly basis and as and when required.

- d) Renewal of registration under Sections 12AB and 80G(5)(VI) of the Income Tax Act.
- e) Audit and physical verification of fixed assets, equipment, stock items and inventory records.
- f) Visit to SIEP office and associated centres as and when required for completion of assigned works.
- g) The professional fees for the above services shall be as per ICAI guidelines and detailed in **Annexure-A**.

2. Eligibility Criteria:

- a) Must be a registered Chartered Accountant Firm and empanelled with the Comptroller & Auditor General (CAG) of India for FY 2026–27.
- b) Must possess valid registrations under Income Tax Act and GST Act and submit copies of recent statutory returns.
- c) Must have a registered office or branch office in Bhubaneswar.
- d) Must have minimum five (5) years' experience in audit assignments of Government Organizations/Government Societies.
- e) Must not have been blacklisted or had any contract terminated by any Central/State Government organization of performance or blacklisted by any state Govt. / Central Govt. Organization.
- f) Must submit an undertaking agreeing to abide by ICAI guidelines and Government procedures relating to professional fees and financial matters.

3. Application Procedure:

- a) Interested bidders may submit their applications along with forwarding letter, duly filled Annexure-B and Annexure-C, and all supporting documents in sealed cover addressed to: **The Secretary, SIEP, NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha – 751020**
Applications must reach on or before **27.07.2026 up to 5.00 PM** through Speed Post/By Hand/Courier only.
- b) SIEP shall not be responsible for postal delays.
Applications received after the due date and time shall not be considered.

4. Selection Procedure:

- a) Applications received within the stipulated period shall be evaluated by the Evaluation Committee constituted by SIEP.
- b) Eligibility documents submitted by the bidders shall be scrutinized as per the prescribed criteria.
- c) Incomplete applications or applications not fulfilling eligibility criteria shall be summarily rejected.
- d) Qualified bidders shall be invited to make a PowerPoint Presentation before the Evaluation Committee regarding:
 - Organization profile
 - Experience and expertise
 - Proposed action plan and timeline.
- e) The bidder securing the highest technical score shall be selected.
- f) In case of tie, the bidder having higher average annual turnover during the last two financial years shall be preferred.

- g) The decision of SIEP shall be final and binding.
h) Technical scoring sheet **(Total Marks –100)**

(a)	Annual Turnover of last two financial years	30 Lakh & more	20
		Up to 29.99 Lakh	10
(b)	Experience in Government Audit Assignments	10 years & more	20
		5-9 years 11 months	10
(c)	Number of Government Organizations/Societies audited	6 nos. & more	20
		Up to 5 nos.	10
(d)	Technical Presentation		40

5. Signing of Agreement:

- The selected firm shall execute an agreement with SIEP within seven (7) days from issuance of the work order and commence services within the next seven (7) days.
- Failure to execute the agreement within the stipulated period may lead to cancellation of the award.
- The agreement shall remain valid for two years and may be extended based on satisfactory performance and mutual consent.

6. Validity of EOI: The EOI shall remain valid for 90 days from the date of opening of applications.

7. General Terms & Conditions:

- SIEP reserves the right to accept or reject any or all bids without assigning any reason.
- Incomplete applications are liable to rejection.
- Corrigendum/Addendum, if any, shall be uploaded in the SSEPD Department website: <https://ssepd.odisha.gov.in/>.
- All disputes shall be subject to jurisdiction of courts at Bhubaneswar.
- This EOI does not constitute any employment or recruitment.

8. PAYMENT:

- No advance payment shall be made.
- Payment shall be released after satisfactory completion of assigned works for the respective financial year and certification by the competent authority.

9. Contact details:

Secretary, SIEP

NCSCDA Campus, Pokhariput, Bhubaneswar – 751020

Phone: 0674-2391976

E-mail: siepodisha@gmail.com



**Addl. Secretary, SSEPD Deptt.
& Secretary, SIEP**

**Professional Fees as recommended by Committee in Member in Practice (CMP), ICAI
on 11.02.2020**

Financial Year	Details of works	Minimum Recommended Professional Fees excluding GST for Bhubaneswar	Admissible Professional Fees (in Rs.) per Financial Year excluding GST
2026-27	a) Filling of Annual Budget	Rs. 7,000/-	Rs. 7,000/-
	b) Filling of TDS/TCS Returns (with more than 5 entries)	Rs. 7,000/- per Quarter	Rs. 28,000/-
	c) Challan/ Returns	Rs. 10,000/- + Rs. 3,000/- PM	Rs. 46,000/-
	d) Audit of Accounts and Reconciliation Statement	Rs. 20,000/-	Rs. 20,000/-
	Total Cost (in Rs.) for Financial Year 2026-27 (Exclusive of GST)		Rs. 1,01,000/-
2027-28	a) Filling of Annual Budget	Rs. 7,000/-	Rs. 7,000/-
	b) Filling of TDS/TCS Returns (with more than 5 entries)	Rs. 7,000/- per Quarter	Rs. 28,000/-
	c) Challan/ Returns	Rs. 10,000/- + Rs. 3,000/- PM	Rs. 46,000/-
	d) Audit of Accounts and Reconciliation Statement	Rs. 20,000/-	Rs. 20,000/-
	e) Renewal/Registration under Income Tax Act (10 AB)	Rs. 18,000/-	Rs. 18,000/-
	f) Renewal of Exemption Certificate under Section 80G of Income Tax Act.	Rs. 15,000/-	Rs. 15,000/-
	Total Cost (in Rs.) for Financial Year 2027-28 (Exclusive of GST)		Rs. 1,34,000/-
Grand Total Cost (in Rs.) for Two Financial Years 2026-27 & 2027-28 (Exclusive of GST)			Rs. 2,35,000/-

Remarks:

1. Payment shall be released after successful completion of the assigned work for the respective financial year, subject to certification by the competent authority.
2. GST and other applicable statutory tax/dues will be paid extra as per the prevailing Government rules.

**APPLICATION FORM
FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR AUDIT OF ACCOUNTS AND
PROVIDING OTHER FINANCIAL AND STATUTORY SERVICES FOR SIEP, ODISHA,
BHUBANESWAR**

A. Required Information:

Sl. No.	Item Name	Details
01.	Name of the C.A Firm	
02.	Name of Proprietor/ Partner/ Director of C.A Firm	
03.	Full Address of Registered Office, Telephone No./Mobile No., FAX No., E-mail Address	
04.	Name, Address & Telephone No. of Authorized Person	
05.	Firm Registration Number	
06.	Year of Establishment of the Firm	
07.	CAG Empanellment No.	
08.	PAN Card Number	
09.	GST Registration Number	

B. Documents Check List:

Sl. No.	Name of the document /papers	Status (Submitted/ not submitted)	Page no. (if submitted)
1.	Valid Registration certificate of Chartered Accountant firm from competent authority/ ICAI.		
2.	Empanelment letter from Comptroller and Auditor General (CAG) of India for the FY 2026-27.		
3.	Statutory registrations under Income Tax Act and or GST and copy of returns filed before competent authorities.		
4.	Complete address of available office in Bhubaneswar with documentary proof thereof.		
5.	Documentary proof regarding bidders past experience in Government Organization/Government Society audit assignments (at point-D)		

6.	Declaration duly signed and sealed by bidder in their official letter head in the format provided at Annexure-C.		
7.	Document duly signed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the EoI document		
8.	Power of attorney in case of authorized signatory		

C. Statement of Audited Annual Turnover (Please attach documentary proof):

Sl. No.	Financial Year	Turnover in Rupees (both in figures & words)
1	2024-25	
2	2025-26	

D. Statement of Successfully Completed Assignments (Please attach documentary proof):

Sl.	Name of the Government Organization/ Govt. Society audit assignments	Date of commencement of services	Date of completion/ Ongoing	Was the assignment satisfactorily completed

Declaration:

I,.....(the name of agency), hereby agree to undertake the work as per the terms and conditions specified by SIEP, Odisha, Bhubaneswar.

Place:

Signature of Authorized Person

Date:
Rubber Stamp/

Name & Designation with
Official Seal of the agency

(Letter head of Bidder)

Declaration

1. I, _____, Proprietor / Director/ Authorized Signatory of the bidder, am competent to sign this declaration and execute this EoI document.
2. I have carefully read and understood all the terms and conditions of the EoI document and undertake to abide by them.
3. 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 bid at any stage besides liabilities towards prosecution under appropriate law.
4. I certify that our firm has not been blacklisted by Central / State Government / PSUs / Boards / Corporations / autonomous body.
5. I further certify that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
6. I undertake to abide by the professional fee structure/financial offer in accordance with applicable ICAI guidelines and Government procedures.

Place:

Signature of Authorized Person

Date:

Name & Designation with

Rubber Stamp/

Official Seal of the agency