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(ଓଡ଼ିଶା ସରକାରଙ୍କ ପୂର୍ବ ବିଭାଗ ଅଧିନର ଏକ ଉଦ୍ୟୋଗ)

ODISHA BRIDGE & CONSTRUCTION CORPORATION LIMITED

(A Government of Odisha Undertaking under Works Department)

No- **5784**
File No- **FS-233/25-26**

Date: **18-06-2025**

NOTICE INVITING TENDER

The Chief General Manager (P&A), Odisha Bridge & Construction Corporation Limited, Vikash Bhavan, Bhubaneswar invites proposals from eligible CA firms for Compilation of Annual Accounts with Updation of Accounting Software for the FY 2024-25 of O.B.&C.C. Ltd for the following assignment, to be received Online.

Sl No.	Name of the Work	Bid Identification	Bid Security/EMD	Bid Processing Fee	Time for completion
1	2	3	4	5	6
1	Engagement of a firm of Chartered Accountants for Compilation of Annual Accounts with Updation of Accounting Software for the FY 2024-25 of O.B.&C.C. Ltd.	11/Tender/OB CC/2025-26	Rs. 5,000 /- (Rupees Five Thousand Only)	₹4,720/- (Including GST)	45 (Forty-Five) Calendar Days

1. The Bid documents will be available on the website: www.tendersodisha.gov.in from **18.06.2025 to 03.07.2025 up to 5.30 PM** for online bidding.
2. The bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.
3. The pre-bid queries from the bidders shall be received through e-mail on queries@obcc.in on or before dtd. **21.06.2025 up to 5.00 PM**.
4. Bids shall be received on “online mode” **up to 05:30 PM of 03.07.2025**.
5. The Bidders must submit the non-refundable Bid Processing Fee of required amount as stated in the above table at column no 5. Scanned copy of Transaction receipt of Bid Processing Fee shall have to be uploaded along with the Technical Bid failing which bid shall be summarily rejected.

6. The bidder must submit the Bid Security / EMD of required amount as stated in the above table at column no 4. Scanned copy of Bid Security Fee shall have to be uploaded along with the Technical Bid failing which bid shall be summarily rejected.
7. The technical bids received online shall be opened on dtd. **04.07.2025 at 11.30 AM** in the office of the EIC-cum-Managing Director, Odisha Bridge & Construction Corporation Ltd., Vikash Bhavan, Bhubaneshwar, Odisha in the presence of bidders who wish to attend. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the date of opening as specified, then the same will be opened on the next working day.
8. Bids submitted other than the e-procurement platform shall not be considered.
9. The authority reserves the right to cancel any or all bids without assigning any reason thereof.
10. Further details with any addendum, corrigendum, or cancellation can be seen from the website <https://tendersodisha.gov.in>.



**Chief General Manager(P&A),
OB&CC Ltd.**

Signature Not Verified

Digitally signed by BINODINI BEHERA

Date: 2025.06.18 12:55:32 IST

Location: Odisha-OB

ବିକାଶ ଭବନ, ନୟାପଲ୍ଲୀ, ଭୁବନେଶ୍ୱର - ୭୫୧୦୧୨, ଦୂରଭାଷ - ୦୬୭୪ - ୨୩୯୦୦୪୩

**Request for
Proposal (RFP)**

for

**“Engagement of a Firm of Chartered Accountants for
Compilation of Annual Accounts for O.B&C.C. Ltd for
the Financial Year 2024-25”**



**Odisha Bridge and Construction Corporation
Limited**

Vikash Bhawan, Nayapalli, Bhubaneswar-751012

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SECTION – I

LETTER OF INVITATION

Name of the Assignment: Engagement of a firm of Chartered Accountants for Compilation of Annual Accounts with Updation of Accounting Software for the FY 2024-25 of O.B.&C.C. Ltd.

1. Odisha bridge and Construction Corporation Limited was incorporated under The Companies Act, 1956 (the “**Authority/Employer/Client**”), invites bids through e-tendering mode for Engagement of a Chartered firm for Compilation of Annual Accounts with Updating of Accounting Software for the FY 2024-25 of O.B& C.C. Ltd.
2. The complete bid document containing the detailed scope of work and other terms & conditions can be downloaded from the State E-procurement Portal (www.tendersodisha.gov.in).
3. This is an e-tendering process by Government of Odisha in Odisha Bridge & Construction Corporation Limited. The proposal must be submitted online only. In online mode, the electronic files are to be uploaded on the tender Portal www.tendersodisha.gov.in.
4. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with a non-refundable amount of **Rs. 4720 /- (Rupees Four Thousand Seven Hundred Twenty Only)** (including GST) towards Bid Processing Fee and a refundable amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** towards Earnest Money Deposit (EMD) as prescribed in the RFP failing which the bid will be rejected.
5. The Agencies must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III. The online bidding procedure is indicated in the Section-VII of the RFP document.
6. A bidder will be selected on Least Cost Selection basis as prescribed in the RFP Document.
7. The bid shall be valid for 90 days from the date of opening of bid. Conditional bid, if any shall be summarily rejected.
8. The Company reserves the right to reject any/all bids without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time without incurring any liability or any obligation for such rejection or annulment.
9. Schedule of bidding is as under. However, the schedule may be changed, at the discretion of the Company, without assigning any reason. Change of date(s), if any, shall be suitably notified through State E-procurement Portal (<https://tendersodisha.gov.in>). Bidders are advised to periodically monitor the information relating to this tender on this website.

Sl. No.	Event(s)	Critical Dates (Unless otherwise notified separately)
i.	Date of availability of RFP	18.06.2025
ii.	Deadline for Submission of Pre-Proposal / Pre-Bid Queries	21.06.2025
iii.	Last date/time for submission of e-bids (i.e. Bid due date)	03.07.2025 up to 5.30 PM
iv.	Online opening of e-bids	04.07.2025 at 11.30 AM
v.	Date of financial opening	To be notified later

Amendments/Corrigendum, if any, shall be posted on e-procurement Portal
www.tendersodisha.gov.in.

SECTION-II

ABOUT THE COMPANY AND INTENT OF THE TENDER INQUIRY

1. The Company – An overview

The Odisha Bridge and Construction Corporation Ltd. was incorporated under The Companies Act, 1956 on 01 January 1983 for construction of various roads, bridges and infrastructure development projects in the State of Odisha. The corporation was under the administrative control of the Works Department Government of Odisha. The Head Office of the Company is situated at Vikash Bhavan, Nayapalli, Bhubaneswar. Presently O.B & C.C. LTD. is operating along with twelve Divisions functioning across the State of Odisha in the following districts: Puri, khordha, Sambalpur, Balangir, Keonjhar, cuttack and Berhampur. For the financial year 2023-24 the value of work executed is 1757 Cr. and the estimated value of work executed by the company in 2024-25 is nearly 1500 cr.

2. Intent of the Tender Enquiry

The objective of this tender is to select a firm of Chartered Accountants for compilation of Annual Financial Statements of the corporation only after updating the Accounting Software (Tally) used by the Company's Headquarter (H.Q.) along with all its 12 divisions for the financial year 2024-2025 for audit to be conducted by the Statutory Auditors as well as C&AG of India. The following shall be the basic scope of work.

- i. Updating the books of accounts kept in the Tally software (including H.Q. and 12 Divisions).
- ii. Preparation of consolidated Annual Financial Statements of the corporation accounts as per updated Tally software.
- iii. Assisting in addressing the concerns of the Statutory Audit and C&AG from time to time and implementing audit recommendations.

SECTION-III

INSTRUCTIONS TO BIDDERS

1. The name and address of the institution inviting bids i.e.,
the employer: Managing Director,
Odisha Bridge & Construction Corporation Limited,
Vikash Bhawan, Nayapalli, Bhubaneswar-751012
[e-mail : md@obcc.in](mailto:md@obcc.in)
2. The purpose of invitation of bids is for 'Engagement of firm of Chartered Accountants Compilation of Annual Accounts with Updation of Accounting Software for the FY 2024-25
3. The Method of selection of the firm shall be based on the Least Cost Selection(LCS) basis.
4. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.
5. The Bidder should carefully examine the tender document and all its contents, including the annexures and formats and would be wholly responsible for the failure to comply with the requirements and conditions as stipulated in the tender document. No extra charges or compensation etc. whatsoever consequences on any misunderstanding or otherwise shall be allowed. Prior to the submission of the tender document, the Bidder has:
 - a) Made a complete examination of the requirements of the tender document.
 - b) Have full knowledge and proper understanding of the work.
 - c) Made a complete and careful examination of the various aspects of the assignment including but not limited to:
 - i. Conditions at workplace.
 - ii. All other matters that might affect the bidder's performance under the terms of this tender document.
6. The Bidder shall quote the rates tendered in Indian Rupees in figures as well as in words. All rates must be quoted online only in the Financial Bid Form. In the event of any difference between figures and words, the amount indicated in words shall be taken into consideration.
7. A Committee of the Company's Officers shall examine the 'Bids' to determine whether each bid has been properly signed and is substantially responsive. For this purpose, a substantively responsive bid is one which conforms to all the terms, conditions and specifications of the tender document without any material deviation and reservation.
8. If a bid is not substantially responsive to the requirements of the bid document, the

Company has an absolute right to reject it.

9. The bid shall contain no alterations, omissions or additions, except those to comply with the instructions issued by the Company, or as necessary to correct errors made by the bidder, in which case all such corrections shall be initiated by the person or person signing the bid.

10. The bids shall be valid for a period of **ninety days (90 days)** from the date of opening of bid. In exceptional circumstances, prior to expiry of the original bid validity period, the Company may request the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request in writing. A bidder agreeing to the request shall not be required or permitted to modify his bid but shall be required to extend the validity of his Bid for the period of the extension.

11. At any time, prior to the deadline for submission of bids, the Company may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, amend the bidding document by issuing Addendum. Corrigendum/Addendum, if any, shall be hosted on the State e-Procurement Portal (www.tendersodisha.gov.in).

12. **Preparation and Submission of Bids.** Bids shall be submitted online on State e-Procurement Portal only.

13. The following shall be the form of various documents in the Bid to be uploaded on State e-Procurement Portal.

Technical Bid

- i. Letter of Application as per Annexure 'A'.
- ii. Bid Processing Fee & Bid Security(EMD), as applicable.
- iii. Technical Bid as per Annexure 'B' along with all enclosures and supporting documents.
- iv. Certificate of annual turnover as per Annexure 'C'.

Financial Bid: Financial Bid as per format available on State e-Procurement Portal on the line prescribed in Annexure 'D' of RFP.

14. The Bidder shall upload scanned copies of the documents specified above on the State e-Procurement portal before the closing date and time. It is mandatory to upload the bids on online mode only and no bids in physical form shall be accepted. The scanned copies uploaded on the tender portal should be clear and legible. The Company shall consider only legible documents and is not bound to seek clarification from the bidder for non-legible documents.

15. The Bidders shall upload the bid on State e-Procurement Portal well before the bid closing time, as per their convenience. The Company shall not be responsible and/or liable for any technical errors/ glitches in State e-Procurement Portal.

16. **Opening and Evaluation of Bids:** The Online technical e-bids should be opened on the time and date given herein before.

17. The bids shall be evaluated in two stages: Technical bid, in the first instance(stage I), shall be examined to ascertain fulfillment of eligibility criteria.

18. In stage II, the financial bid shall be opened. The financial bid shall be opened only for the technically Qualified CA Firms on a later date which shall be notified on the State e-Procurement portal.

19. The Company reserves the right to reject/disqualify any bid, if at any time, a material misrepresentation is made or forged/tempered document submitted by the bidder.

20. The decision of the Company with regard to selection of firm shall be final and binding and no communication in this regard shall be entertained.

SECTION-IV

GENERAL CONDITIONS OF CONTRACT

1. **Contract Period:** The assignment shall be awarded to the successful bidder for the FY 2024-2025. The contract period shall be **45 days** from issuance of LOA.
2. Prior to the expiration of the period of bid validity, the Company shall notify the successful bidder in writing that its bid has been accepted. This letter [hereinafter called 'the Letter of Acceptance (LOA)'] shall indicate the consideration which the Company shall pay to the firm for execution of the assignment as prescribed in the Scope of Work. The LOA shall constitute the intention of the Company to execute of the Contract.
3. **Performance Security** : Within 10 (ten) days from the date of issue of the Letter of Acceptance, the successful bidder shall deliver to the Employer, a Performance Security in the form of an FD/DD/NEFT for an amount equivalent to 10% (Ten per cent) of the contract price from a scheduled commercial bank for a period of 90 days from the date of expiry of contract or the extendable period mutually agreed by the Company and the selected bidder.
4. **Termination of Contract:** In case it is found that the work/ level of service is not as per requirement/standards, timelines, then the Company retains the right to terminate the Contract forfeiting performance security and, in such case, the firm/bidder shall not be entitled to claim any damages from the Company or make any claim for fees in respect of such unsatisfactory/ substandard services.
5. The agreement may be terminated by the Company in case of the following:
 - a) If the work is not performed as per the terms and conditions of the contract to the satisfaction of the Company.
 - b) The Successful Bidder assigns its rights / role in its Agreement with the Company, to any third party without prior written approval of the Company.
 - c) The Successful Bidder commits default in complying with any of the terms and conditions of the Agreement.
 - d) The Successful Bidder is dissolved.
 - e) The Successful Bidder is declared insolvent.
 - f) The Successful Bidder is unable to pay its debt or is under liquidation proceedings.
 - g) The Successful Bidder deviates from the approved scheme of working.
 - h) Where Successful Bidder continues to fail satisfactorily, timely execution of the work is awarded.
 - i) If the Successful Bidder is convicted of any criminal offence and has been debarred to participate in the tender.
 - j) If any proceedings are initiated against the Company due to non-compliance of any applicable statutory law by the Successful Bidder or non-payment of any

statutory taxes.

6. The termination shall be without any liability, including any compensation or damage to the Company.
7. In situations of termination of contract, the Performance security submitted by the successful bidder shall be encased / forfeited.
8. In the event of the firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 15 days of notice of the Company, the Company shall be at liberty to terminate this contract by giving another 15 days' notice and without assigning any reason and in such event the Company shall be entitled to forfeit the performance security.
9. **Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of the Company.
10. **Use of data/ documents/information:** The firm shall ensure that the documents, data, information etc. are / are not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Company.
11. **Time is essence of Contract: The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time.** Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Company rescind the contract and forfeit the performance security deposit and in which case there shall not be any claims for damages against the Company by the firm. Further, the Company shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Company against any loss, damage, expenses, costs etc. incurred by the Company as a result of the said delay in timely completion of the said assignment, by the firm.
12. **Force Majeure.** Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country.
13. This RFP along with LOA will be treated as Agreement.

14. DISPUTE RESOLUTION / ARBITRATION

Any question, dispute or differences arising out of or in connection with the Contract, proposal or breach, termination or validity thereof, shall be first endeavored to be settled through discussions or negotiations between the parties.

This contract shall be governed by the Indian laws as in force and all matters pertaining to this contract shall be subject to the jurisdiction of the courts in Bhubaneswar.

If for any reason whatsoever any provision of the Agreement is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to dispute resolution under the Agreement or otherwise.

Nothing contained in the Agreement shall be construed or interpreted as constituting a partnership between the Parties. Neither party shall have any authority to bind the other in any manner whatsoever.

Terms of Payment. As per Annexure “F” attached. Applicable TDS shall be deducted at source as Income tax & GST rules.

In the event of a Force Majeure, which restricts the firm from performing their services, the firm shall be entitled to payments for the work actually performed by the firms as mutually agreed under the terms of this contract.

In case two provisions of the tender document are considered to be contradictory, the same shall be pointed out and the Company’s decision in this respect shall be final. In case of any difference in interpretation of any clause, the Company’s decision shall be final and binding.

In the case of mergers and acquisitions of the successful bidder’s company, all the contractual conditions and obligations shall automatically be transferred to the acquiring company/entity.

The Company shall have all rights on the content/formulas and formats designed by the firm under this contract.

SECTION-V

Scope of Work

The successful tenderer /Firms shall scrutinize, then maintain, reconciling, and finalizing the accounts as per the accounting policy and practice applicable in O.B & C.C. Ltd. along with compliance with the Accounting Standards, schedules of the Companies Act.2013 and as per applicable statutory laws to avoid adverse remarks from the statutory and A.G Audit giving due emphasis to the following.

1. Understanding of Workflow and Scrutinizing the Accounts data.
2. Update the Tally software for all the financial and non-financial transactions by Verifying and Updating the Receipts and payment Vouchers in cash and banks, making proper accounting entries for all the bills and the corresponding utilization Certificate entries, Updating other purchase and sales invoices if any. Making proper journals entries, Contra entries for the preparation of Annual statements.
3. Reconciliation statements on EPF, GST, TDS,IT etc. for the year 2024-25.
4. Scrutinizing the ledgers of GST Input, Output, Payable, R.C.M., Unclaimed or Excess Claimed Input and output and recast and recalculate and modify the accounts as per it.
5. Preparation of Bank Reconciliation Statements of the Division as well as Head Office.
6. Consolidated Fixed Assets schedules.
7. Consolidated closing stock statements, and inventories.
8. Reconciliation statements of Divisions with Head Office ledger copies.
9. Consolidated Statements of FDR/TDR and other investments.
10. Update the interest ledgers received from banks, contractors etc.
11. Preparation of Payable and Receivable details
12. Reconciliation of Income Tax TDS as per Annual Accounts with 26AS.
13. Bank balance confirmation certificate of all operating and non-operating bank accounts as on 31.03.2024 and 31.03.2025.
14. Statement on provision for expenditure (voucher wise).
15. Statement of Accrued Incomes and Expenditures.
16. Statement on prepaid, postpaid expenses.
17. Suggest and Update the Journal and Closing Journal entries for the year 2024-25 as per requirements.
18. Only after the completion of the division office accounts work Consolidated Trial Balance, Profit and Loss Accounts, Balance Sheet for the year 2024-25 can be finalized at H.O. by the firm.
19. Preparation of final accounts along with Schedules and sub-Schedules as per requirements.
20. Finalization of the Notes to Accounts.

Although the list of the assigned works had been specified above, the firm engaged for the work must take into consideration each and every component , in addition to the above tasks in order to get the final accounts prepared in such a way that it will give a True and Fairview of the company's financial position.

SECTION-VI

I - Eligibility Criteria: -

The C.A Firms submitting the proposal must have exposure, experience and expertise in Compilation and Consolidation of Annual Accounts of PSUs, Autonomous Bodies and Govt. organizations having sufficient skilled and experienced staff/ professionals with Tally expertise to maintain the accounts and complete the assigned work within the given time. The intending firms should fulfill the following eligibility criteria for consideration of their proposal:-

- i. Must be empaneled with Comptroller and Auditor General of India to conduct Audit of PSUs.
- ii. Must have valid Registration with I.C.A.I.
- iii. Must have been located in the territory of Bhubaneswar for the last 5 years.
- iv. Must have at least 3 Associates/Fellow members of I.C.A.I.
- v. Must have Minimum Average Annual Turnover of Rs.20 lakhs in the previous three financial years.
- vi. Must have 5 years of experience or more in Accounts, Accounts finalization, Finance, Company and Taxation matters.
- vii. Must **have experience in Annual Accounts related work** of State/Central PSUs. and other Govt. agencies in previous years.
- viii. The C.A firms those who are assigned with Statutory/Tax or Internal Audit of O.B & C.C. Ltd. for the last year 3 years shall not be eligible to participate in this bid.

Supporting documents for eligibility criteria: Following supporting documents must be submitted by the firm along with the technical bid proposal as specified in Annexure B :

Sl. No.	Parameter	Pre-qualification Criteria Description	Evidence /Supporting Documents required
1.	Legal Entity/ Registration of Firm Firm's existence after Registration	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have a valid PAN, and GST Registration The Firm should have been operational for at least 5 years from its registration, as on 31 st March, 2025.	ICAI Registration Certificate, PAN, GST Registration, and Incorporation Date proof

2.	C & AG Empanelment	The Firm should be empaneled with the Comptroller and Auditor General of India (C&AG) of India as on 31 st March 2025.	Valid proof of C&AG empanelment as on 31.03.2025
3.	Professional Strength	The Firm should have minimum 3 Nos. of Chartered Accountants (CAs) (including partners) in the Firm as per ICAI Constitution Certificate as on 31 st March 2025.	ICAI Constitution Certificate showing a minimum of 3 Chartered Accountants
4.	Location	The prospective CA Firm bidding for the tender must have an established office in Bhubaneswar continuously for the last 5 years as of 31st March, 2025.	Documentary proof of continuous office presence in Bhubaneswar for 5 years
5.	Firm's Turnover	The Firm must have an average annual turnover of minimum – Rs. 20 Lakhs during the last 3 (closed and audited) Financial Years ending 31 st March 2024 in respect of providing professional services in finance, accounts and audit related work.	CA-certified turnover certificate for FY 2021-22, 2022-23, and 2023-24
6.	Firms experience in Accounting under Tally ERP/SAP as per Ind AS	The firm should have experience of Auditing/Compiling Annual Financial Statements of a Company as per Ind AS under Tally ERP in last five years.	Copies of Work Orders/Completion Certificates from PSUs/ Govt. organizations
7.	No Blacklisting	The firm should not have been debarred/blacklisted from appointment by any Government Autonomous bodies or Semi Government entities.	Self-declaration on firm's letterhead stating non-debarment /blacklisting

Letter of Application

To,
CGM(P&A)
O.B & C.C.Ltd.
Bhubaneswar-751012

Sub: Engagement of firm of Chartered Accountants for Compilation of Annual Financial Statements and updating the accounting software of O.B & C.C. Ltd. for the FY 2024-25.

Dear Sir,

1. Being duly authorized to represent and act for and on behalf of..... (herein the applicant) and having studied and fully understood all the information provided in the Bid document, the undersigned hereby apply as a bidder to Bid Engagement of firm for the **Compilation of Annual Financial Statements and updating the accounting software of O. B& C.C. Ltd for the F.Y. 2024-25** according to the terms & conditions given in the tender.
2. **Bid Securing Declaration**. We hereby declare that if we withdraw or modify our Bid during the period of validity, or if we are awarded the work and fail to sign the contract, or to submit the performance security money before their specified deadline, we shall be suspended for a period of two years by the company from bidding for any contract from the date of an such event and the bid security(EMD) shall be forfeited.
3. Information as well as supporting documents related to eligibility criteria is furnished in the Technical Bid as per **Annexure 'B'**.
4. I/we agree and undertake to abide by all terms & conditions of the R.F.P. document.
5. I/we have not been blacklisted by any government department/ PSU in the last three years.
6. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/tampered documents or suppression of facts, the bid is liable to be rejected and the job, if awarded to the firm, shall be cancelled. In such a case, the Company reserves the right to blacklist such firm for a period at its own discretion and forfeiture of Performance Security.

Yours faithfully,

Date:

Place:

(Partner or Authorized
signatory)

ANNEXURE 'B'**APPLICATION FORMAT FOR TECHNICAL BID****Engagement of a firm for Compilation of Annual Financial Statements of O.B
& C.C.Ltd for the FY 2024-25 .**

Sl. No.	Parameter	Particulars
1.	Name of the firm (Attach firm registration certificate issued by ICAI)	
2.	Date of Establishment of the Firm	
3.	Name of Partners of the Firm (whether FCA/ACA may be specified)	Name of the partner Qualifications (ACA / FCA). Date of Joining the firm. Post qualification experience of the partner (total no. of years). Membership No. Please Specify for all partners
4.	Name of Contact Person with their Mobile Number & Email ID	
5.	PAN no (Attach a copy of PAN Card)	
6.	GST no. (Attach a GST registration Copy).	
7.	Details of Branch Offices Please give the address with proof and telephone numbers and e-mail if any.	
8.	C & AG Empanelment The Firm must be empaneled with the Comptroller and Auditor General of India (C&AG) of India	
9.	Professional Strength The Firm should have a minimum of 3 Nos. of Chartered Accountants (including partners) as per ICAI Constitution Certificate as on 31 st March 2025. <ul style="list-style-type: none">Names of C.A. employed (whether FCA/ACA may be specified)Names of C.M.A. employedNames of semi-Qualified CA & CMA employed	Name of the Qualified /Semi Qualified CA and CMA work as Employee Qualifications (ACA / FCA). Date of Joining the firm.

10.	Firm's Turnover The Firm must have an average annual turnover of minimum – Rs. 20 Lakhs during the last 3 (closed and audited) Financial Years ending 31 st March 2024 in respect of providing professional services in finance, accounts and audit related work.	As per Annexure -C
11.	Firms experience in accounting under accounting software package and As, Ind AS Names of the major clients whose Annual Financial Statements come under AS, Ind AS & SAP environment (Please attach Performance/Experience Certificate)	
12.	Firm's Experience in Auditing The Firm entity should have experience of conducting statutory/ Internal/ Concurrent Audit assignment and handling accounting and financial management services in the Public Sector Undertaking/ Autonomous Body/ Statutory Bodies & Government Organization etc. in the last for five 05 years. (Photocopy of proof of experience to be enclosed)	
13.	Submit Affidavit that the Firm is not blacklisted /debarred by any Central /State Govt. or ICAI/ICMAI/Central/State Agencies/PSU etc.	

6.Name of the Banker with Address: -

7.Account No. with IFS Code No.: -

8.Details of experience of the firm.

- a. In compilation and consolidation of Annual Accounts of PSU/ Govt./ Govt. agencies/Autonomous bodies.

I/We hereby declare that the information furnished herein is true to the best of my knowledge & I/we further declare that in case of appointment I/we shall abide by the terms and conditions of OBCC. In case the furnished information is found to be false at any stage, OBCC will cancel the awarded order(s) without assigning any reason thereof.

Dated _____

Full Signature with office seal of the CA firm

Place:

ANNEXURE-C

Format for Certificate of Annual Turnover

1. It is certified that the Annual Turnover of M/s.....
(Name & address of the firm)
_____ from professional services and Audit
services during the last three consecutive financial years is as under:

Annual Turnover	
Year	Rs. In Lakhs
2021-22	
2022-23	
2023-24	
Average Annual Turnover	

Yours Sincerely,

(Signature of Chartered Accountant/ Statutory Auditor of the Company)

Name of the Chartered Accountant and Partner of the firm

Seal with Membership No. of ICAI & UDIN No.

** Copy of Financial Statement to enclose.

Annexure-D

Financial bid:

The financial bid shall be quoted by the bidder in format provided in the online tender portal.

Note: -

Lump sum professional fees should be quoted for the above excluding GST and other Taxes as applicable.

The successful CA Firms must submit their Travelling, Transportation, Boarding as per Govt. of Odisha rates.

Date:

Sign:

Place:

Name:

Designation:

- The selection shall be based on the Least Cost (LC) method. Only bidders who have qualified in Technical Evaluation(Stage-I) shall qualify for the opening of their Financial Proposals.
- The Financial Proposal with the lowest “Price Bid” shall be marked as the L1 Bidder while the next lowest Financial Proposal shall be marked as the L2 bidder.
- The Selected Bidder shall be the L1 Bidder. The L2 bidder shall be kept in reserve and may be invited for negotiations in case the L1 Bidder withdraws or fails to comply with the requirements specified in the RFP.
- In case one or more offers are found to be equal and identical in the above conditions the final selection of successful bidders will be derived on a lottery basis.

Mode of Payment:

60% of the professional bills shall be paid to the CA firm assigned with the work after placement of financial statements before the Audit Committee and 20% of the professional bills shall be paid after Authentication of Annual accounts 2024-25 by Board of Director and completion of Statutory Audit for the said year. Balance 20% of the bill shall be released after AG supplementary Audit and adoption of Annual Report 2024-25 in Annual General Meeting of the Company.

Uploading of Documents:

The CA firms fulfilling the eligible criteria are requested to submit their proposal/offer only through the e-procurement Portal.

Section VII

Procedure under E-Tendering

DEFINITIONS

- a) Tender portal: The E-Procurement Portal of Government of Odisha introduced for the process of E-Tendering which can be accessed on <https://www.tendersodisha.gov.in>
- b) Use of valid Digital Signature Certificate of appropriate class (Class II or class III) issued from registered certifying authorities (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India such as n-Code, Sify, TCS, MTNL, e-Mudhra is mandatory for all users.
- c) For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
- d) Words in capital and not defined in this document shall have the same meaning as in the Request for Proposal (“RFP”).

1.PARTICIPATION IN BID:

1.1 PORTAL REGISTRATION: The Contractor/Bidder intending to participate in the bid is required to register in the portal using his/her active personal/official e-mail ID as his/her Login ID and attach his/her valid Digital signature certificate (DSC) to his/her unique Login ID. He/She has to submit the relevant information as asked for about the firm/contractor. The portal registration of the bidder/firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) Registration Certificate (RC) / GSTIN. The time period of validity in the portal is at per with validity of RC/GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online bidding process.

1.2 Bidders participating through Joint Venture shall declare the authorised signatory through Memorandum of Understanding duly registered and enrol in the portal in the name and style of the Joint venture Company. It is mandatory that the DSC issued in the name of the authorised signatory is used in the portal. For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.

1.3 Any third party/company/person under a service contract for operation of e-Procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement process that are undertaken through the e-Procurement system irrespective of who operates the system.

2. LOGGING TO THE PORTAL:

The Contractor/Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.

3.DOWNLOADING OF BID:

The tender documents uploaded by the Tender Inviting Officer on the website <https://tendersodisha.gov.in> will appear in “Latest Active Tender” Section of the homepage. The publication of the tender will be for specific period of time till the last date of submission of bids after which the same will be removed from the list of Active Tenders. The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience before the closing date and time of submission.

4. CLARIFICATION ON BID:

The bidder may ask question related to tender online in the e-procurement portal within the period of seeking clarification. The Officer inviting the bid / Procurement Officer-Publisher will clarify queries related to the tender. The clarification to the queries will be hoisted in the tender portal.

5.PREPARATION & SUBMISSION OF BID:

5.1 Detailed RFP may be downloaded from Tender Portal for detail study and preparation of bid. The bidder shall carefully go through the RFP document & prepare the required documents for Technical Proposal & Financial Proposal as specified in Cl.No.4.1 of Section-2 & upload the scanned copies of Technical proposal documents in PDF format & Financial proposal in excel format template uploaded by the Authority.

5.2 The bidders should check the system generated confirmation statement on the status of the submission.

5.3 The bidder shall log on to the portal with his /her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.

5.4 Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.

5.5 Each process in the e-procurement is time stamped, and the system can detect the time of log in of each user including the Bidder.

5.6 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.

5.7 The system shall require all the mandatory forms and fields filled up by the bidder during the process of submission of the bid/tender

5.8 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

5.9 The tender inviting officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.

5.10 The Bidder is required to upload documents related to his eligibility criteria and qualification

information and Financial Proposal template duly filled in.

5.11 The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.

6. SIGNING OF BID:

The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false / fabricated / bogus, his EMD/Bid Security shall stand forfeited & his name shall be recommended for blocking of portal registration, and the bidder is liable to be blacklisted.

7. SECURITY OF BID SUBMISSION:

7.1 All bid uploaded by the Bidder to the portal will be encrypted.

7.2 The encrypted Bid can only be decrypted / opened by the authorized openers on or after the due date and time.

8. RESUBMISSION AND WITHDRAWAL OF BIDS:

8.1 Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid a fresh.

8.2 Resubmission of bid shall require uploading of all documents including price bid a fresh.

8.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

8.4 The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

8.5 The Bidder can withdraw his bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Procurement Officer Publisher (Officer Inviting Tender) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.

9. OPENING OF THE BID:

9.1 Bid opening date and time is specified during tender creation or can be extended through corrigendum / addendum. Bids cannot be opened before the specified date & time.

9.2 The bidders & guest users can view the summary of opening of bids from any system. Contractors are not required to be present during the bid opening at the opening location if they so desire.

9.3 In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid, the bids will be opened at the appointed time on the next working day.

10.EVALUATION OF BIDS:

10.1 All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that “the documents as available in the portal containing 100 nos of pages”.

10.2 The bidder may be asked in writing/ online to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The officer inviting tender may ask for any other document of historical nature during Technical evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the Bidder's price bid. Non submission of legible documents may render the bid non-responsive.

10.3 The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.

10.4 The Technical evaluation of all the bids shall be carried out as per information furnished by Bidders.

10.5 The Procurement Officer-Evaluators; will evaluate bid and finalize list of responsive bidders.

10. The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.

10.7 The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.

10.8 At the time of opening of “Financial Bid”, bidders whose technical bids were found responsive will be opened.

10.9 The responsive bidders' name bid prices will be announced.

10.10 Procurement Officer-Openers shall sign on each page of the downloaded Financial Proposal and the Comparative Statement and furnish a certificate to that respect.

10.11 Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.

10.12 System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern Executive Engineer / Head of Department.

DISCLAIMER

The Applicant must read all the instructions in the RFP and submit the same accordingly.