



NOTIFICATION FOR EOI

EOI No. 2742/OSAMB/2025-26
(File No.)

Dt: 12/08/2025

EOI FOR SELECTION OF CONSULTANT TO PROVIDE SERVICE TOWARDS INTERNAL AUDIT AND VERIFICATION / SCRUTINY OF VARIOUS FINANCIAL TRANSACTIONS

Odisha State Agricultural Marketing Board (OSAM Board) invites Expression of Interest (EOI) from eligible Chartered Accountant Firms for providing service towards internal audit and verification / scrutiny of various financial transactions to Odisha state agricultural marketing board (OSAM board) head office at Bhubaneswar. The contract period will be for Five (5) years, initially for a period of 1 (One) year and may be renewed based on satisfactory performance and mutually agreed terms and conditions, through an open bidding process based on the Quality and Cost Based Selection (QCBS) methodology. The bidders have to submit Technical and Financial Proposal separately for the packages as per the instructions provided in the bidding process.

Complete proposal can be downloaded from OSAM Board website: <https://osamb.odisha.gov.in> from 03.00 PM of 13/08/2025 to 04.00 PM of 03/09/2025.

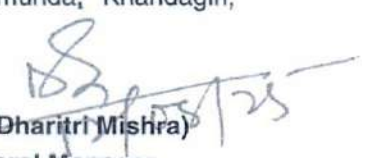
The Technical proposal along with Financial Proposal may be sent by speed post/ registered post or Courier only to The Odisha State Agricultural Marketing Board (OSAM Board) Plot No.-1800(P), Baramunda, Khandagiri, Bhubaneswar, Odisha – 751030.

The Proposal received shall be opened through the Screening Committee (Technical) on 06/09/2025, at 4.00 P.M in the office of the OSAM Board, in the presence of the representatives of the bidders with proper authorization.

While all information/data given in the EOI are to the best of the OSAM Board's knowledge, accurate within the consideration of scope of the proposed contract, OSAM Board holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document.

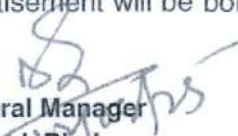
OSAM Board reserves the right to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Interested Bidders may obtain further Information from the office of the FA & CAO (OSAM Board) Plot No.-1800(P), Near Ramamani Indian Oil Petrol Pump, Baramunda, Khandagiri, Bhubaneswar, Odisha – 751030, Email - osamboard99@yahoo.com


(Smt. Dharitri Mishra)
General Manager
OSAM Board, Bhubaneswa

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Memo No. 2743 / Dt. 12/08/2025

Copy forwarded to the Director, Information & Public Relation Deptt.. Odisha, Bhubaneswar/**Asst. Commissioner (PR & Communication), OSAM Board** with a request to get it published in One English Newspaper (**Times of India, Odisha edition**) in addition to Two leading Oriya Daily Newspapers (**Samaj & Sambad**) on or before/...../2025 for wide circulation. The enclosed complimentary copy of the Newspapers connecting to the tender Call Notice may be sent to this office for reference & record. The cost of Advertisement will be borne by our office (Copy enclosed).


General Manager
OSAM Board, Bhubaneswar

Eol No.OSAM/.....

Date:.....



EXPRESSION OF INTEREST (EOI) FOR

"SELECTION OF CHARTERED ACCOUNTANTS FIRM FOR PROVIDING SERVICE TOWARDS INTERNAL AUDIT AND VERIFICATION / SCRUTINY OF VARIOUS FINANCIAL TRANSACTIONS TO ODISHA STATE AGRICULTURAL MARKETING BOARD (OSAM BOARD) HEAD OFFICE AT BHUBANESWAR".

Odisha State Agricultural Marketing Board (OSAM Board)

Schedule

Period of availability of

Eoi document:

Dt. 13/08/2025 by 04:00 PM

Last date for receipt of Eoi:

Dt. 03/09/2025 by 03.00P.M.

Date and Time of Eoi opening:

Dt. 06/09/2025 at 4:00P.M.

Mode of Submission of Document:

Through Speed post /registered post or Courier only.
(No drop box facility available)

Place of submission of Eoi:

The General Manager,
Odisha State Agricultural Marketing Board (OSAM Board)
Plot No.-1800(P), Baramunda, Khandagiri,
Bhubaneswar, Odisha -751030

Method of selection:

Quality cum Cost Basis Selection (QCBS)

For further information:

The Accountant,
Contact Number (0674) 295 4311 / 295 2416,
Email - osamboard99@yahoo.com

Eoi and corrigendum:

OSAM BOARD website i.e <https://osamb.odisha.gov.in/>

1. Odisha State Agricultural Marketing Board (OSAM Board)–An introduction

The agricultural marketing institutional framework of the state of Odisha comprises of mainly of Odisha State Agricultural Marketing Board (OSAM Board) and Directorate of Agricultural Marketing. Under the present dispensation, there are 66 Regulated Market Committee (RMCs) functioning under the supervision and control of the OSAM Board.

The OSAM Board has been established in the year 1984 as per Section-18 (A) OAPM Act.1984. The Board is entrusted with the task of superintendence and control over the working and other affairs of RMCs to ensure their efficient and effective functioning of effective Agricultural Marketing in the State & to protect the interest of farmers. The Director Agricultural Marketing-cum-Member Secretary is the Chief Executive of the Board.

2. Project Objective

In order to enhance the operational efficiency through internal audit and assisting OSAM Board, it wishes to select a Chartered Accountants Firm for a period of 5 years for providing service towards Internal Audit and verification /scrutiny of various financial transaction. OSAM Board shall select the Chartered Accountants Firm from the empaneled list. The selected Chartered Accountant Firm will be appointed/engaged initially for a period of 1(one) year and may be renewed based on satisfactory performance and mutually agreed terms and conditions.

3. Scope of Services

An indicative list of services which are expected to be offered by the short listed CA Firm are as follows:

1. To verify the Books of Accounts of the Board as per the provisions of the applicable statute including areas of Internal Finance Control and Income Tax Act etc.
2. Verification of the Cash Book and Bank book on monthly basis.
3. To verify the quarterly receipt and payment statement to be placed before the Board.
4. Verification of accuracy of TDS deduction and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS.
5. Verification of Income Tax return and other statutory compliances.
6. All financial day to day transactions to be pre-Audited. For that the selected firm shall have to provide a full time trained staff.
7. To verify daily report submitted by concerned departments.
8. To verify the deposit of Advance Tax to avoid penalty.
9. Internal Audit to be done on a daily basis during office hours by the Chartered Account firm by deputing the Auditor at OSAM Board, whenever required.
10. To submit Quarterly Internal Audit report for Audit Committee and Board Meeting.
11. To verify the Statutory Compliance like EPF, TDS, GST, CESS and TCS etc. as applicable to the Board.
12. Verify Long Service Payment Compensation (LSPC) bills for accuracy and compliance with relevant norms and entitlements.
13. Examine and ensure adherence to various Social Security Legislations including but not limited to EPF Act, ESI Act, Payment of Gratuity Act, Retirement Benefit Scheme (RBS) and any other applicable labour laws.

14. Checking/Scrutinizing/rendering review service on salary bills including proper application of annual increments, pay fixation orders, and payment of arrears.
15. Verify all receipts collected under various heads including fees, dues, and charges collected from/by RMCs (Regulated Market), ensuring proper accounting and deposit.
16. Verifying the status of receipt and expenditure of various grants/sanctions in relation to the Utilisation Certificates submitted by different RMCs.
17. Inspection of office documents, including establishment records, as per internal requirements from time to time, and periodic verification of stocks and stores.
18. Checking/Scrutinizing/rendering review service of all the financial transactions at OSAM Board in accordance with OAPM Act/Rules.
19. Checking/Scrutinizing/rendering review service of RMC and OSAM Board Budget in accordance with OAPM Act/Rules.
20. To suggest/advise the Board of Directors and Management of the Company in the matters of Income Tax and other tax related matters in financial issues.

4. Eligibility Criteria

Chartered Accountants Firms fulfilling the following eligible criteria as listed below shall be selected with OSAM Board. Any form of Joint Venture/Consortium of Firms will not be allowed for participation in the empanelment process.

The eligibility criteria are as follows:

- The Chartered Accountants Firm should be a partnership Practicing Firm of Chartered Accountants registered with the Institute of Chartered Accountants of India.
- The Chartered Accountants Firm should be in Practice for a period of not less than 10 years and empaneled with CAG / AGCS, Odisha.
- The firm must have a minimum of five full-time Fellow Chartered Accountant (FCA) partners, with at least two having been associated with the firm for over two years. Additionally, one of the FCA partner should be based in Bhubaneswar.
- Have average professional fees of Rs. 50.00 Lakhs or above in the last 3 financial years 2021-22, 2022-23, 2023-24 (Audited financial statements & ITRs to be submitted).
- Have Head /Branch Office at Bhubaneswar City. Proof as approved by the Institute of Chartered Accountants of India and a Local GST Registration certificate must be produced.
- Should have never been issued notice for failure to submit deliverables and cancelation of work order, for feature of EMD, etc by any Government and/ or semi Government/ Autonomous entities. An undertaking to be submitted by the Firm to that effect.
- Should not have been barred from appointment by any government and/ or semi government/ Autonomous entities. An undertaking to be submitted by the Firm to that effect.

5. Submission Requirement

To be eligible for Empanelment, the applicants fulfilling the above eligibility criteria shall provide satisfactory evidence to OSAM Board. In addition, all applications submitted along with covering letter (Format given at **ANNEXURE - 1**) shall include the following information:

Empanelment of Chartered Accountants Firms for internal Audit

- Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by the Institute of Chartered Accountants of India and other incorporation document).
 - Name of Firm;
 - Year of establishment;
 - Address and contact details of Registered Office;
 - Address and contact details of Head Office & Branch Office(s), if any;
 - Proof of CAG/AGCS Empanelment.
 - Details of Contact person(s)
- Details of Full Time Partners of the Firms containing following information of each Partner:
 - Name of Partner
 - Address and Contact details
 - Educational Qualification
 - Specialization in professional experience
 - Membership No. and its category like Associate/Fellow Member (supported by its details reflected in the firm status as on (01-07-2025))
- Income Tax PAN and GST Odisha registration Number
- Average Annual Turnover of the Firm for last 3 financial years 2021-22, 2022-23 and 2023-24 (supported by Audited Accounts / Annual ITRs) as per **ANNEXURE – 2**
- Experience of working as Internal Auditor with Cooperative/ Agriculture/ Revenue Department as per **ANNEXURE – 3**
- Experience of working with various departments of Odisha/Central Government or PSU or Limited Companies as per **ANNEXURE - 4.**
- All documents should be self-signed & sealed.

6. Language of Application:

The language of the Application as well as the supporting documents shall be in English.

7. Submission of Eol - Packing, Sealing and Marking

8. An applicant is required to submit only one Eol.

- 8.1. The Eol must be inserted in sealed envelope, along with applicant's name and address in the left and corner of the envelope and super scribed on the envelope-
- 8.2. "Expression of Interest for Empanelment of Chartered Accountants for providing service towards Internal Audit and verification /scrutiny of various financial transaction to Odisha State Agricultural Marketing Board (OSAM Board)".
- 8.3. The Eol shall be addressed to OSAM, Bhubaneswar at the following address:

The General Manager,
Odisha State Agricultural Marketing Board (OSAM Board)
Plot No. 1800(P), Baramunda, Khandagiri,
Bhubaneswar, Odisha -751030

If the envelope is not sealed and marked as mentioned above, then OSAM will assume no responsibility for the misplace mentor pre mature opening. Telex, cable or facsimile Eol will be rejected.

9. Eol Submission Date

Eol submitted in all respect must reach OSAM Board at the specified address as per Clause 8 on or before **Dt. 02/08/2025** by 5.00 P.M. through Speed Post /Regd. Post or Courier only. If the specified date for the submission of Eol is declared as a holiday for OSAM Board, Bhubaneswar, the Eol will be received up to the appointed time on the next working day.

10. Late Submission:

Eol received after the deadline for submission prescribed by OSAM Board will be summarily rejected.

11. Modifications and Withdrawal of Eol

No modifications to the Eol shall be allowed once it is received by OSAM Board, Bhubaneswar.

12. Clarification:

Every applicant shall be responsible for providing all information as required in this Eol document. For evaluating the Eol of the applicant, OSAM Board may ask any further information, clarification or document from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written form and will be communicated to the applicant by OSAM Board. The applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information /clarification/document, OSAM Board will evaluate the Eol based on the available records/documents and as per the terms of this Eol documents. OSAM Board reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

13. Award of Work

Procedure for the award of work shall be as follows:-

- Bids received and found valid will be evaluated by the Screening Committee of OSAM Board to ascertain the best evaluated bid in the interest of OSAM Board for the services under this document. The Bidder should take enough care to submit all the information sought by OSAM Board in the desired formats. The bids are liable to be rejected if information is not provided in the desired formats, however OSAM Board reserves right to seek any clarification from any bidder if it so desires.
- Technical Qualification (TQ) criteria (Technical Score = ST)

#	Criteria	Maximum marks	Supporting Documents
A	Basic Eligibility Strength	20	
1.	Year of Registration as per ICAI (0.5 mark for Each year, maximum Mark Upto 5 Marks)	5	ICAI Registration Certificate
2.	No of Partners (1 mark for Each FCA, maximum upto 10 Marks)	10	ICAI Firm Card
3.	Staff Strength ➤ 1 Mark for each Qualified Staff (CA/CIMA/CS) ➤ 0.5 Mark for each Semi Qualified Staff	5	As per ANNEXURE – 5

Empanelment of Chartered Accountants Firms for internal Audit

#	Criteria	Maximum marks	Supporting Documents
B	Technical Strength	40	
1.	Experience of working as Internal Auditor with Cooperative/ Agriculture/ Revenue Department (5 marks per project)	15	Copy of Work Orders along with ANNEXURE – 3
2.	Experience of working with various departments of Odisha/Central Government or PSU or Limited Companies (3 marks per project)	15	Copy of Work Orders along with ANNEXURE – 4
3.	The Annual Average Turnover in three consecutive years in the last Five financial years; 2021-22, 2022-23 & 2023-24 from consulting services in India. ➤ Upto Rs. 1.00 Cr: 05 Marks ➤ Rs.1.00 – Rs. 5.00 Cr: 7.5 Marks ➤ Rs. 5.00 Cr: 10 Marks	10	Copy of the Audited Financial Statements during (FY 2021-22, 2022-23 & 2023-24)
C	Approach Methodology and Presentation	40	
1.	Approach, Methodology and presentation	15	
2.	Case study: the bidder should present a case study highlighting working on a similar environment with a scale and the envisaged outputs	25	
	Total (A+B+C)	100	

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (St) in accordance with the total marks obtained. The bidders with technical bid score of minimum 70% and above will be considered technically qualified for further process.

- c. The Financial Proposals of the bidders qualifying the Technical evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting and it shall be determined as mentioned below. Any bid quoting a fee below the minimum prescribed amount shall be rejected.

d. **Method of Evaluation of the Proposal: QCBS**

The lowest evaluated Financial Proposal (FP) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (F) Proposals are T = 0.7, and P = 0.3

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

The bidders who will secure with highest combined score will be considered as successful bidder for the package.

In case the combined score is same for more than one bidder, lottery system will be followed.

14. Final decision making authority:

The OSAM Board reserves the right to accept or reject any application; and/ or to annul the process and reject all applications at any time without assigning any reason what so ever and without there by incurring any liability to the affected applicant and/ or without informing the bidders, of the grounds of action.

15. Period of Empanelment:

The empanelment would be for a period of 5 (Five) years and can be extended by OSAM Board at its own discretion. Not with standing anything contained in the EoI document, OSAM Board would have sole irrevocable right to terminate the empanelment and /or increase the number of such empanelment and/ or issue fresh invitation for similar empanelment at any reason.

16. Professional Fees:

The professional fees shall be paid on monthly basis which is fixed at Rs 30,000/- (Rupees Thirty Thousand Only) per month. The professional fees shall be excluding of GST, fees, statutory levy, outstation travelling expenses and all other related out of pocket expenditure relating to the said assignments like photocopy charges , Binding charges etc. which is incurred by the CA firm only and exclusively for under taking the work of OSAM Board on production of documentary evidence

17. Termination of Empanelment:

If in the review of OSAM Board the performance of a Firm is not satisfactory, or if in its view the Firm has failed to safeguard the interest of OSAM Board, the general Manager, OSAM Board may at his sole discretion, terminate the engagement of the Firm with the OSAM Board by giving one month notice period .The General Manager, in doing so, shall intimate the Firm in written termination letter. The decision of OSAM Board in this matter shall be final and binding.

18. Jurisdiction:

All dispute arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, Odisha and will be governed by the laws of Odisha and India as the case may be

19. Submission Check List:

- a. Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation documents
 - i. Name of Firm;
 - ii. Year of establishment
 - iii. Address and contact details of Registered Office;
 - iv. Address and contact details of Branch Office (s),if any;
 - v. Proof of CAG/AGCS Empanelment
 - vi. Details of Contact person(s)
- b. Details of Full Time Partners of the Firms containing following information:
 - i. Name of Partner
 - ii. Address and Contact details of each Partner
 - iii. Educational Qualification
 - iv. Specialization in professional experience
 - v. ICAI Membership no. and its category like FCA (supported by its details Reflected in the firm status as on 01-08-2025)
- c. Average Annual Turnover of the Firm for last 3 years 2021-2022, 2022-2023, 2023-2024 (supported by Audited Accounts of the Firm)
- d. Name of five major clients and nature of services provided by the Firm

Covering Letter

(On the Letter head of the applicant)

To,

Date: _____

The General Manager

Odisha State Agricultural Marketing Board (OSAM Board)

Bhubaneswar

Dear Sir,

Sub: "Expression of Interest for Empanelment of Chartered Accountants Firms for providing service towards Internal Audit and verification /scrutiny of various financial transaction to Odisha State Agricultural Marketing Board (OSAM Board)".

Having examined the EOI Document and application form including guide lines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection in the FOR **"Expression of Interest for Empanelment of Chartered Accountants Firms for providing service towards Internal Audit and verification /scrutiny of various financial transaction to Odisha State Agricultural Marketing Board (OSAM Board)".**

We understand that OSAM Board reserves the right or eject any application without assigning any reason thereof.

(Signature of Authorised Person)

Date:

Seal of the Firm

Information of Applicants

Name of the Firm (In full):
Address:
Telephone no:
E-mail address:
Year of establishment:
(Certificate of Registration/Incorporation under relevant Acts)
CAG /AGCS, Odisha Empanelment Details:
(Enclosed copy of CAG Empanelment)
Place of business:
Contact Person:
Name and No of Partners:
Address and Contact Details of each Partner:
Educational Qualifications:
ICAI Membership No. and its Category:
Income Tax PAN:
GST Reg. No:

(Signature of Authorised Person)

Date:

Seal of the Firm

Empanelment of Chartered Accountants Firms for internal Audit

Annexure – 2

Turnover

Annual Turnover for the last three financial years 2021-22, 2022-23, and 2023-24 along with audited balance sheet for last three years.

<u>S. No</u>	<u>Year</u>	<u>Turnover in INR Lakhs</u>
1	2021 - 2022	
2	2022 - 2023	
3	2023 - 2024	
Average Turnover		INR _____ Lakhs

(Signature of Authorised Person)

Date:

Seal of the Firm

Note: It should be attested by a Chartered Accountant belonging to the applicant firm.

Applicant's Experience of working as Internal Auditor

Sl. No	Client Name	Projects Names	Description of Actual Services Provided	Start Date	Present Status
1.					
2.					
3.					
4.					
5.					
6.					

N.B: Work order shall be attached in support of the assignment

(Signature of Authorised Person)

Date:

Seal of the F rm

Applicant's Experience of working with various departments of Odisha/Central Government or PSU or Limited Companies

Sl. No	Client Name	Projects Names	Description of Actual Services Provided	Start Date	Present Status
1.					
2.					
3.					
4.					
5.					
6.					

N.B: Work order shall be attached in support of the assignment

(Signature of Authorised Person)

Date:

Seal of the Firm

Empanelment of Chartered Accountants Firms for internal Audit

Annexure – 5

Staff Strength

Sl. No	Name of the Staff	Qualification	Year of Qualification	Years of Experience	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

N.B: Requisite Qualification Certificate shall be attached in support of the qualification

(Signature of Authorised Person)

Date:

Seal of the Firm