

“Selection of CAG Empanelled Chartered Accountant Firm For incorporation of FPOs”

**REQUEST FOR PROPOSAL**

**“Selection of CAG Empanelled Chartered Accountant Firm For  
“incorporation of 14 nos FPO and other related works with Audit ”**



***Creating competence and values in rural Odisha***

Odisha Rural Development and Marketing Society, Nabarangpur  
Panchayati Raj & Drinking Water Department, Government of Odisha

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## **DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the **Odisha Rural Development & Marketing Society (ORMAS), Nabarangpur ,Panchayati Raj & Drinking Water Department, Govt. of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither ORMAS nor any of its officers or employees, nor any of their advisers nor Agency accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The ORMAS, Nabarangpur under the Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of a Agency for the purpose through this RFP.

**DATA SHEET**

i	Name of the Assignment	Selection of Chartered Accountant Firms for Incorporation of 14 Nos FPO and other CA works for One financial year.
ii	Descriptions and the objectives of the Assignments	Incorporation of 14 Nos FPO and other CA works for One financial year.
iii	Joint Venture/Consortium	Not Allowed
iv	Language of documentation	English
v	Method of Selection	<b>Quality cum Cost Basis among the technically qualified bidders. (80:20)</b>
vi	No of Copies of Technical and Financial Proposal	<b>1 copy each of Technical and Financial proposals</b>
vii	Address for submission of bid	The Deputy Chief Executive Officer, ORMAS, Nabarangpur ZP Campus. Nabarangpur
viii	Contact person	1. Shri K.Pawan Kumar Accountant-cum-EA, ORMAS, Nabarangpur Mob- 7205515652
ix	Date of Issue of RFP Website for downloading the tender Document	12.06.2023 <a href="http://www.nabarangpur.nic.in">www.nabarangpur.nic.in</a>
x	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through <b>Speed Post / Registered Post</b> or by drop in the tender box of ORMAS, Nabarangpur upto the stipulated time. ORMAS will not be responsible for postal delay or any other consequences.
xi	Cost of RFP Document	₹1,000/- + GST-18% = ₹1,180/- in shape of Banker's Cheque / Demand Draft in favour of <b>"Implementation Support to ORMAS, Nabarangpur"</b> drawn in any scheduled commercial bank payable at Nabarangpur
xii	EMD	₹5,000/- ( Five Thousand ) in shape of Banker's Cheque / Demand Draft in favour of <b>"Implementation Support to ORMAS, Nabarangpur"</b> drawn in any scheduled commercial bank payable at Nabarangpur
xiii	Last date and time for submission of Bid	<b>21.06.2023 up to 3:00 PM.</b> <b>The bids received beyond the stipulated time line will be rejected.</b>
xiv	Date and time for opening of pre-qualification and technical proposal	<b>21.06.2023 At 04:00 PM in Mini Conference Hall of ZP office, Nabarangpur</b>
xv	Date and time for opening of Financial proposal	<b>21.06.2023 at 04:30 PM (Tentative) in Mini Conference Hall of ZP office, Nabarangpur.</b>

**NB: 1. The Bid Processing Fee, the EMD shall be submitted along with the 1<sup>st</sup> Inner Envelope of the Technical Proposal.**

**2. Application in Consortium is not allowed for the Bid. Franchising, outsourcing, subletting is not allowed.**

**3. Submission of more than one bid by the bidder will be entirely rejected.**

For details please visit: [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in)

**LETTER OF INVITATION**

**Letter/RFP No:-**

**Date:-12.06.2023**

**Selection of CAG Empanelled Chartered Accountant Firm for Incorporation work of 14 nos of FPOs"**

1. **ORMAS**, Nabarangpur Panchayati Raj & DW Department Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for "selection of CAG empanelled Chartered Accountant firm for incorporation of **14 nos FPOs and other related workalong with One yea Audit work** . More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A bidder will be selected under **QCBS Selection** procedure as prescribed in the RFP Document.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non- refundable** amount of **Rs. 1,180/- (Rupees one thousand one hundred eighty only)** towards **Bid Processing Fee and EMD ( Refundable) of Rs. 5,000/- (Five Thousand)** in the form of demand draft in favour of "**Implementation Support to ORMAS, Nabarangpur**" drawn in any Scheduled Commercial Bank payable at Nabarangpur, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post/ Registered Post/ Drop in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 21st June'2023 up to 03:00 P.M** and the date of opening of the technical proposal is **Dt 21<sup>st</sup> June'2023 at 04:00 P.M.** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.14**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
  - Letter of Invitation [**Section – 1**]
  - Information to the Bidder [**Section – 2**]
  - Terms of Reference [**Section – 3**]
  - Technical Proposal Submission Forms [**Section – 4**]
  - Financial Proposal Submission Form [**Section –5**]
  - Annexure [**Section – 6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client 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 RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**-sd/-**

**CDO-cum-EO,Zilla Parishad,Nabarangpur**

**SECTION: 2**  
**INFORMATION TO THE BIDDER**

**1. General Instructions to the Bidder:**

- i. This enquiry is in the nature of Request for Proposal intended to hire services of CAG empanelled Chartered Accountant firms for Incorporation work of 14 nos of FPOs
- ii. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this RFP.
- iii. The costs of preparing the proposal and of negotiating the contract if any including visits to the Client etc are not reimbursable.
- iv. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
- v. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and is liable for rejection.
- vi. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
- vii. The proposal shall be typed or written in indelible ink (if required) and shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract. The Letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
- viii. In addition to the identification the envelopes containing the proposals shall mention the name and address of the Bidder.
- ix. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed, complete proposals in the formats indicated in the RFP shall be taken as valid.
- x. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.
- xi. The firm shall have to depute appropriate number of audit teams for timely completion of the desired work. The audit team shall have to be headed by a qualified CA.

**2. Disqualification:**

ORMAS, Nabarangpur may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- iii. Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to black listing and debarring the bidder in all the future assignments.
- iv. Declared as ineligible by GoI/State/UT for corrupt, fraudulent practices or has been blacklisted.
- v. A Bidder's proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- vi. Firm proposes any alteration in the work specified or any conditions or corrections made in this RFP.
- vii. Any eraser made in the RFP is unauthenticated or any page or a page is/are removed or replaced.
- viii. Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
- ix. Firm's RFP containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
- x. Stipulates the bid validity period less than what is stated in the form or tender.
- xi. Stipulates its own conditions.
- xii. Does not fill in and sign the Bid form as well as annexure, specifications etc.
- xiii. Does not submit the bid before the stipulated time line to the inviting authority
- xiv. Does not attach the required documents along with the RFP.
- xv. Canvassing in any manner to influence the Authority will be summarily rejected.

**3. Conflict of Interest:**

The Chartered Accountant Firm at all times shall hold the ORMAS's interest's paramount and shall avoid conflicts with its other assignments.

**4. Right to Accept or Reject Proposals:**

ORMAS, Nabarangpur reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

**5. Validity of Bid:**

The Bid submitted by the bidders shall remain valid for a period of **180 days** from the technical bid opening date.

**6. Amendments and Clarification for RFP:**

ORMAS, Nabarangpur during the process of evaluation of Proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further ORMAS reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments. In order to provide the prospective bidders reasonable time to take the amendment into account in preparing the bids, ORMAS may, at its discretion extend the last date for receipt of Bid. Any such amendments will be uploaded on its web.

**7. Preparation of Proposal:**

At the time of preparation of proposal, following points to be taken into consideration:

- i. A bidder is allowed to quote only one quote for the selection process.
- ii. CA Firm is required to offer the rates in lump sum for the activities to be undertaken as mentioned in the Scope of Work of this RFP including taxes and duties for the assignment.

**8. Submission of Proposal:**

- Bidders shall submit their proposals at the address and within the time frame as specified in the data sheet of this RFP.
- The bidder shall submit the proposal as per the following sections:-

**PART- I (Pre-Qualification and Technical Proposal)**

**A. Prequalification proposal**

The pre-qualification proposal shall be submitted in a sealed cover superscripted "**Pre-qualification proposal for Incorporation of 14 nos of FPOs.**" with the following documents inside:



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- i. A covering Letter from the bidder on the bidder's letter head.
- ii. Duly filled Pre-qualification Proposal Formats by the bidder and supportive documentary evidence with necessary details as specified in para **10.a.i (Evaluation of Pre-Qualification Proposal)** of this RFP.
- iii. Due authorization of Special Power of Attorney authorizing the person signing the proposal documents behalf of the bidder.

**B. Technical Proposal:**

The technical Proposal shall be submitted in a sealed cover superscripted "**Technical Proposal for Incorporation of 14 nos of FPOs** " with the following documents inside:

- Duly Filled technical proposal formats along with details and supportive documentary evidence as laid down in **10.b.i (Evaluation of Technical Proposal)** of this RFP.

**PART- II (Financial Proposal)**

The Bidder shall submit the financial Proposal in a sealed cover superscripted "**Financial Bid for Incorporation of 14nos of FPOs**" in the duly filled in Financial Proposal as per Formats as laid down with the necessary details in **FORM-10, Section 4** of this RFP.

- The bidders are requested to submit their financial proposal as per the prescribed format in a separate sealed envelope superscripted "**Financial Bid for Incorporation of 14nos of FPOs** any deviation to the prescribed format for submission, liable to rejectionof the bids.
- The sealed and super scribed covers of Prequalification and Technical Bid(s) shall be kept in a sealed envelope superscripted "**Pre-qualification and Technical proposal for Incorporation of 14nos of FPOs**".
- *All the bid documents should be chronologically numbered with proper indexation.*

The above mentioned sealed covers shall be kept in an envelope of bigger Size and shall be properly sealed and super-scribed with the name of Firm, its address, name of the work as given in the data sheet of this RFP.

**CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE  
(Extreme Right hand Side of the Envelope)  
(FOR INCORPORATION OF FPO)**

**NAME OF THE ASSIGNMENT:  
TENDER NOTICE NUMBER AND DATE:  
DEADLINE FOR SUBMISSION OF BID:**

To  
The Deputy Chief Executive  
Officer,  
ORMAS, Nabarangpur  
Zilla Parishad Campus  
Odisha, Pin- 764059

9. **General instructions for the bidders for the submission of proposal:**

- i. Submission of a proposal by a bidder shall mean that he/she has read this notice and RFP documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and by laws of the Government, ORMAS and other factors bearing influence on the execution of the service so proposed.
- ii. The proposal shall be submitted by **Registered Post / Speed Post (not through private courier)/ drop in the tender box of ORMAS, Nabarangpur within** the stipulated time and date and place specified in the Bidder data sheet.
- iii. The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend. One representative from each bidder with necessary authorization will be allowed to attend the opening of the pre-qualification and technical proposal.
- iv. Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected.
- v. The successful Firm(s) shall be required to enter into agreement with ORMAS, Nabarangpur after the work order issued for the said work.
- vi. ORMAS reserves the right to cancel / alter the bid requirement without assigning any reasons thereof.
- vii. Designated Authority reserves the right to open or not to open any or all RFP document without assigning any reason thereof.

10. **Evaluation of Proposals**

**a. Evaluation of Pre-qualification Proposal – Eligibility Criteria**

- i. The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below. Technical bids of only those bidders

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who qualify in the pre-qualification criteria given below will be considered for opening.

SI no.	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
1.	The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant and is in existence for a minimum period of 10 years.	Copy of Certificate for practice / Registration certificate of ICAI / Firm Constitution Certificate
2.	The firm must have minimum 5 (five) partners. Single proprietorship firms are not eligible to participate in the bid.	Copy of Registration Certificate issued by ICAI as on 31.03.2022
3.	The bidders must be empanelled with Comptroller & Auditor General (CAG) of India for audit of FY 2022-23.	Copy of the latest CAG empanelled Certificate
4.	The bidder should have its office inside Odisha.	Copy of Registration Certificate issued by ICAI as on 31.03.2022
5.	The average annual turnover of last three financial years of the bidder i.e. 2019-20, 2020-21, 2021-22 should not be less than ₹ 20 Lakhs. (Rupees twenty lakhs)	Details to be furnished in FORM-8 with copies of Copies of Self certified Audited Balance Sheets and Statement of Profit & Loss for the financial years- 2019-20, 2020-21 and 2021-22.
6.	The eligible bidder should have at least 2 nos. of Fellow CA partners within the team of professionals in the firm and 5 nos. including qualified CA/CMA	Details to be furnished in FORM-6 & 7 Copy of Fellow Membership Certificate of the Partners should be furnished & Constitution Certificate of firm mentioning no of partners should be submitted. Copy should be enclosed.
7.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	self If-Declaration from the Bidder as per the format enclosed at Form 9

ii. In addition to the above, the bidders have to furnish the following documents along with the pre-qualification proposal:

- GST Registration Certificate
- PAN Number Registration
- Anti-collusion Certificate (FORM-2)
- Covering letter (FORM-1)
- Registration with ICAI / Firm Constitution Certificate ( (FORM-3)
- Format for Letter of Undertaking (FORM-5)
- Undertaking that the staff / other personal deputed for the assignments are proficient in the State language both oral and written.

**iii. Non-submission of any one of the above document along with pre-qualification proposal, leads to outright rejection of the proposal.**

**b. Evaluation of Technical and Financial Proposal:**

i. The technical bids of only those bidders who qualify in the prequalification stage shall be opened. Formats and necessary details for the technical proposal are provided in this RFP. The evaluation / scoring pattern for technical proposal shall be as follows:-

SL.	Su b SI No	CRITERIA	Max Marks	SUPPORTING DOCUMENTS
NO.	.			REQUIRED TO BE FURNISHED ALONG WITH THIS FORM
1		No. of years of experience of the firm. 5 years-5 marks, for every additional 1 year-1 mark subject to maximum of 10 Marks	10	Firm constitution certificate from respective institute as on 31.03.2022 enclosed at <b>Page No:</b>
2		Average Audited Turnover of the CA Firm during last three Financial Years- 2019-20, 2020-21 and 2021-22 having Turnover of Rs.20 Lakh - 5marks. For every additional turnover of Rs.10 lakh-1 mark subject to maximum of 10 marks.	10	Copies of Self certified Audited Balance Sheets and Statement of Profit & Loss for the financial years- 2019-20, 2020-21 and 2021-22. enclosed at <b>Page No:</b>
3		No. of Partners (FCA) @ 1 Marks for each partner, maximum up to 10 marks	10	Copies of Firm constitution certificate along with Fellow Certificate of Practice of the Partner as on 31.03.2022. enclosed at <b>Page No:</b>

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4		<b>Average Years of Partners Association With the Firm</b>	10	Copies of Firm constitution certificate along with Associate/Fellow Certificate of Practice of the Partner as on 31.03.2022 enclosed at <b>Page No:</b>
		<1 Yr – 0 Mark		
		1 to 5 Yrs – 3 Marks		
		6 to 10 Yrs – 7 Marks		
		11 to 15 Yrs-10 Marks		
5		<b>Number of Staff :</b>		
(i)		Qualified ( CA/CMA):	10	Copies of the Final Pass Certificate issued by the concerned Institute , <b>Page no.</b>
		1 to 5 Staff-4 Marks		
		6 to 10 Staff-10 Marks		
(ii)		Semi Qualified (Inter CA/CMA):	10	Copies of the Intermediate Pass Certificate issued by the concerned Institute and the copy of the appointment letter and CV of the concerned staff duly certified by the Applicant Firm enclosed at <b>Page No:</b>
		1 to 5 Staff-4 Marks		
		6 to 10 Staff-8 Marks		
		>11 Staff-10 Marks		
6		<b>Nature of Experience</b>		<b>Form 5</b>
		<b>Turn Over/ Project Cost / Years of Experience &amp; Project Audited</b>		
(i)		ORMAS/OLM/ DRDA/Any Panchayati Raj Department audit (Statutory)	10	Mandate/letter of engagement / certificate of completion issued by the organization.
(ii)		Social Sector (Govt. / funded by international agencies) projects in last 3 years (2019-20, 2020-21 and 2021-22) of not less than Rs.50 lakh each	10	Copies of Mandate/letter of engagement/ certificate of completion issued by the organization duly self-attested by a partner of the CA Firm
		1 to 5 Nos. = 6 Marks		
		6 to 10 Nos. - = 8Marks		
		Marks More than 10 nos.=10 Marks		
(iii)		Public Sector in Last 3 Years (2019-20, 2020-21 and 2021-22)		

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		The CA firm must have conducted Statutory audit /Internal audit whose turnover of the audited organization ( Other than Audit of banking organization / finance companies ) should not be less than Rs. 5.00 crore in each year Of audit)	<b>10</b>	Copies of Mandate/letter of engagement and certificate of completion issued by the organization. Copies of the Auditors' Report for the respective financial years duly self-attested by a partner of the CA Firm
		1 to 3 nos. - 4 Marks		
		3 to 5 nos. - 5 Marks		
		5 to 8 nos. - 8 Marks		
		>10nos. - 10Marks		
<b>7</b>		Head office and Branch Office within Odisha.	<b>5</b>	Certificate from ICAI as on 31.03.2023
<b>8</b>		Valid Peer Review from ICAI	<b>5</b>	Certificate from ICAI as on 31.03.2023
		<b>Total Marks</b>	<b>100</b>	

- The bidder shall ensure that the audit team members are proficient in the state's official language (both Oral and Written).
- The bidders, whose proposal secures minimum qualifying technical score of **70 Marks** under the above evaluation matrix in the technical evaluation stage, will be eligible for opening of the financial proposal.

**ii. Financial bid**

- A firm has to secure at least 70 % of marks out of 100 in Technical bid to qualify for opening the financial bid.
- The maximum fees (Including GST) will be **Rs 5,60,000/- (Five Lakhs Sixty thousand)**
  - **PAN card of all BoD members**
  - **DSC of BOD members**
  - **Incorporation of FPO**
  - **PF/ESI registration of FPO**
  - **KYC updating of BoD**
  - **Annual Audit**
  - **RoC filing**
  - **Monthly/Quarterly GST filing**
  - **Increase of Authorize Capital**
  - **Increase of Paid up Capital**
  - **Annual Income Tax return Filing**
- **Opening of Financial Proposal**
  - a) The exact place, date and time for opening of the Financial Proposal i.e 21.06.2023 at 04.30 PM (Tentative) in Mini Conference Hall of ZP office, Nabarangpur

- b) The financial proposal should be submitted in the format mentioned in the RFP; submission of financial proposal in any other format is liable for rejection.

## 11. Method of selection

### On overall Quality Cum Cost Basis among the technically qualified bidders

- i. The mode of selection will be QCBS
  - a. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
  - b. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
    - (1) St= The technical score of the Bidder
    - (2)  $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.
    - (3) **The weights given to the Technical (T) and Financial (P) Proposals are:**  
 $T = \underline{\quad 80}, \text{ and } P = \underline{\quad 20}$
    - (4) 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 x T% + Sf x P%.**
- ii. Firms applying for assignment shall have to submit the financial bid in a separate envelop stating the cost in total as stated at point ii (financial bid ).
- iii. The Financial Proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured technical scores, and the prices quoted shall be read and recorded accordingly.
- iv. Technically acceptable financial bids with over all lowest quoted price for the assignment will be considered for negotiations if required and award of contract. However where there is tie between bidders in prices:-
  - a. **1<sup>st</sup> tie-up selection process**:- the person having higher score in technical evaluation will be considered as successful bidder.
  - b. **2<sup>nd</sup> tie-up selection process**- the person having highest nos of similar activity and audit conducted in Panchayati Raj & Drinking Water Department, Govt. of Odisha .

- c. **3<sup>rd</sup> tie-up selection process**- PPT of the tied firms to decide the selection of the CA firm .

**12. Award of Contract:**

ORMAS, Nabarangpur will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be requested to sign the Agreement within 7 days of the notification. After signing of the Agreement, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties. The selected bidders have to start the work within 7 days or within such time as advised by ORMAS from the date of award of the contract.

**13. LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of civil court of Nabarangpur only.

**14. Confidentiality**

Undue use by any of the bidder of any confidential information related to the process may result in rejection of the proposal. Confidential Information shall mean and include any and all confidential or proprietary information furnished in whatever form or medium or disclosed verbally or otherwise by the bidder or the Department to each other including, but not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary by the Bidder(s)/ Department.

**16. General Terms and Conditions**

- i. Following the issue of the letter of acceptance, the successful firm shall be required to enter into Agreement with the ORMAS within 7 days.
- ii. Committee or Designated Officer of ORMAS reserves the right to accept one or to reject all bids without assigning any reason thereof and which shall be binding on the firm(s). No dispute whatsoever in this regard shall be entertained.
- iii. Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to Collector-cum-Chairman of ORMAS, Nabarangpur . After referring to the Collector-cum-Chairman, ORMAS, Nabarangpur if the said dispute is not solved, the same may be referred to the court subject to Nabarangpur Jurisdiction only.
- iv. Firm shall indemnify ORMAS, Nabarangpur against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of



its obligations under this contract.

- v. Tenure of work: The work shall be commencing **within 7 days** from date of work order after the allotment of work has been finalized as elucidated in this RFP.
- vi. ORMAS, Nabarangpur or Authority Designated in this behalf reserves exclusive rights to modify/ increase scope of the selected firm and will be informed accordingly to the selected firm.
- vii. Notification to Firm Commitment to fair and transparent process:- The successful firm shall be notified of the award by ORMAS/Designated Authority by registered letter/speed post or by e-mail. The Firm shall acknowledge in writing, the receipt of the Letter (This letter hereinafter called the "Letter of Acceptance") and shall send its acceptance to enter into the agreement within Seven (7) days by registered letter/speed post or by email from the receipt.
- viii. Signing of Agreement:- Pursuant to the Firm acknowledging the Letter of Acceptance, the Firm, ORMAS/Designated Authority shall promptly and in no event later than 7(seven) days from the date of acknowledgement of the Letter of Acceptance, sign the agreement. Authority Designated in this behalf shall have the right and authority to negotiate certain terms if necessary, with the successful Firm before signing of the agreement. The signing of the agreement shall amount to award of the work and the Firm shall initiate the execution of the work as specified in the ToR.
- ix. Expenses for the work: All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful Firm by the concerned ORMAS/Designated Authority.
- x. Failure to abide by the work order: The conditions stipulated in the work order be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to the rights of ORMAS/Designated Authority with such penalties as specified in the RFP Document and the agreement and the firm will be black listed and debarred from any further bidding process under ORMAS, Nabarangpur
- xi. The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the ORMAS's authorized representative's Prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

## 17. Termination of Agreement

**Termination for Default:** ORMAS / Designated Authority may, without prejudice, to any other remedy for breach of agreement, by prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

- i. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the agreement, or any extension thereof granted by ORMAS or Authority Designated in this behalf.
- ii. The qualified firm fails to perform any other obligation (s) under the agreement.
- iii. If the firm is in material breach of the representations and warranties contained in this agreement
- iv. Termination for Insolvency, Dissolution etc: ORMAS,Nabarangpur /Designated Authority may at any time terminate the agreement in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to ORMAS/Designated Authority
- v. Termination for Convenience: ORMAS,Nabarangpur /Designated Authority reserves the right to terminate by prior written notice, the whole or part of the agreement at any stage. The notice of termination shall specify that termination be for ORMAS convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective. Upon termination of this agreement, ORMAS shall have the right to enter into an agreement with any third party.
- vi. If the selected firm will not start the work within 7 days or the within the time stipulated by ORMAS from date of allotment of the work without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other rank holder bidders.

## **SECTION: 3**

### **Terms of Reference (ToR)**

### **Selection of CAG Empanelled Chartered Accountant Firms for incorporation of 14 nos of FPO and Other works**

#### **Introduction:**

ORMAS is an autonomous professional body under the aegis of Panchayati Raj and Drinking Water Department, Government of Odisha. ORMAS was constituted under the Societies Registration, Act of 1860, in the year 1991, engaged in Livelihood promotion, Marketing of Rural Products, Skill Development & Placement and operating in 30 districts of Odisha.

Ever since inception, ORMAS (Odisha Rural Development and Marketing Society) is the first and only organisation of its type, under the Panchayati Raj and Drinking Water Department, Government of Odisha, facilitating sustainable livelihoods for rural producers, under different poverty alleviation programmes. In the process, providing training, capacity building, value addition, adopting key activity approach and adopting clusters, thus bringing economic hope and promise to rural Odisha and India. ORMAS-Nabarangpur is the district unit of ORMAS, Bhubaneswar.

#### **1. Objectives and Scope of Work for incorporation of 14 nos of FPO**

- a.** Objectives of Incorporation of FPOs  
Under 3M ( Mukhyamantri Makka Mission), ORMAS-Nabarangpur will promote the present Maize activity in Nabarangpur from Production to Marketing.
- b.** Scope of Work – The CA firm will do all related work for incorporation of 14 nos of FPOs and other filing with Auditwork in Nabarangpur district.

#### **c. Scope of Work**

The Chartered Accountant Firms selected for Incorporation of FPO shall take into consideration and do other works i.e ROC filing, GST registration and returns & audit of the FPO for a period of initial one year.

- 2.** Apart from the above the CA firm will assigned work of Income Tax return filing ,filing of other related to FPO
- 3.** Similarly, the selected CA firm will assigned work of FPO GST return filing GSTR3B,GSTR7 and to serve GST notices
- 4.** The selected CA firm will prepare the consolidated accounts of FPO.
- 5.** No any Travel and accommodation expenses during the visit at field level shall be reimbursed to the Firm.

- **The engagement of C.A. Firm shall be made for 1 years term .**
- A default / delay of 30 days from the due date to deliver the outputs as specified above shall attract a penalty of 1.0% of the remuneration / fees payable for the respective deliverable for the delay. Such penalty shall be levied at 1% per month or part thereof up to a maximum of 5 %. If it is observed that the delay is not due attributable to the CA firm then such penalty may not be levied.
- **The Bidder is required to submit the following documents and Reports:**
  - i. FPO incorporation Certificates
  - ii. PAN number of the FPO
  - iii. GST Number of the FPO
  - iv. ESI Number
  
  - v. Bank Reconciliation Statements for all the bank accounts.
  - vi. Trial Balance for the year
  - vii. Receipts and Payment Statement
  - viii. Income and Expenditure account.
  - ix. Balance Sheet.
  - x. Relevant Schedules & Annexures as per the requirement of ORMAS
  - xi. Report on Updated Fixed Assets Register

**6. Submission of Report:**

The bidder is required to submit the complete set of incorporation documents immediately after completion of Incorporation and audited financial statements for the financial year 2023-24.

**Reporting**

The firms will submit its report to the Deputy Chief Executive Officer, ORMAS, Nabarangpur, ZP Campus, Nabarangpur. Further, the bidder is required to submit the soft copy of the report to **the Deputy CEO-ORMAS, Nabarangpur.**

**7. Payment Schedule**

Final Report Submission in prescribed format	70% ( within 30 days after approval by the competent authority) and rest 30 % will be released after submission of the audit report of the current financial report.
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"Selection of CAG Empanelled Chartered Accountant Firm For incorporation of FPOs"

## **SECTION: 4**

### **TECHNICAL PROPOSAL SUBMISSION FORMS**

**FORM -1**

**Format for Covering Letter**  
**(On the letterhead of the Firm)**

[Location, Date]

**FROM:**

[Name of Bidder with Complete Address of Communication]

To,

The Deputy Chief Executive Officer,  
ORMAS, Nabarangpur  
Zilla Parishad Campus,  
Nabarangpur- Pin- 764059

**Sub: RFP Notice No.** \_\_\_\_\_, **Dated:-** \_\_\_\_\_

Dear Sir,

We refer to your notice no. for engagement of services of Chartered Accountant Firms for incorporation of 14 Nos of FPOs and other works.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project.

We hereby confirm that:

- All information provided in the Pre-Qualification Statement and in the attachments is true and correct.
- This statement is made for the explicit purpose of qualifying as Chartered Accountants firm for incorporation of 14 Nos of FPOs
- No person of the Firm/partner is related to any employee of the concerned authorities/ institutions nor have any interest in their activities.

We also understand that ORMAS reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that ORMAS shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by ORMAS in selection process.

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory:

Name of the organization with complete address:

**FORM -2**

**Anti-Collusion Certificate**

We certify that, this bid is made in good faith and that we have not fixed or adjusted the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not take activities as stated below, before the award of any contract for work:

1. Communicate to any person other than to ORMAS any commercial information.
2. Enter into any agreement or arrangement with any person that they shall restrain from Bidding, that they shall withdraw and Bid once offered or vary the amount of any bid to be submitted.
3. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid.

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

"Selection of CAG Empanelled Chartered Accountant Firm For incorporation of FPOs"

**FORM -3**  
**(On the letterhead of the Organization/ Firm)**

(On the Letterhead of the Firm, with full postal address, telephone nos. , email address etc.)

- A. Year of Registration of with ICAI:
- B. CAG registration empanelment number:
- C. Location of HO/Branch in Odisha with Address
- D. GST Registration number.
- E. PAN details

(Copies of Registration Certificate of ICAI as on 31.03.2023, PAN Card of the firm, GST Registration Certificate and Empanelment no with CAG for the year 2022-23 shall be attached)

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_



**FORM -4**  
**Letter of Undertaking**

(On the Letterhead of the Firm with full postal address, telephone nos., e-mail address etc.)

To,  
The Deputy Chief Executive Officer,  
ORMAS, Nabarangpur  
Zilla Parishad Campus, Nabarangpur  
Pin- 764059

**Sub: Selection of Chartered Accountant Firm for incorporation of 14 Nos of FPO and other Works.**

Sir,

I/We the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Conditions of the Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

If my/our bid is accepted I/we undertake to deliver the works in accordance with the Agreement for the period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (7 days) from the date fixed for opening of the Technical Bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, we agree to enter into an Agreement incorporating the conditions of contract annexed but until such agreement is prepared this together with written acceptance to ORMAS, Nabarangpur shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM -5**

**Similar Assignment Undertaken for the last five years.**

**A. ORMAS/OLM/ DRDA and Any Panchayati Raj & Drinking Water Department/ under PR&DW Deptt.**

Sl . N o.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosure at page No.
A	B	C	D	E	F	G

**B. Social Sector (Govt. /funded by International agencies , Projects of last 3 years 19-20,20-21,21-22)**

Sl . N o.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosure at page No.
A	B	C	D	E	F	G

**C. Govt./ PSU Experience**

Sl . N o.	Name of the Assignment	Year	Name of the Client	Professional Fees	Was the assignment successfully completed	Enclosur e at page No
A	B	C	D	E	F	G

*Note: Please attach copies of the work order/contract issued by competent authority from the client in support of assignment completed. In absence of the work order/contract the assignment shall not be considered for evaluation of the Bid*

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM – 6**

**Staff Strength Certificate**

Qualified CA : .....Nos.

Qualified CMA : .....Nos.

Semi Qualified CA/CMA :..... Nos.

The following details shall be provided in respect of the staff:

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No.

*Note: Copies of the relevant qualification certificates are to be attached. In absence of the copies of the qualification documents, they shall not be considered for evaluation of the Bid*

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM 7**

**CA / COST ACCOUNTANT / CA or ICWA (final qualified)**

**A. Qualified CA**

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No

**B. Qualified CMA**

Qualification	Name	Membership/ Registration No	Whether copy of certificate attached(Yes/No)	Date of joining of the firm	Supporting Document enclosed at page No

*Note: Copies of the relevant qualification certificates are to be attached. In absence of the copies of the qualification documents, they shall not be considered for evaluation of the Bid*

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_ *n*

***Name with***

***Seal]***

**Organization:**

**FORM – 8**

**Financial Turnover of the CA firm during last three years**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turn Over in INR</b>
<b>1</b>	<b>2019-20</b>	
<b>2</b>	<b>2020-21</b>	
<b>3</b>	<b>2021-22</b>	
<b>Average Annual Turnover for the last three financial years (INR)</b>		

***Please provide the copies of the Audited Balance Sheet and Profit Loss Statement, IT Return copies, for the corresponding period along with the pre-qualification proposal***

**Authorized Signatory [Signature with Date and Seal]:**

Name and Title of the Signatory: \_\_\_\_\_

Name of the organization with complete address:

\_\_\_\_\_

**FORM – 9**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS, Nabarangpur would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this ..... Day of ....., 2023

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**SECTION: 5**

**FINANCIAL PROPOSAL**

**FORM-10**  
**FINANCIAL PROPOSAL (COVER LETTER)**

[Location, Date]

**FROM:**

[Name and Address of the Firm]

**TO:**

The Deputy Chief Executive Officer,  
ORMAS, Nabarangpur  
Zilla Parishad Campus  
Nabarangpur-764059

**Subject: RFP for Selection of Chartered Accountant Firm for incorporation of FPO and Other related work .(FINANCIALPROPOSAL)**

Dear Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*\*]. This amount is exclusive of GST. GST will be paid in addition to the fees at the rate as applicable.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal of 7 days.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

**Authorized Signature [*In full and initials*]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address:-**

**SECTION: 6**

**ANNEXURE-I**

**FORMAT FOR FINANCIAL BID**

**(Please provide the break-up of Firm's quoted fees for each work and unit)**

<b>Particulars <u>FPO Incorporation Fees</u></b>	<b>Lumpsum Total Amount (in Rupees) exclusive of GST for 14 nos of FPO incorporation and other CA works for One financial year.</b>
Details of the Work ( for one Year)  1. PAN card of all BoD members 2. DSC of BOD members 3. Incorporation of FPO 4. PF/ESI registration of FPO 5. KYC updating of BoD 6. Annual Audit 7. RoC filing 8. Monthly/Quarterly GST filing 9. Increase of Authorize Capital 10. Increase of Paid up Capital 11. Annual Income Tax return Filing	
Total fees (Including  of GST)	Rs. _____

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address:-**



## Chapter 1 ANNEXURE-III –BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-III</b> )		
2	Covering Letter ( <b>FORM -1</b> )		
3	Bid Processing Fee of ₹ 1,180/- & EMD of Rs. 5,000/- in form of DD/ BC		
4	Copy of Registration Certificate issued by ICAI as on 31.03.2023		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	Anti-Collusion Certificate ( <b>FORM- 2</b> )		
8	<b>FORM-3</b>		
9	Letter of Undertaking ( <b>FORM-4</b> )		
10	List of completed assignments of similar nature (Past Experience Details) ( <b>FORM-5</b> ) along with the copies of work orders for the respective assignments		
11	Staff Strength Certificate ( <b>FORM-6</b> )		
12	List of CA / Cost Accountant / CA or ICWA (final qualified) ( <b>FORM-7</b> )		
13	Financial Turnover of the CA Firm during last three financial years ( <b>FORM-8</b> )		
14	Financial Statements (Balance Sheet/ Profit Loss Statement) and IT Returns for the concerned period mentioned in the RFP)		
15	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career ( <b>FORM-9</b> )		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address:-**