

Odisha Model Tribal Education Society

EXPRESSION OF INTEREST (EOI)

**HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR
STATUTORY AUDIT OF ODISHA MODEL TRIBAL EDUCATION
SOCIETY (OMTES) FOR F.Y. 2017-18, 2018-19 & 2019-20.**

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EXPRESSION OF INTEREST(EOI)

Odisha Model Tribal Education Society(OMTES) seeks to invite proposal from **C&AG empanelled Chartered Accountant firms** for conducting the statutory audit of OMTES including 13 nos of EMRSs and 19 nos of ECs for the Financial Years 2017-18,2018-19 & 2019-20.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C.A. firms are given in the following paragraphs.

Terms of Reference (ToR)

1. Odisha Model Tribal Education Society (OMTES) was registered on 31st March, 2000 under the Societies Registration Act (No-XXI of 1860). OMTES is functioning under the direct administrative control of ST & SC Development Department, Government of Odisha. The society seeks to provide educational facilities to the marginalised sections of the society especially in the TSP areas of the state. It setups and manages Ekalavya Model Residential Schools(EMRS) in the Tribal areas of Odisha under the Article-275(1) of the constitution of India for tribal children. It also provides funds to Educational Complexes(EC) under the "Scheme of strengthening Female Literacy Rate in Low Literacy Districts" for providing education to students of Particularly Vulnerable Tribal Groups (PVTGs). OMTES is currently provides funds to the following 13 EMRS and 19 ECs in the state of Odisha:

Sl. No.	Name and Address of EMRS	District
1	<u>Pungar EMRS Complex</u> At. - Pungar, Po.Kunduli,via: Similiguda, Dist: Koraput-764036	KORAPUT
2	<u>Dhanghera EMRS Complex</u> At./PO. Dhanghera,Via- B.C Pur, Dist: Mayurbhanj-757087	MAYURBHANJ
3	<u>Bhawanipur EMRS Complex</u> AT- Bhawanipur, PO. Kirei, Dist: Sundargarh-770073	SUNDARGARH
4	<u>Siriguda EMRS Complex</u> AT.- Siriguda, PO- Halua,Via.- Sugar Factory, Dist: Rayagada-765002	RAYAGADA
5	<u>Ranki EMRS Complex</u> AT/PO. Ranki, Via- Keonjhar Bazar, Dist: Keonjhar-758002	KEONJHAR
6	<u>Chandragiri EMRS Complex</u> AT/ PO- Chandragiri, Dist: Gajapati-761017	GAJAPATI

7	<u>Mahasingi EMRS Complex</u> AT: Mahasingi, Po: Nuagaron, Via: Baliguda, Dist: Kandhamal	KANDHAMAL
8	<u>Hirli EMRS Complex</u> At- Hirli, Po-Agnipur, Via- Nabarangpur, Dist: Nabarangpur-764059	NABARANGAPUR
9	<u>Laing EMRS Complex</u> At. - Mandira Dam, Po. Laing Colony, Via- Kansbahal, Dist: Sundargarh-770034	SUNDARGARH
10	<u>Lahunipada EMRS Complex</u> At/Po. Saradhapur, Via- Lahunipara, Dist-Sundargarh-770040	SUNDARGARH
11	<u>Rampilo (Kalinga Nagar) EMRS Complex.</u> At – Rampilo, Po- Ollala, Via- Danagadi, Dist: Jajpur	JAJPUR
12	<u>Malkangiri EMRS Complex</u> At/Po –Champanagar, Dist-Malkangiri	MALKANGIRI
13	<u>Nuapada EMRS Complex</u> At-Gudata, Po-Nuapada, Dist-Nuapada	NUAPADA

Sl. No.	Name of the Educational Complex	Name of the Dev. Agency/ PA, ITDA	District
1	Jharbahal	Paudi Bhuyan Dev. Agency, Rugudakudar	DEOGARH
2	Tipisingh	Langia Soura Dev Agency, Serango	GAJAPATI
3	Baghamari	Soura Dev. Agency, Chandragiri	GAJAPATI
4	Lokasahi	Thumba Dev. Agency, Thumba	GANJAM
5	Banipanga	Kutia Kandha Dev. Agency, Lanjigarh	KALAHANDI
6	Badbel	Bonda Dev. Agency, Mudulipada	MALKANGIRI
7	Nandiniguda	Didyi Dev. Agency, Kudumuluguma	MALKANGIRI
8	Badapada	P.A, ITDA, Malkangiri	MALKANGIRI
9	Chiktamatia	Lodha Dev. Agency, Morada	MAYURBHANJ
10	Angarpada	Hill-Kharia & Mankirdia Dev. Agency, Jashipur	MAYURBHANJ
11	Keraba	Lanjia Soura Dev. Agency,	RAYAGADA

		Puttasingsh	
12	Arishakani	Dongaria Kandh Dev. Agency, Chatikona	RAYAGADA
13	Parsali	Dongaria Kandh Dev. Agency, Parsali	RAYAGADA
14	Salepada	Chuktia Bhunjia Dev. Agency, Sunabeda	NUAPADA
15	Gonasika	Juang Dev. Agency, Gonasika	KEONJHAR
16	Upper Kusumita	P.A, ITDA, Keonjhar	KEONJHAR
17	Khuntagaon	Paudi Bhuyan Dev. Agency, Khuntagaon	SUNDARGARH
18	Rangaparu	Kutia Kandh Dev. Agency, Belghar	KANDHAMAL
19	Sibida	Paudi Bhuyan Dev. Agency, Jamardihi	ANGUL

2. Funding & Accounting Arrangements:

Funds for the various programs are transferred to the State Government from the Ministry of Tribal Affairs (MoTA), Government of India as Grants-in-Aid for providing operation of the EMRSs and ECs under the Article-275 (1) of the constitution of India, Grants are received towards recurring and non-recurring expenditure of the EMRS. For EC's the funds are received under the scheme "Strengthening Female Literacy Rate in Low Literacy Districts" from Ministry of Tribal Affairs each year.

3. Objective of audit services:

The objective of the audit is to ensure that Odisha Model Tribal Education Society receives adequate, independent, professional audit assurance that the grant proceeds provided by MoTA, Govt. of India and ST&SC Dev Dept, Govt. of Odisha are used for purposes intended in line with approved yardsticks of individual programs and that the annual financial statements are free from material mis-statements and the terms of the development partners are complied with in all material respects.

The objective of the audit of the financial statements - individual financial Statements of each EMRS and E.C as well as the Consolidated Financial Statements of the State as a whole i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements

with the expenditure reported as per the Odisha Government Financial Rules (OGFR) to enable the auditor to express a professional opinion as to whether –

(1) The financial statements give a true and fair view of the Financial Position of the individual schools and Consolidated State Society at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31 of concerned financial year.

(2) The funds were utilized for the purposes for which they were provided, and

(3) Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the State Society and other participating implementing units (EMRS and EC) shall form the basis for preparation of the individual financial statements as well as the consolidated financial statements for the state as a whole.

4. Scope & Coverage of Audit: In conducting the audit special attention should be paid to the following:

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls, level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports, methods of remedying weak controls, verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter.
- b) Funds have been spent in accordance with the condition laid down by the concerned Department from time to time with due attention to economy and efficiency and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government. For externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions and have all the necessary supporting documentation.

- d) Audit includes field visit to the implementing agencies where funds are placed by OMTES. All necessary supporting documents, records and accounts have been kept in respect of the project.

5. Standards: The audit will be carried out in accordance with **Engagement & Quality Control Standards (Standards on Audit)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

6. Project Financial Statements

The following financial statements and relevant schedules showing the consolidation of all the programmes shall be submitted:

- i. Audit Opinion.
- ii. Balance sheet showing accumulated funds of the project, Assets of the project, and liabilities, if any.
- iii. Income & Expenditure account for the year ending on 31st March....,
- iv. Receipt and Payment Account for the year ending on 31st March....,
- v. Other Schedules to the Balance sheet as appropriate, but which shall include
 - Statement of Fixed Assets in the form of a Schedule,
 - Schedule of Loans and Advances (Age-wise analysis)
 - Schedule of all Cash & Bank Balances (supported by bank reconciliation statements)
 - Program wise statement of expenditure
- v. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the individual schools and State Society and any other significant observation of the auditor.
- vi. Auditor shall have to specify the significant observations, including internal control
- vii. Weaknesses for each program and also specify the institution to which these relate to enable/ facilitate appropriate follow up action.
- vii. Sanction wise Utilization Certificates (UCs) as per Form OGFR 7-A; duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year (which have been shown as capitalized) **[Attach a statement showing the details of expenditures clubbed in the Utilisation**

Certificate tallying with the Income & Expenditure Account and Schedules forming part of it].

viii. Representation by Management: The management should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

In addition to the audit reports, the auditor will prepare a "Management Letter", in which the auditor should summarise the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- ☐ Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- ☐ Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- ☐ Report on the level of compliance with the financial internal control.
- ☐ Report procurements which has not been carried out as per the procurement manual/ guidelines of the state for the individual programmes.
- ☐ Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project; and
- ☐ Bring to Society's attention any other matter that the auditor considers pertinent.

7. Schedule of events:

Date of issue of EOI document : 08.08.2018

Last date for submission of EOI : 28.08.2018 by 4.P.M

8. Compliance with eligibility criteria:

The organisations desiring to respond to the EOI will submit their details regarding their meeting the eligibility criteria. The organisations must submit all supporting documents that evidence their fulfilment of the pre-qualification criteria.

9. Validity of the Proposal:

Proposals shall remain valid for a period of 180 days from the date of opening of Financial bid. OMTES reserves the right to reject any proposal, which does not meet this condition.

10.Late Applications:

Proposals/applications received after the application due date, as mentioned in schedule of events shall be summarily rejected.

11.Submission of wrong information:

The OMTES will disqualify any bidder at any stage of bid evaluation if it is discovered that the bidder has made wrong claims regarding its fulfilment of the eligibility criteria and the applying firm may be blacklisted and legal action may be initiated. In the event of contract being awarded to such a firm making false claims/suppression of truth/misleading claim/wrong claim regarding its fulfilment of the eligibility criteria, OMTES shall declare the firm in breach of the contract and shall immediately terminate the contract. The OMTES may blacklist and initiate a legal action against such firm.

12.Amendment of EOI document

- a)At any time prior to the last date of receipt of bids, OMTES may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI document by an amendment.
- b) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, OMTES may, at its discretion, extend the last date for the receipt of Bids.
- c) The bidders are allowed to resubmit their bid if required, after such amendment.

13.Minimum quoted audit fees:

- a)The minimum Audit Fees pertaining to the audit of OMTES & different Implementing Agencies shall be Rs.1,00,000/- per annum including TA plus applicable Taxes if any.
- b)Firms applying for assignment shall submit the financial bid in a separate envelope stating the cost of audit assignment.
- c)The financial bids with quoted value less than the above quote will be out rightly rejected.

14.Right to terminate the EOI:

- a)The OMTES may terminate the EOI process at any time and without assigning any person. The OMTES makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b)This EOI does not constitute an offer by OMTES. The bidder's participation in this process may result in short listing the bidder to submit a complete technical and financial response.

15. Fraud and Unfair practices:

Any attempt by a bidder to influence the bid evaluation process may result in the rejection of the Bidder's Bid. It is required that the Agency (ies)/ Firm (s) submitting their proposals with regard to the proposed programme and those selected through this EOI must observe highest standards of ethics during the process of selection and during the execution of the programme.

16. Right to accept/reject any or all proposals:

OMTES reserves the right to accept or reject any proposals, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for OMTES action.

17. No legal Relationship :

No binding legal relationship will exit between any of the Respondents and OMTES until the execution of a contractual agreement. The selection in the EOI or participation in the EOI process does not qualify for any contractual obligation from OMTES. The issuance of EOI for the short listed bidders does not qualify for any contractual obligation from OMTES. Mere submission of this EOI or short listing or being invited to attend discussion does not vest any right in the bidder for being selected for the assignment.

18. Law and Jurisdiction :

In case of any dispute, this EOI shall be governed by and constructed in accordance with the applicable laws at Bhubaneswar, India. The Jurisdiction for such disputes will be Bhubaneswar, Odisha.

19. Disclaimer :

The information contained in this Expression of Interest document or subsequently provided to Bidder (s), Whether verbally or in written form by or on behalf of OMTES or any of their employees or advisors, shall be subject to the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided.

The EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the OMTES, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI documents. Certain Bidders may have a better knowledge of the proposed project than others. Each bidders should conduct its own study and analysis and should check the accuracy, reliability and completeness of the information in this EOI document

and obtain independent advice from appropriate sources. OMTES and its institution , their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulation as to the accuracy, reliability or completeness of the EOI document. OMTES may, at its direction , but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present invitation and call for fresh invitations.

Neither the OMTES nor their employees or consultants will have any liability in case of non-receipt of any correspondence from them to the bidders due to postal delays. Subject to any law to the contrary, and to the maximum extent permitted by law, OMTES and its officers , employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not), suffered by any person acting on, or refraining from acting because of any information including forecasts, statement, estimates, or projections contained in this request for EOI document or conduct ancillary to it, whether or not the loss or damage arises in connection with any negligence, omission, default, lack of case or misrepresentation on the part of OMTES or any of its officers, employees, contractors, agents or advisers.

20. Eligibility :

The Bidder must possess the following eligibility criteria & to this effect must produce supportive documents for the following along with other documents/ information as specified below. Technical bids of only those bidders who qualify in the pre qualification criteria given below will be considered for opening.

Sl No.	Eligibility Criteria	Documents to be furnished along with the Pre-Qualification Proposal
	The bidder must be registered with the Institute of Chartered Accounts of India (ICAI) having certificate of practice to work as Chartered Accountant.	Registration Certificate of ICAI/ Firm Constitution Certificate
	The bidders must be empanelled with Comptroller & Auditor General (CAG) of India for the financial year 2016-17 or 2017-18	Copy of CAG empanelled certificate
	The bidder should have minimum audit experience of over 10 years as on the date of opening of the proposal	Details to be furnished in Form-II with copies of concerned work orders from the client.
	The average annual turnover of last three financial years of the bidder i.e 2014-15, 2015-16 and 2016-17 should not be less than	Details to be furnished in Form II with copies of audited Balance Sheet/ profit loss Statement for the concerned period.

Rs.50 lakhs (Rs. Fifty Lakhs only)

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

21. Evaluation of Proposals :

Technical Bids will be evaluated first and if shortlisted, the financial bid will be evaluated subsequently.

- **Technical Evaluation**

Only those bidders who have fulfilled the minimum eligibility criteria will be evaluated under the fixed technical parameters. The technical evaluation and comparison of the bids of such eligible bidders shall be done for the following parameters :

Technical Evaluation shall be carried out as per the following evaluation criteria & based on the information and documents provided by bidders. The cut-off marks for qualifying the technical bid shall be 60% of total marks for Technical Evaluation. The Evaluation Committee shall have the right to verify the claims made by the Bidder. Based on the Bid Evaluation, only technically qualified Bidders scoring equal or above the cut-off marks shall be short-listed for evaluating their financial bids.

Technical Evaluation Parameters

Sl No.	Evaluation Parameter	Max. marks (100)	Marking Guideline
1	Organization Profile Years of functioning (Registration certificate of ICAI / Firm constitution Certificate to be enclosed)	20	A firm completed 10 years from the date of establishment /incorporation will get a minimum of 5 marks. For every additional year, 1 mark will be awarded subject to a maximum of 20 marks.

2	<p>Financial Turnover (Average Turn Over of last three financial Years i.e. 2013-14, 2014-15 & 2015-16) (Copies of audited Balance Sheet / Profit loss statement for the concerned period to be enclosed)</p>	20	<p>A firm having an average annual turnover of Rs. 50 Lakh will be given 10 marks. For every additional turnover of Rs. 20 Lakh, 1 mark will be awarded subject to a maximum of 20 marks.</p>
3	<p>Audit Experience No. of audits completed within last three financial years.</p> <ul style="list-style-type: none"> • Government(State Govt./ Central Govt./ PSUs other than Financial Institutions/ Govt. projects / Govt. Societies) • Non Govt. (NGOs/ Civil Society Organizations/Social Sector organizations) • Commercial Establishments (Limited/ Private Limited/Financial Institutions/Banks) (Copies of concerned work orders from the client to be enclosed) 	45	<p>A firm will be awarded 1 mark for completion of one year audit in one organization for Government sector with a ceiling of 20 marks maximum</p> <ul style="list-style-type: none"> • A firm will be awarded 0.5 mark for completion of one year audit in one organization for Non Government sector with a ceiling of 15 marks maximum • A firm will be awarded 0.25 mark for completion of one year audit in one organization for Commercial sector with a ceiling of 10 marks maximum
4	<p>HR Capacity No. of professionals working in the firm</p> <ul style="list-style-type: none"> • Chartered Accountant from ICAI • Cost Accountant from ICWAI 	15	<ul style="list-style-type: none"> • A firm will be awarded 1.5 marks for each Chartered Accountant working in the firm with a ceiling of 9 marks maximum • A firm will be awarded 1 mark for each cost Accountant working in the firm with a ceiling of 6

			marks maximum
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- **Financial Evaluation**

Financial bids of only the technically short-listed Bidders shall be opened. The Financial proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The lowest evaluated financial bid (FM) will be given the maximum financial score of 100 (one hundred) points. The financial scores (SF) of the other Financial Proposals will be computed as per the formula, $Sf = 100 * Fm / F$, in which Sf is the financial score of the bid, Fm is the lowest financial quote and F is the financial quote of the bid.

Cumulative scoring & ranking of bidders :

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (Weight given to the Technical Proposal = 60 %, weight given to the Financial Proposal = 40%) using the formula :

$$S = St \times 60\% + Sf \times 40\%$$

The bidder achieving highest combined technical and financial score (S) will get the highest rank, followed by others. Bidder obtaining highest scores shall be awarded the assignment and will be initially called for negotiation and signing of Contract Agreement. If the highest scoring bid fail to sign the contract, the next highest bidder will invited and so on. OMTES is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price.

22. Selection of Firm :

Open advertisement in leading newspaper for inviting proposals form C & AG empanelled Chartered Accountant firms for statutory audit of OMTES will be issued. Advertisement along with the detailed EOI shall be uploaded on the website: www.omtes.org

A committee, chaired by the Secretary, OMTES will act as the Selection Committee for the selection of auditors. The committee will adopt a two stage process for selection of auditors. In the 1st stage, the Technical proposals will be scrutinized and the eligible firms will be shortlisted for the 2nd stage.

The Financial proposals of the shortlisted firms will be opened by the Selection Committee and the firm securing highest marks in the Technical as well as Financial round under the Quality & Cost Based Selection (QCBS) shall be awarded the work order for the Audit assignment. After the recommendation of auditor by the said

committee the same shall be approved in the meeting of Board of Governors of OMTES.

On completion of selection process, the firm selected shall be awarded the contract of audit of OMTES by issuing the Letter of Award (LOA). The firm should furnish a letter of acceptance to the Secretary, OMTES within 1 week of the award of the issuance of LOA.

In case the bidding firm is found not suitable for audit on any reasonable ground OMTES may reject such proposal without giving any reason.

23. How to submit the Proposals :

Agencies are required to submit the proposal as per the guidelines and format detailed out in the following paras:

- A. The proposals have to be submitted in two parts i.e. Technical proposal and Financial Proposal.
- B. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **"Technical Proposal"**. Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked **"Financial Proposal"**. The envelopes containing the Technical and Financial proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment and be clearly marked **"Do not open, except in presence of the authorized official"**. The society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for proposal's/bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute ground for declaring the proposal non-responsive/invalid.
- C. Single Proposal : A firm should submit only one proposal. If a firm submit or participate in more than one proposal, all such proposals shall be disqualified.
- D. All agencies must comply with the Technical Specification , General Conditions and format/ Requirements for Technical and Financial proposal.
- E. Each page, Form, Annexure and Appendices of the Technical and Financial proposal must be signed by the **Authorised signatory** of the Firm.
- F. All blank spaces in the financial proposal must be filled in completely where indicate, either typed or written in ink.

- G. OMTE reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.
- H. If the required constitution of the audit team is not deployed by the firm, OMTES shall take appropriate action as it deems fit (including blacklisting of the firm) against the firm.

24. Important Information & Checklist:-

1.	Name of the Assignment	EOI for hiring of Chartered Accountant Firm for conducting Statutory Audit of OMTES for FY 2017-18, 2018-19 & 2019-20
2.	Description & Objective of the assignment	Enable the auditor to appraise the client on meeting the objectives of the end use utilization of the grants.
3.	Method of selection	Quality and cost Based Selection (QCBS) Method as per the guideline of Finance Department, Govt. of Odisha
4.	No of copies of Technical and Financial Proposal	1 copy each of Technical and Financial proposals
5.	Address for submission of bid	The Secretary, OMTES, Odisha Model Tribal Education Society (OMTES), Adivasi Exhibition Ground Unit-1, Bhubaneswar
6.	Date of Issue of EOI	02.06.2018
7.	Last date & time of submission of proposals to OMTES	18.06.18 up to 3.00 PM. The bids received beyond the stipulated time line will be rejected.
8.	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through speed post/ Registered post only. Authority will not be responsible for postal delay or any other consequences.

25. Checklist

Sl No.	Particulars	Form No.	Submitted (Yes/No)
1	Covering Letter	I	
2	Bidder Details	II	
3	Financial Bid	III	
4	Undertaking	IV	

Form-I

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

[Location, Date]

From

[Name of Bidder with Complete Address of Communication]

To

The Secretary,
Odisha Model Tribal Education Society (OMTES)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar.

Ref:- EOI Notice No. _____, Dated :

Sub:- Statutory Audit of Odisha Model Tribal Education Society (OMTES) for the
FY _____.

Sir,

We refer to your notice no. _____ for hiring services of Chartered Accountant Firms for statutory audit of Accounts of OMTES for the financial years 2017-18, 2018-19 & 2019-20, having fully studied and understood the EOI document and the details therein, I/we express our interest to undertake the assignment as per your terms and conditions and hereby confirm that:

- All information provided in the EOI statement and in the attachments is true and correct.
- This statement is made for the explicit purpose of qualifying as Chartered Accounts firm for audit of accounts of OMTES.

We shall make available to the OMTES or their authorized personnel any additional information they may find necessary to verify the submitted information/statement. OMTES or its authorized personnel are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/ or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information and

particulars or clarification as may be deemed necessary or appropriate by OMTES to verify the statements and information furnished in this application together with all annexure or with regard to the resources and experience of the Firm.

We understand that the final bid by Firm (s) will be subject to verification of any and all information submitted in the EOI. We also understand that OMTES reserve the right to amend, alter or vary the scope and terms of the bid. We understand that OMTES 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 OMTES in selection process.

Yours Sincerely,

Authorized Signatory

[Signature with Date and seal]:

Name and Title of the signatory: _____

Name of the organization with complete address:

Bidder Details**1. Basic Information**

Sl No.	Particulars	Details
1	Name of Firm	
2	Address of the Headquarter / Regd. Office	
3	Date of Incorporation	
4	ICAI Registration No. Year of Registration	
5	CAG registration No. Year of Registration	
6	Service Tax Registration No.	
7	PAN	
8	TIN	
9	Office E-mail ID	
10	Office Telephone No. Office Fax No.	
11	Lead contact person/s for this assignment along with designation and contact details	

2. Financial Turn Over

Sl No.	Financial Year	Financial Turn Over (in INR)
1	2014-15	
2	2015-16	
3	2016-17	
Average Annual Turn Over		

Audit Experience

Sl No.	Year	Client Sector (Govt./Social/Commercial)	Name of Client	Work Order No. & Date

3. HR Capacity

Sl No.	Name of Professional	Qualification (Chartered Accountant/Cost Accountant)

(Attested copies of all documents to be furnished in order)

Form-III

Financial Bid

[On Bidder's Letterhead]

From

[Name of Bidder with Complete Address of Communication]

To

The Secretary,
Odisha Model Tribal Education Society (OMTES)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar.

Ref:- EOI Notice No. _____, Dated :

Sub:- Financial Bid for hiring services of Chartered Accountant Firms for statutory audit of OMTES for financial years **2017-18, 2018-19 & 2019-20.**

Sir,

With reference to your Advertisement dated _____, I/we, having examined the Advertisement and understood the instructions and terms and conditions mentioned in the EOI document and have thoroughly examined the EOI document and are fully aware of the scope of work required.

We are hereby submitting our "Financial Proposal" as per prescribed format for hiring services of Chartered Accountant Firms for statutory audit of Accounts of OMTES for the financial years 2017-18, 2018-19 & 2019-20.

	Amount Quoted for the statutory audit for one financial year	Taxes as applicable	Amount Quoted including Taxes (in INR)
Total in Figures			
Total in Word			

I/We agree that this offer shall remain valid for a period of 180 (one hundred eighty) days from the Bid submission due date or such further period as may be mutually agreed upon.

Yours Sincerely,

Authorized Signatory

[Signature with Date and seal]

Name and Title of the signatory: _____

Name of the organization with complete address:

Letter of Undertaking

(On the Letterhead of the Firm lead partner of the Firm/company full postal address, telephone nos. or fax, e-mail address etc.)

From

[Name of Bidder with Complete Address of Communication]

To

The Secretary,
Odisha Model Tribal Education Society (OMTES)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar.

Ref:- EOI Notice No. _____, Dated :

Sub:- Statutory Audit of Odisha Model Tribal Education Society (OMTES) for
FY _____.

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 condition of contract and in conformity with the above set of documents for the Financial Officer in separate sealed Envelope.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract 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 (180 days) from the date fixed for receiving the same 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, I/we agree to enter into formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with OMTES written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of OMTES and their designated officers, if any during the execution of the work within the contract period.

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: