

**Selection of C&AG Empanelled Chartered Accountants firms
for preparation and compilation of Accounts of the Odisha
Building and Other Construction workers Welfare Board
(OB&OCWWB) and its units under Double Entry Accounting
System.**

The OB&OCWW Board, Odisha invites proposal in sealed cover, from Comptroller & Auditor General of India empanelled Chartered Accountant firms for preparation and compilation of Accounts in double Entry Accounting system of the OB&OCWW Board for its office at Bhubaneswar and of all its units as per list annexed at Annexure-III of the Terms of Reference. The CA firm will prepare the accounts in Double Entry Accounting System (Uniform Format of Accounts applicable to the Central Autonomous Bodies) along with generation of Cash Books, preparation of Assets Register and other subsidiaries Books of Accounts as may be required under Double Entry System of Accounting for each unit including headquarter office for the two Financial Years 2022-23 and 2023-24.

Detail of Information and Terms of Reference can be seen in the official website www.nirmansharmik.odisha.gov.in (Tenders Section) or can be obtained from the Office of the Odisha Building & Other Construction Workers' Welfare Board, Office of the Labour Commissioner, Odisha Unit-3, Kharavel Nagar, Bhubaneswar, Odisha. in any working days till **15.03.2024** during the office hours free of cost. Completed proposals should reach office of the Labour Commissioner cum Member Secretary, OB&OCWW Board on or before **15.03.2024 up to 16.00 hours**.

For any query regarding scope of work, other requirements and conditions that the assignment entails, a meeting will be held on **16.03.2024** at 11.00 AM in the, Office of the Labour Commissioner, Odisha Unit-3, Kharavel Nagar, Bhubaneswar, Odisha. The Authority reserves the right to accept or reject all or any of the EOI without assigning any reasons thereof.

Labour Commissioner, Odisha – cum –
Member Secretary, OB&OCWW Board,
Office of the Labour Commissioner, Odisha
Unit-3, Kharavel Nagar, Bhubaneswar, Odisha.

Memo No. 396(3) //Dt. 29.02.2024

Copy to Notice Board of Labour Commissioner, Odisha, Bhubaneswar/ Factory & Broiler and State Labour Institute (SLI) for wide circulation.

Joint Secretary to Govt.-cum-OSD,
OB&OCWW Board, Bhubaneswar.

REQUEST FOR PROPOSAL (RFP)
FOR

SELECTION OF FIRM FOR COMPILATION OF ACCOUNTS OF
OB&OCWW BOARD FOR THE FY 2022-23 AND 2023-24

Ref: No. 396 / 29 02 2024

IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES

Event	Date & Time Line
Availability of Request for Proposal (RFP) Document (To be downloaded from www.nirmansharmik.odisha.gov.in)	29.02.2024
Request For Proposal (RFP) closing date and time for submission of bid document by firms	15.03.2024(3.00PM)
A meeting for any query regarding scope of work, other requirements in the Office of the Labour Commissioner, Odisha Unit-3, Kharavel Nagar, Bhubaneswar, Odisha.	16.03.2024 (11.00 AM)
Date and time for opening of General cum Technical bid document	18.03.2024(4.00PM)
Date and time for opening of financial Document	18.03.2024(4.00PM)

NOTE: The dates are subject to change according to the convenience and needs of the Purchaser

Table of Contents

1. SELECTION –I (NOTICE FOR REQUEST FOR PROPOSAL)	1
2. SECTION-II (ELIGIBILITY CRITERIA)	2
2.1 INTRODUCTION	2
2.2 ELIGIBILITY CRITERIA	2
3. SECTION-III (SCOPE OF WORK)	3
4. Out put	4
5. REPORTING PROCEDURE	4
6. COMPILATION TEAM	4
7. SECTION-IV (INSTRUCTION TO BIDDERS)	5
7.1 LANGUAGE OF THE BID	5
7.2 SEALING AND MARKING OF THE RFP PROPOSAL	5
7.3 SINGLE PROPOSAL	6
7.4 EVALUATION OF BID PROPOSAL	6
7.5 AWARD OF CONTRACT:	6
7.6 PERIOD	6
7.7 COMMENCEMENT OF WORK	6
7.8 PAYMENT TERMS	6
7.9 PERFORMANCE SECURITY DEPOSIT	7
7.10 PENALTY	7
ANNEXURES	
ANNEXURE-1 : BRIEF PROFILE OF AUDIT FIRM	8
ANNEXURE-2 : FINANCIAL DOCUMENT FORMAT	9
ANNEXURE-2 : List of the Field Functionaries under OB&OCWW Board, Odisha	10

1. Section-I **(Notice for Request for Proposal)**

Reference No. _____

Request for Proposal (RFP) for Selection of Chartered Accountant firm for Compilation of Accounts of OB&OCWW Board for the FY 2022-23 & 2023-24.

The OB&OCWW Board, Odisha invites proposal from C& AG Empanelled Chartered Accountant (CA) and & Cost Accountant (CMA) firms for conducting Compilation of Accounts of OB&OCWWB for FY 2022-23 & 2023-24. The detailed information of aforesaid work has been given in the document which may be downloaded from website www.nirmansharmik.odisha.gov.in and after duly filled in should be submitted at OB&OCWW Board, with documents as indicated must be furnished with bid document.

Odisha Building and Other Construction workers Welfare Board (OB&OCWWB) reserves the right to accept or reject any or all RFP response without assigning any reason thereof.

Address for submission of Proposals

Labour Commissioner, Odisha
- cum - Member Secretary,
OB&OCWW Board, Odisha
Office of the Labour Commissioner,
Odisha Unit-3, Kharavel Nagar,
Bhubaneswar, Odisha

Section-2

2.1 Introduction

Odisha Building and Other Construction workers Welfare Board (OB&OCWWB) of Labour & ESI Department, Govt. of Odisha intends to Select Chartered Accountant/Cost Accountant Firm for Compilation of Accounts of OB&OCWWB. The interested firms may download the Request for Proposal (RFP) document along with term & conditions form www.nirmansharmik.odisha.gov.in.

Notwithstanding anything else contained to the contrary in this Request for Proposal (RFP) document, OB&OCWWB reserves the right to cancel / modify fully or partially the "RFP" or to reject one or more of the RFP responses without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

2.2 Eligibility Criteria

Any interested CA/CMA Firm shall be eligible to apply for the assignment subject to meeting the following eligibility criteria.

- a) **C&AG Empanelment:** the firm should be empanelled with the Comptroller & Auditor General of India and the copy of the registration letter should be furnished.
- b) **Past Experience of the Firm:** The firm must have at least Five years' experience in Compilation of Accounts in Govt. Sector/PSU/Corporations/Govt. Autonomous Bodies or Institutions as on the date of submission of proposal (PO/Work order must have mentioned Compilation of Accounts as one of the scopes of work).
- c) **Available manpower:** The firm should have minimum of five FCA/FCMA partners as on 1st Jan 2024 (Constitution Certificate from ICAI). The firm should have strength of at least 10 qualified accountants to undertake the job by deploying teams so as to complete the assignment in the specified time.
- d) **Annual Turnover:** The average turnover of the firm in last three years should be in excess of Rs.20 lakhs (i.e. 2020-21, 2021-22 & 2022-23).
- e) The firm must have registered under GST Act.
- f) The firm shall have at least one branch office in Bhubaneswar

Note: (a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.

(b) Relevant documents in support of the above criteria must be enclosed failing which the bid will liable to be rejected.

(c) Only successful qualifiers financial bids will be opened.

Section-3

3. Scope of Work: Broad Scope of work Consist of the Following activities

- a. Preparation of Accounts in Double Entry System of Accounting system: CA firm who is assigned to prepare the accounts of the DLOs office will need to enter all transactions in Tally covering all the aspects of accounting of the organization at District levels and also at State OB&OCWW Board, Bhubaneswar.
- b. The selected firm will be used appropriate accounting software for preparation of the accounts at Head Office as well as in all the units for the preparation of accounts on the Double Entry Accounting System.
- c. The cash books of all the units as also at the State Level will have to be generated on Double Entry System.
- d. Checking the transactions and Preparation of Balances of Term Deposits/ Investment and Interest there on. Checking Receipts of advances of Clients. Reconciliation of GST. Debtor, Creditor reconciliation. 26AS Verification. Periodical preparation of Bank Reconciliation Statements for all Bank accounts. Preparation of Trail Balances, Income Expenditure A/c and Balance Sheet as applicable financial reporting Framework. Preparation of Depreciation Schedules of Fixed assets as per Applicable Act.
- e. Compilation of Accounts: CA firm which will be assigned the accounts preparation work at State OB&OCWW Board, Bhubaneswar Head office at Bhubaneswar shall have to compile the accounts of each financial year separately starting from the FY 2022-23 and 2023-24 and prepare Balance Sheet, Income & Expenditure, Receipt and Payment Account along with all the subsidiary schedules.
- f. Authentication of Accounts: CA firm who will prepare the accounts of the Head office of the State OB&OCWW Board and compile the accounts of all the units will authenticate the account and the balance sheet of each year, before the same are forwarded to the Accountant General.

Note:

- *Compilation of Accounts Includes the Preparation of Final Accounts of the year and the firm has to Submit the Financial Statement (Balance Sheet and Profit and Loss Accounts including all Schedules and Bank reconciliation) for each year separately in Hard Copy to Member Secretary, OB&OCWW Board within 3 months from the date of Acceptance of Work Order.*
- *The Scope of Work of the PO is for Financial Year 2022-23 & 2023-24. OB&OCWWB may extend the assignment for compilation of accounts of OCAC for further years depending on the performance of the firm and Timely Completion of work.*
- *In addition of the Scope as above the management may change the scope of work during the assignment period considering the requirement in consultation with you.*

4. Out Put

The expected outputs of this assignment are:

- I. Cash books of all the units as also of the main account at State level which have been prepared under Double Entry Accounting System.
- II. District Labour Office (DLO) wise monthly and yearly Receipt and Payment Account along with relevant schedules applicable to State OB&OCWW Board Odisha for each year starting from 2022-23 to 2023-24 in hard copies (two) and soft copies.
- III. State level monthly and yearly Receipt and Payment Account and Income and Expenditure account along with relevant schedules applicable to OB&OCWW Board Odisha for each year starting from 2022-23 and 2023-24 in hard copies (two) and soft copies.
- IV. DLOs wise and State level Balance Sheets for each year starting from 2022-23 to 2023-24 in hard copies (two) and soft copies.

5. REPORTING PROCEDURE:

- The Compilation Report Shall be Submitted in hard copy to Member Secretary, OB&OCWW Board.
- The Compilation report for the FY 2022-23 & 2023-24 should be prepared as per General Accepted accounting Principle.

6. Compilation Team:

- As required in Terms of RFP, the resources will be engaged as below category:

SL No.	Qualification	Experience
1	CA/CMA Qualified	3 Years Experience in accounts Finalization
2	CA/CMA Inter Qualified	3 Years Experience in accounts Finalization

- The Staff proposed by the firm in proposal cannot be altered during the period of compilation except the prior period approval from OB&OCWWB
- The Compilation of Accounts of OB&OCWWB has to be completed by firm within 4 months from the date acceptance of Work Order.

General Terms and Conditions:

- The Firm must not Sub-contract the work.
- The Team will work in strict confidence and will ensure that the information in respect of OCAC is dealt in strict confidence and secrecy.
- Dispute/Difference, if any shall be mutually settled with LC cum- Member Secretary, OB&OCWWB if the dispute could not settle at Member Secretary Level, it will be forwarded to Chairman, OB&OCWWB which will be final and bringing to all concerned.
- Authority reserves rights to cancel the RFP

Section-IV (Instruction to Bidders)

7.1 Language of the Bid

The language of the Bid and related documents shall be in English language.

7.2 Sealing and Marking of the RFP Proposal

- (a) Firms shall prepare and submit one (1) copy of the General cum Technical documents in Envelope-1. This envelope shall be sealed, labelled as **"Envelope-1 (General cum Technical Document)"** for Selection of Compilation of Accounts of OB&OCWWB and placed inside the Outer Envelope. Firms shall prepare and submit one (1) copy of the financial Document in Envelope-2. This envelope shall be sealed, labelled as **"Envelope-2 (Financial Document)"**. All two envelopes should be placed inside an Outer Envelope sealed and labelled "Selection of CA firms for Preparation of Annual Accounts of OB&OCWWB".
- (b) The Proposal documents should be submitted at Labour Commissioner – cum – Member Secretary, OB&OCWW Board, Odisha, Office of the Labour Commissioner, Odisha Unit-3, Kharavel Nagar, Bhubaneswar, Odisha.
- (c) Only firms who has empanelled with C&AG for the year 2022-23 & 2023-24 will be accepted for evaluation of their general cum technical document. Only successful firms qualified in general cum technical document will be communicated for financial document opening through phone/mail.
- (d) **Documents to be submitted in General cum Technical document**
- Copy of CAG Empanelment letter of 2022-23 & 2023-24.
 - Constitution Certificate from ICAI of partners as on 1st January 2024.
 - Brief Audit Firms Profile (Annexure-I).
 - Proof of Experience in Compilation of Accounts. (PO/Work order mentioning assignment of Compilation as per scope of work).
 - GST registration Certificate.
 - Copy of PAN.
 - Any other document if any as described for evaluation purpose.
- (e) **Documents to be submitted in financial Document.**
- Financial Document shall be submitted as per the format placed in **Annexure-II**

7.3: Single Proposal

In case only one response against RFP is received and it is found to be eligible on technical evaluation, OB&OCWWB reserves the right to consider the response.

7.4: Evaluation of bid proposal

- The applicant firm must be empanelled with C& AG for the year 2022-23 & 2023-24 in the absence of the same the offer will be treated as non-responsive and summarily rejected and no technical evaluation of the offer will be made.
- The selection of the Chartered accountant of Firm will be done using **Lowest cost Method (L1)**.
- In case of more than one firm bid the lowest price, then firm having the highest average turnover in last three financial years among the lowest bidder will be selected as the successful bidder.

7.5: Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of Compilation of Accounts of OB&OCWWB by issuing the Letter of Award (LOA).

7.6: Period: 4 Months from the date of acceptance of the Contract.

7.7: Commencement of Work

- **Within 6 days** of intimation by OB&OCWWB, the firm will commence the audit.
- If resource deployed found unsuitable, OB&OCWWB will ask for replacement up to its satisfaction.
- OB&OCWWB is entitled to discontinue Compilation if found that the Firm incapacitated, negligent in the proper performance or showing misconduct at any point of time by giving one-month prior notice.

7.8: Payment Terms

- Payment will be made after Compilation of Accounts and Submission of Financial Statement (with schedules) of the relevant year Subject to Submission of Tax Invoice.
- Bill should be raised in favour of Odisha Building and Other Construction workers Welfare Board (OB&OCWWB) in triplicate for payments.
- No TA/DA will be provided.
- Income tax & GST TDS will be deducted as per the rules.
- GST will be paid as applicable.

7.9. Performance Security Deposit:

The successful CA firm should deposit with the OB&OCWW Board @ 5% of the application value for towards performance security. No interest will be paid on the performance security deposit amount. The security deposit will be returned after 90 days from the date of completion of the assignment.

7.10. Penalty:

In case of delay in completion of the assignment beyond the contracted period, daily penalty @ 0.15% of the contract price would be imposed and deducted from the payable amount.

BRIEF PROFILE OF CHARTERED ACCOUNTANT FIRM

Sl no	Particulars	
1	Name of the Firm/ Company	
2	Year of Establishment	
3	a). Address of Office (HO) b). Address Bhubaneswar Office	
4	Permanent Account Number (PAN)	
5	GST Registration Number	
6	Name of the Contact Person	
7	Telephone / Mobile No.	
8	Fax No.	
9	E mail address	
10	Experience of the firm	
11	Date of Registration of the Firm	
12	Year of Empanelment with CAG	
13	No of Partners and Qualified Staff as on 1 st Jan'2024	
14	Experience of the preparation Accounts in Govt sector / PSU/ Statutory Authorities	
15	Annual Turnover Audited Annual Turn Over in last three years ending 31 st March'2023.	<u>Annual Turn Over</u> <u>2020-21</u> <u>2021-22</u> <u>2022-23</u>

Signature of the firm RepresentativeDate :Place :Company Seal

Financial Bid

Sl no	Particulars	Price (Rs.) Excluding Tax
1	Fees for Preparation and Compilation of Accounts for the Year 2022-23 and 2023-24 for each filed Offices	
2	Fees for Preparation and Compilation of Accounts for the Year 2022-23 and 2023-24 for OB&OCWW Board Head office	

- Tax is not inclusive and should not be quoted. Taxes will be paid extra as applicable.
- In case of wrong calculation in addition of otherwise, the fees written in words will be considered for calculating the total Compilation fees for arriving at L1 firm (on the basis of least cost method).

We hereby declare that our bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Signature of the Firm Representative

Date:

Place:

Company Seal

List of Field Functionaries under OB&OCWW Board, Odisha

Sl no	Name of the Implementing Agencies/DDO	No of Units
1	District Labour Office, Angul	1
2	District Labour Office, Balasore	1
3	District Labour Office, Baragarh	1
4	District Labour Office, Bhadrak	1
5	District Labour Office, Bolangir	1
6	District Labour Office, Boudh	1
7	District Labour Office, Cuttack	1
8	District Labour Office, Chhatrapur	1
9	District Labour Office, Deogarh	1
10	District Labour Office, Dhenkanal	1
11	District Labour Office, Gajapati	1
12	District Labour Office, Ganjam	1
13	District Labour Office, Jagatsingpur	1
14	District Labour Office, Jajpur	1
15	District Labour Office, Jharsuguda	1
16	District Labour Office, Kalahandi	1
17	District Labour Office, Kondhamal	1
18	District Labour Office, Kendrapada	1
19	District Labour Office, Keonjhar	1
20	District Labour Office, Khordha	1
21	District Labour Office, Koraput	1
22	District Labour Office, Malkangiri	1
23	District Labour Office, Mayurbhanj	1
24	District Labour Office, Naberangpur	1
25	District Labour Office, Nayagarh	1
26	District Labour Office, Nuapada	1
27	District Labour Office, Puri	1
28	District Labour Office, Rayagada	1
29	District Labour Office, Sambalpur	1
30	District Labour Office, Subarnapur	1
31	District Labour Office, Sundergarh	1
32	District Labour Office, Talcher	1
33	Head Office, OB&OCWW Board	1
	TOTAL	33