

**STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING ,
ODISHA, UNIT-VII, NEAR RAJ BHAWAN, BHUBANESWAR-751012.**

Quotation call notice for engagement of Chartered Accountant

No. 456 /Dt. 07.03.2025

BACK GROUND:

State council for Technical Education & Vocational Training, Odisha (SCTE&VT) is an autonomous organization registered under Societies act, 1960 functioning under the Administrative control of the Skill Development & Technical Education Department, Government of Odisha. The primary works of SCTE&VT, Odisha are registration examination & issuance of certificates and mark sheets for students of IT Is/Engineering Schools & Polytechnics of the State. The total expenditure of the Council per year comes to Rs 12 to 15 croers approximately.

The sealed quotation are invited for engagement of Chartered Accountant. The Bid should be kept in a single sealed Envelope Superscribing "Engagement of Chartered Accountant ". The last date of submission of the Bid is on or before 29.03.2025 by 3.00 PM in State council for Technical Education & Vocational Training, Odisha, Bhubaneswar. (The sealed quotation will be opened at 4.00 PM on 29.03.2025 in presence of Quotation Committee Member and Quotationers/Representatives. The chartered Accountant Firms shall carry out the works like, preparation of Annual Accounts Statement, Balance sheet, Reconciliation of Bank statements with Cash Book etc. relating to the activities of SCTE&VT, Odisha, Bhubaneswar for the financial year 2023-24 & 2024-25.

TENDER DOCUMENT:

Quotations are invited from the Chartered Accountant Firms for carrying out the audit of the accounts relating to the activities of State council for Technical Education & Vocational Training, Odisha, Bhubaneswar for the financial year 2023-24 & 2024-25 as per the terms provided herein below :-

A. Minimum eligibility criteria for Chartered Accountant Firm:

Following firms are eligible to quote for the said works:-

1. The firm shall have minimum average annual turnover of Rs.50.00 lakhs for last three financial year (Financial years-2021-22,2022-23,2023-24)
2. The firm shall have registered with ICAI for at least 3(three) years as on 31.03.2024 and CAG Empanelment of the firm.

B. Period to be covered under Audit:

Financial Year-2023-24 & 2024-25

C. Financial Transactions to be covered under audit:

Receipt and expenditure relating to activities of SCTE&VT, Odisha, Bhubaneswar.



D. Scope of Work

1. Preparation of Annual Accounts Statement.
2. Balance Sheet preparation.
3. Reconciliation of Bank Statement.
4. Verification of Vouchers
5. Income & Expenditure of SCTE&VT.

E. Time line:

The above work (D) shall be carried out and submitted to SCTE&VT, Odisha within two month from the date of issue of Work Order.

F. Earnest Money Deposit:

At the time of submission of the Tender, an EMD of Rs.2000/- is to be deposited in shape of DD in favour of Vice Chairman, SCTE&VT, Odisha payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of the work order is issued. Non submission of EMD leads to rejection of Tender Document.

G. Bid:

The technical Bid is to be submitted by the chartered Accountant Firm in the enclosed format (Annexure-A & Annexure-B) with a forwarding letter of the firm in sealed envelope separately.

H. Selection:

Bid received in the of State council for Technical Education & Vocational Training, Odisha, Bhubaneswar within the stipulated period will be considered for evaluation.

I. Award of Contract:

The contract will be awarded in favour of the Chartered Accountant Firm / Charter Accountant whose price is the lowest in the financial Bid in their respective categories.

J. Submission of the Bid:

Interested bidders should submit their bid in sealed envelopes separately for Technical and Financial Bid. The last date of submission is on or before 29.03.2025 by 3.00 PM by Speed Post/Regd. Post or in person in the office of SCTE&VT, Odisha, Bhubaneswar.

K. Declaration regarding Blacklisting:

A declaration for not blacklisted by any Government/Public Undertaking for conducting audit should be submitted in the format at annexure-C.

L. SCTE&VT's Reservation:

The Council reserves the right to cancel any bid and the Tender at any point of time without assigning any reason thereof. This tender is valid for 03 years subject to renewal on yearly basis taking into consideration the performance of the Chartered Accountant/ Chartered Accountant Firm.




Vice-Chairman

Vice-Chairman

TECHNICAL BID FORMAT
(Photo copy of documents to be attached)

Annexure-A

SI No	Item Name	Details	
01.	Name of the C.A Firm		
02.	Name of Proprietor/Partner/Director		
03.	Full Address of Registered Office, Telephone No., FAX No., E-Mail Address		
04.	Name, Address & Telephone No. of Authorized Officer/Person		
05.	Annual Average turnover for last 03 years	2022-23	
		2023-24	
		2024-25	
06.	Firm Registration Number		
07.	Year of Establishment of the Firm		
08.	PAN Card Number		
09.	CAG Empanellment No		
10.	GST Registration Number		
11.	Bank Details Bank Account Number Name of the Account Holder Name of the Bank/Branch IFS Code		

Date:

Signature of Authorized Person

Place:

Name:

Seal :



FINANCIAL BID FORMAT

I) For SCTE&VT, Odisha.

ANNEXURE-B

SI No	Item of Work	Total cost of Audit
01.	<ul style="list-style-type: none">• Preparation of Annual Accounts Statement.• Balance Sheet preparation.• Reconciliation of Bank Statement.• Verification of Vouchers• Income & Expenditure of SCTE&VT.	

Date:

Signature of Authorized Person

Place:

Name:

Seal :

