

## NOTICE INVITING QUOTATION (NIQ)

Indian Red Cross Society-Odisha states Branch, invites offline open Quotations from experienced and eligible reputed CA firms for "Appointment of an internal Auditor for the Financial year 2024-25 and as per schedule as under:

Quotation Document No. <b>497</b>	/RC/ACC/010/2020 dt:11-04-2025
Name of Work	Appointment of Internal Auditor for the financial year 2024-25.
Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand only) in the form of DD from any Nationalized /Scheduled Bank in favour of "The Honorary Secretary, IRCS-OSB and Payable at Bhubaneswar".
Non-refundable cost of Tender document	Rs.1000/- (Rupees One Thousand only) in the form of DD from any Nationalized/Scheduled Bank in favour of "The Honorary Secretary, IRCS-OSB and payable at Bhubaneswar".
Last date & time of Submission	21-04-2025 Up to 16:00 Hrs
Date and Time of Opening of Technical Tender and Financial Tender.	22-04-2025 at 11:00 Hrs.

The tender document can be downloaded from website [www.odisharedcross.org](http://www.odisharedcross.org).

The Honorary secretary, IRCS-OSB reserves the right to accept/reject any/or tenders or accept a part without assigning any reason thereof.

*G. Mohan*  
11/4/2025

Honorary Secretary  
IRCS-OSB

**INDIAN RED CROSS SOCIETY,  
ODISHA STATE BRANCH, (IRCS-OSB)**

**QUOTATION CALL NOTICE  
FOR  
IRCS-OSB INTERNAL  
AUDITOR FOR THE  
FY-2024-25.**

**IN  
BHUBANESWAR**

**NIQ No.**

**RC/ACC/010/2020**

**dt: 11-04-2025**

**Last Date for Submission of Quotation: 21-04-2025 Up to 16:00 Hrs.**

**Opening of Financial Bid: 22-04-2025 at 11:00 Hrs.**

# QUOTATION CALL NOTICE

## **APPOINTMENT OF AN INTERNAL AUDITOR IN INDIAN RED CROSS SOCIETY, ODISHA STATE BRANCH, BHUBANESWAR FOR THE FINANCIAL YEAR 204-25.**

Quotations are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2024-25.

The interested CA firms may submit their Quotation offline in the prescribed proforma provided herein, which includes Notice Inviting Quotation, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per **Annexure - I** and the Financial Bid as per **Annexure – II**. The Quotation documents may be downloaded from IRCS-OSB website [www.odisharedcross.org](http://www.odisharedcross.org) from **11<sup>th</sup>.April,2025 10:.00 AM to 21<sup>st</sup> April, 2025 up to 15.30 Hrs.**

The sealed Quotation may be submitted in one big envelope superscripting “IRCS-OSB Internal Auditor for IRCS-OSB” containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to The Honorary Secretary, Indian Red Cross Society, Odisha State Branch, Odisha Red Cross Bhawan, Unit-9, Jawaharlal Nehru Marg, Bhubaneswar-751022. The sealed Quotation must be dropped in the Quotation box at IRCS-OSB, Bhubaneswar-751022 State Office only, on or before **21<sup>st</sup>April, 2025 up to 16.00 Hrs.**

The technical bid envelope must contain the technical bid format in prescribed Performa as per **Annexure - I** along with a demand draft of **Rs.1000/-** (non-refundable) towards cost of Quotation and Earnest Money Deposit (EMD) of **Rs.10,000/-** (non-interest bearing) favoring Indian Red Cross Society, Odisha State Branch and payable at Bhubaneswar with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per **Annexure – II**. The financial bid shall be within Rs1.00 lac inclusive of all statutory taxes/duties as applicable.

The technical and financial bid will be opened at IRCS-OSB, Bhubaneswar, on conference hall on **22-04-2025 at 11:00 Hrs.** in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of technical bid as per selection criteria provided.

### **Eligibility criteria for Internal Auditor**

- 1.** The internal auditor may be selected from the chartered accountants firm having certificate of practice from the Institute of Chartered accountants of India.-  
**Certificate from ICAI should be attached.**
- 2.** The firm should have minimum two partners out of which at least one partners should be FCA.  
**-Profile /Status of partners as per ICAI record should be attached.**
- 3.** The firm should have minimum experience of 05 Years and above.  
**- Certificate should be attached**
- 4.** Gross average professional receipts of last 3 years should not be less thanRs. 30 Lacs P.A.  
**-Copy of ITR along with financial statements should be attached.**
- 5.** The firm should have an experience of Statutory/Internal audit in Public/Private Sector undertaking related to construction work (Excluding Bank audit Experience)-  
**Provide certificate or copy of offer letter**

### **Objective of Internal Audit:**

- 1.** Review of operations to assure whether the operations are conducted economically and efficiently.
- 2.** To assure whether the systems, procedures, adopted by the company are adequate and effective to achieve company's objectives and goals.
- 3.** To assure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
- 4.** To add value to improve the company's operations
- 5.** To evaluate and improve the effectiveness of risk management control and governance processes.

## **Scope of Internal Audit:**

The scope of work of internal audit includes following:

- Cash book/Cash Vouching
- Bank book/Bank Vouching
- Purchase book/ Purchase vouching
- Journal book/ vouching
- Bank Reconciliation
- FDR and Interest thereon
- Opening Balances Checking and inter unit reconciliation
- Scrutiny of ledgers
- Review of Bank Guarantee (contractors) management and systems
- Payment to contractors
- Other Expenditure
- Quotationing system
- Budgetary control
- Payroll Accounting
- Statutory/Legal Compliance
- Data System Security
- Review of system
- Audit ( whether the observation of Govt audit/Statutory audit as contained in previous reports, got settled or necessary steps taken forexpeditious settlement of audit paras
- Reorganization Income
- Project implementation ( Efficiency and economy in project implementation
- The audit reports to be submitted along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report. If the auditor observes any case of non production of records or non-cooperation to the auditors, the auditorwill take up the matter with the higher authority and get their audit procedure completed instead of merely reporting such cases in their report.
- You will also follow guidelines on Internal Audit Procedures issued by ICAIand also IRCS-OSB guidelines of this matter.
- The Audit Report shall also incorporate the management response of each observation.
- Fill up of IT Return 10A, 10B and ITR-7

## **TERMS AND CONDITIONS:-**

1. The period of audit will be from 01.04.2024 to 31.03.2025.
2. **The Units to be audited are:-**1. IRCS-Odisha State Branch (Main), 2. Junior Red Cross (JRC), 3. Youth Red Cross (YRC), 4. Family Counseling Centre (FCC), 5. Jana Ausadhi Store (JAS), 6. Disaster Management Unit (DMU), 7. Maintenance Management Unit (MMU), 8. Red Cross Regional Blood Centre, Bhubaneswar.
3. The payment of audit fees will be made after the submission of Internal audit reports and filing of IT returns as specified under Scope of Work satisfactorily in line with Audit objectives and Terms and conditions.
4. The IRCS-OSB shall not be liable for any type of payments to be made by the firm to the employees deputed by the internal auditor at IRCS-OSB to conduct the Internal Audit.
5. The contract can be terminated /concluded even at an earlier date, after serving one month notice by either side.
6. No advance payment will be made on any account. However, 50% payment of the fee would be paid on submission of First Audit Report.
7. The audit will be conducted during the office hours of the Organization.
8. IRCS-OSB will not be responsible for any additional liability of staff like PF/ESI or statutory benefit. IRCS-OSB will not be liable for any compensation under the workman compensation Act.
9. The Auditor will in consultation with the competent authority chalk out an audit programme for the year and will submit report to the Honorary Secretary, IRCS-OSB as may be decided /directed by the authority.
10. Any dispute if arises shall be referred to the Honorary Secretary and decision of the authority shall be final and binding.
11. Quotations without EMD and Quotation Cost shall be summarily rejected.
12. The earnest money deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of period as well as the obligation of internal audit of IRCS-OSB.
13. Quotation shall be submitted in prescribed / official Quotation document only. If submitted in any other form, the same shall be summarily rejected.
14. Each page of Quotation documents is required to be signed by the Nodal Partner of CA firm. The documents / certificates in support along with the Quotation shall also be signed by the Nodal Partner.

15. The Quotation documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
16. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
17. IRCS-OSB reserves the right to accept/reject any/all offer(s) without assigning any reason.
18. IRCS-OSB reserves the right to cancel this Quotation process at any time without assigning any reason before the selection of centralized internal of auditors and the Quotation shall not be entitled to claim any damage or compensation due to such cancellation.
19. This Quotation is subject to the jurisdiction of the local courts at Bhubaneswar only. All disputes arising out of the Quotation process shall have the jurisdiction of the local courts at Bhubaneswar only.
20. Quotations received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
21. IRCS-OSB will not accept any claim other than professional fee / charges etc. specified in financial bid.
22. The IRCS-OSB internal auditor should not have any disputes with any of the client. If any disputes come to knowledge of IRCS-OSB at any point of time, then the services of internal auditor would be terminated.
23. Any Quotation received not in conformity of the aforesaid terms and conditions may not be considered and same shall be rejected.
24. The validity of the Quotation is 30 days from the date of opening of financial bids.
25. The successful bidder shall start the work within the 7 days from the date of issue of LOA.
26. If the successful bidder denied to work or not responding within prescribed time then EMD of the successful bidder shall be forfeited.

**TECHNICAL BID**

(The details to be provided as on the closing date of this NIT)

**General Information**

1. Name of the CA Firm :
2. Registered / Main Office Address :
3. Name of Nodal Partners :
4. Contact No. of Nodal Partner :
5. No. of Branches in India : (Attach a list along with address)

**Eligibility Criteria : Certificate/ of necessary document should be enclosed**

1. Date of registration of CA firm /No of Years Experience –
2. No. of Partners (as on closing date of Quotation)
3. No. of CA Employees (as on closing date of Quotation) :
4. No. of Article / Audit Clerks /Paid staff (as on closing date of Quotation) :
5. Whether the CA firm have an experience of conducting statutory and /or internal audit of PSU having construction work (Excluding Bank Audit) :
6. C&AG empanelled no. :
7. Whether firm is empanelled with C&AG for 2024-25 (Yes / No) :
8. Annual turnover of CA firm for (Enclose Copies of IT Returns)
9. a. FY 2021-22 :  
b. FY 2022-23 :  
c. FY 2023-24 :

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

S. No.	Particulars	Amount in Rs.
1	Annual Audit fee for Internal Audit for the financial year 2024-25.	
	GST	
	Grand Total	

Grand Total Professional fees (Including GST) in words .....

Signature of Nodal  
Partner With name  
and Firm Seal