

**Odisha Computer Application Centre  
N-1/7-D, Acharya Vihar Square  
Bhubaneswar**

**Short Quotation Call No: OCAC-ACCT-AUDIT-0001-2025- 4505 dtd. 03.09.2025**

Sealed quotations are invited from C & AG empanelled Chartered Accountant Firms having office at Bhubaneswar for Statutory Audit of OCAC Accounts for the FY 2024-25. The quotation should include firm's profile, constitution certificate from ICAI of partners as on 1<sup>st</sup> January 2025, Proof of Experience in Statutory Audit (PO/Work order mention the work) , Audited Financial Statements for proof of Turnover of FY 2021-22, 2022-23 and 2023-24, C& AG empanelment letter, copy of PAN, copy of GST registration certificate and price quoted and applicable GST should be mentioned separately.

The quotation should reach the office of the undersigned through registered post / Speed Post /Courier / By Hand on or before date 12.09.2025 by 2.00 PM, which will be opened on 15.09.2025 at 4.00 PM in office of the undersigned. The detailed terms and conditions are given as follows.

Last Date of submission of Quotation	12/09/2025 by 2.00 PM
Place of submission of Quotation document	Odisha Computer Application Centre

**The authority reserves the right to accept/reject any and part of there or all the tenders and without assigning any reason thereof.**

  
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General Manager (Admn.)  
Odisha Computer Application Centre  
Bhubaneswar - 751013  
**GENERAL MANAGER (Admn.)  
ODISHA COMPUTER APPLICATION CENTRE  
PLOT NO.-N-1/7-D, ACHARYA VIHAR  
SQUARE, P.O.-RRL, BBSR-13  
PHONE: 91-674-2567280, 2567064, 2567295  
FAX: 91-674-2567842  
Mail ID :- accounts.ocac@odisha.gov.in**

## **General Terms & Conditions**

### **1. Eligibility Criteria**

Any interested Chartered Accountants Firm shall be eligible to apply for the assignment subject to meeting the following eligibility criteria.

1. The firm must be empanelled with Comptroller & Auditor General of India for financial year 2024-25.
2. The firm must have average annual turnover **of Rs. 1 crore** during last three financial years (i.e. 2021-22, 2022-23 & 2023-24).
3. The firm should have minimum of five FCA partners as on 1<sup>st</sup> Jan 2025 (Constitution Certificate from ICAI).
4. The firm must have at least Six years' experience in Statutory Audit in Govt. Sector/PSU/Corporations/Govt. Autonomous Bodies or Institutions as on the date of submission of proposal (PO/Work order must have mentioned Statutory Audit as one of the scopes of work).
5. The firm must have registered under GST Act.
6. The firm shall have at least one branch office in Bhubaneswar.
7. Financial Document shall be submitted as per the format placed in Annexure-II.

#### **Note:**

- (a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- Relevant documents in support of the above criteria must be enclosed failing which the bid will liable to be rejected.
- (b) Relevant documents in support of the above criteria must be enclosed failing which the bid will liable to be rejected.

### **2. Scope of work**

- Vouching of all types of vouchers on a test check basis.
- Test check the posting to appropriate ledger heads.
- Physical verification of stores/fixed assets and other valuable items on test check basis.
- Confirmation of balances of Fixed Deposits, Advances to others, Advance from departments and outstanding liabilities on test check basis.
- Verifying statutory compliances to all applicable Acts viz., Societies Act, EPF Act, GST Act, Income-tax Act, Professional Tax Act, etc.
- Confirmation of Periodical Cash and Bank Balances with all banks.
- Checking Receipts of advances of Clients.
- Debtor, Creditor on test check basis.
- Discussion on observation prior to submission of Audit Report
- Submission of Statutory Audit Report.

### 3. Evaluation of bid proposal

- The applicant firm must be empanelled with C& AG for the year 2024-25 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.

### 4. Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of Statutory Audit of OCAC by issuing the Letter of Award (LOA)

### 5. Commencement of Work

- **Within 2 days** of intimation by OCAC, the firm will commence the audit.
- If resource deployed found unsuitable, OCAC will ask for replacement up to its satisfaction.
- OCAC is entitled to discontinue Audit 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.

### 6. Payment Terms

- Bill should be raised in favour of Odisha Computer Application Centre in triplicate for payments (with GSTIN number of OCAC clearly mentioned in the bill).
- 100% payment will be made after Submission of Statutory Audit Report.
- No TA/DA will be paid for audit in the Head Office/Head Quarter i.e. Bhubaneswar. TA/DA will be paid to audit staff if they visit outside Bhubaneswar for purpose of audit as per the rules of OCAC.
- Income tax will be deducted as per the rules.
- GST will be paid as applicable.

  
General Manager (Admn.)

AMMEXIRE-1: BRIEF PROFILE OF CHARTERED ACCOUNTANT FIRM

Sl. No.	Particulars	
1.	Name of the Firm/Company	
2.	Year of Establishment	
3.	a) Address of Office (H.O.) b) Address of 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	Email 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 <sup>st</sup> Jan 2025	
14	Experience of Statutory Audit in Govt. Sector / PSU (Not Bank).	
15	Annual turnover Audited Annual Turnover in last three years ending 31 <sup>st</sup> March 2024	<b>Annual Turnover of the Company</b>
		Turnover
		Amount (In Rupees)
		FY
	2021-22	
	2022-23	
	2023-24	

Signature of the firm Representative

Date:

Place:

Company Seal

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ANNEXURE- 2: FINANCIAL DOCUMENT FORMAT

SL. No.	Particulars	Price (Rs)
1	Fees for Statutory Audit for the FY 2024-25 (Exclusive of Tax)	60,000/-
Amount in words		(Sixty Thousand Only)

- 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 Statutory Audit 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

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