



ZILLA PARISHAD, KEONJHAR
(Odisha Livelihoods Mission)
Email:- keonjhardpm.olm@gmail.com



Order No: 484/OLM /ZPCK)

Date: 12/11/2025

REQUEST FOR PROPOSAL

Sealed Quotations are invited from Odisha based Chartered Accountant Firms with the following term and condition for Audit of GPLF. The Quotation completed in all respect will be received from **12.11.2025 to 03.12.2025** during office hour through Speed/Registered post only addressed to the CDO-cum-DMC, OLM, Zilla Parishad, **Keonjhar** and will be opened on **04.12.2025 at 3.00 PM** in the office chamber of CDO-cum-EO, in the presence of the Bidders or their authorized representatives. The outer envelope is to be super scribed with "**QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM**" along with the contact details of the bidder. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the Quotation call notice along with terms & condition and the evaluation form can be viewed at the district website i.e. <https://kendujhar.odisha.gov.in>

Eligibility Criteria of the Firm

- The bidders must be based in Odisha and in the approved panel of the Comptroller and auditor General of India (CAG of India) for the FY 2023-24.
- The firm should have 5 years of experience in the statutory audit / concurrent audit / internal audit in government sector. Preference shall be given having more experience in Govt. audit. Each assignment value below Rs 2.00 lakhs shall not be considered.
- The firm should have field IT return of FY 2021-22, 2022-23 & 2023-24 and also filed GST return of the last quarter / month.
- The firm having experience in GP or GPLF audit will be preferred. The preference shall be given to the firm having more assignments in GP or GPLF audit.
- The firm must have 02 FCAs who have 5 years post qualification experiences, are competent and willing to work towards fulfilment of audit objectives in Odisha Livelihoods Mission.
- Last three years (FY: 2021-22, 2022-23 & 2023-24) average turnover of the firm should not be less than Rs. 20.00 lakhs. The certified copy of the audited report should be submitted
- The firm should submit security deposit of Rs. 15,000/- & tender paper fees of Rs. 1,000/- in shape of demand draft in favour of "Odisha Livelihoods Mission – NRLM, Keonjhar".
- During final payment of audit fees, the statutory duties as applicable will be deducted from this office.

- The firm or any partner of the firm should not be black listed by any Government or any organisation in respect of any assignment or behaviour. Authorised signatory (s) of the firm to submit an undertaking in this regard.
- The firm should have at least four semi -qualified CA having 2-year experience in Government audit and four Audit Assistants.
- The firm already been assigned for statutory audit / internal audit / concurrent audit in SMMU-OLM shall not be considered for this assignment.
- The firm shall submit relevant documents duly signed by the authorised signatory in support of the eligible criteria given above. Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected. Firms must refer and submit their information as per the format available at Annexure – 1.

General Terms & Conditions

- The bidder can submit only one bid. Multiple bids submitted by any bidder may result in rejection of all his bids.
- The Bidder must have registered under Goods & Services Tax (GST) and must have a valid GSTIN number & PAN (Permanent Account Number).
- IT Returns for last 3 financial years (2021-22, 2022-23, & 2023-24) & last GST returned file.
- The bidders selected have to complete the Audit within 01 month from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 90 days after the deadline date specified for completion of Audit.
- The contract shall be awarded to the bidder whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price.
- The minimum audit fee shall be Rs. 2,000/- per GPLF per financial year.
- The price quoted should be inclusive of all taxes & charges and Audit should be conducted at GP point with Auditors transportation cost.
- The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time as fixed. i.e **04.12.2025 at 3.00 PM** or if modified will be intimated later.
- The cost of the Tender paper is Rs. 1000/- (Rupees One thousand). The entire tender paper is available in district website. The bidder has to furnish tender paper along with the non-refundable cost of tender of Rs. 1000/- (Rupees One Thousand) in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Keonjhar" payable at SBI, Keonjhar.**
- A sum of Rs. 15,000/- (Rupees Fifteen Thousand) only shall be deposited by the intending bidders in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Keonjhar" payable at SBI, Keonjhar** as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders.
- The 2nd lowest bidder will be offered for Audit of GPLF in L1 rate if the 1st Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted.



- The bidders have to conduct Audit of GPLF as per the price quoted without any condition, else the bid will be rejected and the EMD will be forfeited.
- The Audit will be conducted at GPLF point with all the transportation cost bear by bidder.
- The detail audit period, Eligibility, Evaluation and Selection criteria and other procedure available in ToR.
- The Bid has been invited under two bid system i.e Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid and the sample submitted with tender paper.
- The interested bidders may submit their sealed Quotations hand only in prescribed format super scribe on cover of the envelope **“QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM”** address to the **CDO-cum-DMC, OLM, Zilla Parishad, Keonjhar.**
- Any legal dispute arising out of this is subject to Keonjhar jurisdiction only.

The authority reserves the right to cancel or reject one or all tender/Quotation without assigning any reasons thereof.

The Bid documents to be attached

- CAG Empanelled certificate for the year 2023-24.
- Certificate of Establishment of Firm.
- Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24).
- Copy of Latest GST Return.
- Certificate that the firm have not been black listed.
- Details of partner and staff.
- Proof of address of branch office in the applied zone if any.
- Experience of government audit and externally aided project. Information must be given as per format available in Annexure-1 with supporting documents.
- Rs. 15,000/- (Rupees Fifteen Thousand) only in shape of **Demand Draft in favour of “Odisha Livelihoods Mission-NRLM,Keonjhar” payable at SBI, Keonjhar** from any scheduled commercial bank towards EMD.
- Rs.1,000/- (Rupees one thousand) only in shape of **Demand Draft in favour of “Odisha Livelihoods Mission-NRLM, Keonjhar” payable at SBI, Keonjhar** from any scheduled commercial bank towards cost of tender paper (non refundable).
- Copy of IT return of FY: 2021-22,2022-23 & 2023-24.

BID Evaluation Method

BID shall be evaluated in two phase i.e Tequenical & Financial based on minimum eligibility criteria and financial proposal.

- On the basis of eligibility criteria all the EOI shall be evaluated. After qualifying in minimum eligibility criteria, marking shall be awarded based on the credential of the bidders.
- Incomplete assignments or ongoing assignments shall not be considered



- After opening of technical proposals all the RFPs shall be evaluated and scored as per the criteria given in RFP. Firm those have scored minimum 75 marks out of 100marks, their financial proposal shall be opened publicly.
- On opening of financial proposal, the firm quoted low cost shall be awarded with contract. Firm quoted below minimum price as given in ToR shall not be considered.
- In case two bidders quote the same lowest price, the firm with the highest mark in the technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

1-Evaluation of Technical BID

The firm which qualify the minimum eligibility criteria shall be given mark based on the table -1 of this RFP.

SI No.	Description	Marks	Maximum marks
1	Previous similar work order from Govt. sector		30
i	Minimum 10 work order in Govt. Sector	20	
ii	Each additional work order from any Govt. sector	01	
2	Average Turnover (FY: 2021-22, 2022-23 & 2023-24)		20
i	Minimum turnover of Rs. 20 Lakhs	10	
ii	Each additional turnover of Rs. 10 lakhs	01	
3	Year of Experience		20
i	At least 5-year experience	10	
ii	Each additional year 1 year of experience	02	
4	Peer review certificate from ICAI		5
5	ISO certificate		5
6	Work plan, methodology & Audit Plan write up		10
7	Experience in GP or GPLF audit		05
8	No of partners, experience, Post qualification certificate, years of association with firm & relevant experience		05
	Total Mark		100

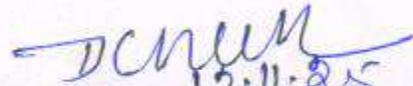
As per the above mark the firms who will secure minimum 75 marks, will be eligible for financial bid.

Bid Price Conditions

- The transportation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Price should be quoted inclusive of all taxes & charges in INR only.

Detailed of GPLF List

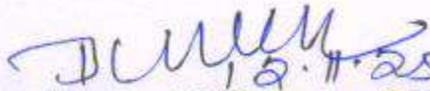
Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all taxes)	Remarks
1	Keonjhar	13	297	297		


 12.11.25
Chief Development Officer-cum-DMC
OLM, Zilla Parishad, Keonjhar
 Chief Development Officer-cum-
 Executive Officer, Zilla Parishad
 Keonjhar

Memo No: 485 /2025

Date: 12 / 11 /2025

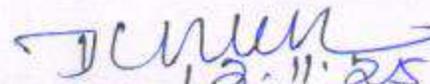
Copy to notice board of Zilla Parishad, Keonjhar to display the Quotation call notice on the notice board of the Zilla Parishad office for wide publication.


 12.11.25
Chief Development Officer-cum-DMC
OLM, Zilla Parishad, Keonjhar
 Chief Development Officer-cum-
 Executive Officer, Zilla Parishad
 Keonjhar

Memo No: 486 /2025

Date: 12 / 11 /2025

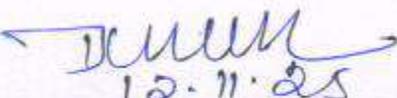
Copy forwarded to DIO, NIC Keonjhar for information and requested to display the Quotation Call Notice & the Bid paper in the District website for wide publication and use of prospective bidder.


 12.11.25
Chief Development Officer-cum-DMC
OLM, Zilla Parishad, Keonjhar
 Chief Development Officer-cum-
 Executive Officer, Zilla Parishad
 Keonjhar

Memo No: 487 /2025

Date: 12 / 11 /2025

Copy to All BDOs/CDPOs, Keonjhar to display the Quotation call notice on the notice board for wide publication.


 12.11.25
Chief Development Officer-cum-DMC
OLM, Zilla Parishad, Keonjhar
 Chief Development Officer-cum-
 Executive Officer, Zilla Parishad
 Keonjhar



Ref-...../Date-

FINANCIAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-DMC
OLM, Zilla Parishad, Keonjhar

Sir,

I / We do hereby submit the Financial Bid price **FOR AUDITOR OF GPLF AUDIT UNDER OLM** for your kind consideration.

Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all taxes)	Remarks
1	Keonjhar	13	297	297		

⇒ The above Prices are inclusive of all applicable taxes.

Signature with seal of the Bidder with date

Ref-...../Date-
TECHNICAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-DMC
OLM, Zilla Parishad, Keonjhar

Sir,

I / We do hereby submit the Technical Bid OF GPLF AUDIT UNDER OLM for your kind consideration

Sl. No	Particulars	Details
1	Name of the Authorized Chartered Accountant	
2	Postal Address	
3	CAG Empanelled certificate for the year 2019-20	
4	Certificate of Establishment of Firm	
5	Details of Security Deposit submitted for Rs. 15,000/-	
6	Details of Tender paper fees submitted for Rs. 1,000/-	
7	Copy of IT Return of FY: 2021-22, 2022-23 & 2023-24)	
8	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24)	
9	Copy of Latest GST Return	
10	Certificate that the firm have not been black listed.	
11	Details of partner and staff	
12	Proof of address of branch office in the applied zone if any	
13	ISO or any other similar certificate	
14	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.	

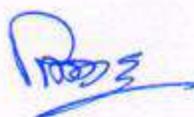
Signature with seal of the Bidder with date

DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Date:

Signature:
Designation:

A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line and a small flourish.

Information Format**A. Similar Experience (Statutory /Concurrent / Internal Audit)**

Sl No	Name of the Completed Assignment (Statutory or Internal audit)	EAP/Centrally Sponsored Scheme/ Govt Livelihood Project (Please Mention)	Name of the Client	Cost of the Assignment	Period of Completed Assignment	Supporting document annexed at page no
1	Ex: ABC	Livelihood	XYZ	5 Lakhs	2017-18	Page no 20
2						
3						

B. Average Annual Turnover during the last three financial years.

Sl No	Financial Years	Annual Turnover (In Rs)
1	2021-22	
2	2022-23	
3	2023-24	

C. No of FCA and their Experience

Sl. No	Name of the FCA	Member Registration No.(*)	Date of Birth (*)	Period of post qualification Experience	Organizations
1					
2					
3					

NB:1. Short Listing will be made on above information along with attached supporting documents with this format.

2. Only completed assignment, i.e. statutory / concurrent / Internal Audit will be taken for evaluation

3. * marks are mandatory must be filled it up.

