

EXPRESSION OF INTEREST (EOI) FOR HIRING
SERVICES OF CHARTERED ACCOUNTANT FIRM
FOR STATUTORY AUDIT OF
ODISHA TRIBAL DEVELOPMENT SOCIETY (OTDS)

Odisha Tribal Development Society

(A society registered under the Societies Registration Act - 1860 by
ST & SC Development Department, Government of Odisha)

Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751001

E-mail: otdsbbsr@gmail.com

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1. Issuer & Background

Odisha Tribal Development Society (OTDS) is an autonomous Society promoted by the ST&SC Development, Minority and Social Welfare Department, Government of Odisha established vide the Government Resolution No.23417/38 of 2012-13 dated 18th October 2012 to act as the nodal agency for providing technical assistance and support in implementation (conceptualizing, planning, designing various schemes, programme and assist in implementation and monitoring of the projects and programmes) of various tribal development programmes of the Department. The OTDS functions as a technical support group having its existence at state level and ITDA level.

Funds for the implementation of different programs are transferred to the Odisha Tribal Development Society (OTDS) by the ST & SC Development Department, Govt of Odisha. As a supporting hand to the ST & SC Development Department, OTDS manages fund flow to the various implementing agencies in the State or taking up different developmental activities.

Sl.	Implementing Agency	District
1	Commissioner-Cum-Director, SCSTRTI	Khurdha
2	Secretary, OMTES	Khurdha
3	Director Fishery, Cuttack	Cuttack
4	PA, ITDA, Rayagada	Rayagada
5	PA, ITDA, Malkangiri	Malkingiri
6	PA, ITDA, Kuchinda	Sambalpur
7	PA, ITDA, Koraput	Koraput
8	PA, ITDA, Panposh	Sundargarh
9	PA, ITDA, Sundergarh	Sundargarh
10	PA, ITDA, Nabarangpur	Nabarangpur
11	PA, ITDA, Bonai	Sundargarh
12	PA, ITDA, Nilagiri	Balasore
13	PA, ITDA, Champua	Keonjhar
14	PA, ITDA, Jeypore	Koraput
15	PA, ITDA, Keonjhar	Keonjhar
16	PA, ITDA, Th Rampur	Kalahandi
17	PA, ITDA, Baripada	Mayurbhanj
18	PA, ITDA, Gunupur	Rayagada
19	PA, ITDA, Baliguda	Phulbani
20	PA, ITDA, Paralakhemundi	Gajapati
21	PA, ITDA, Rairangpur	Mayurbhanj
22	DWO, Jharsuguda	Jharsuguda
23	DWO, Angul	Angul
24	DWO, Balangir	Balangir
25	DWO, Nuapada	Nuapada
26	DWO, Cuttack	Cuttack
27	DWO, Dhenkanal	Dhenkanal

The Society invites 'Proposal for hiring services of chartered accountant firm For statutory audit of Odisha Tribal Development Society (OTDS) from

Chartered Accountants Firms empanelled with C&AG for the year 2013-14, 2014-15, 2015-16 & 2016-17. The EoI and Guidelines for submitting the proposal can be either downloaded from website: www.stscodisha.gov.in.

2. Objective

The objective of the audit is to ensure that Odisha Tribal Development Society receives adequate, independent, professional audit assurance that the grant proceeds provided by MoTA, Govt. of India and ST & SC Dev Dept, Govt. of Odisha are used for purposes intended in line with approved yardsticks of individual programs and that the annual financial statements are free from material mis-statements and the terms of the development partners are complied with in all material respects.

The objective of the audit of the financial statements - individual financial Statements of each implementing agencies as well as the Consolidated Financial Statements of the State as a whole i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements with the expenditure reported as per the Odisha Government Financial Rules (OGFR) to enable the auditor to express a professional opinion as to whether –

- i) The financial statements give a true and fair view of the Financial Position of the each implementing agencies and Consolidated State Society at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31, of the relevant financial year.
- ii) The funds were utilized for the purposes for which they were provided, and
- iii) The respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the implementing units shall form the basis for preparation of the individual financial statements as well as the consolidated financial statements for the state as a whole.

3. Scope of Work

In conducting the audit the auditor has to undertake following activities:

- A.** An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls ; verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter;
- B.** Funds have been spent in accordance with the condition laid down by the concerned Department from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.

- C.** Audit includes field visit to the implementing agencies where funds are placed by OTDS.
- D.** Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government. For externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions and have all the necessary supporting documentation.
- E.** All necessary supporting documents, records and accounts have been kept in respect of the project.

4. Terms & Conditions

A. Language

The proposal and all related correspondence and documents should be written in English language.

B. Completeness of Response

Bidders must study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect may result in rejection of the Proposal.

C. Schedule of events

- Date of Issue of EoI Document – **25.02.2017**
- Date of Pre-Bid Meeting - **08.03.2017** at **11.30 AM** in OTDS Conference Hall, Bhubaneswar
- Last date and time for submission of Bid - **14.03.2017 up to 3:00 PM**. The bids received beyond the stipulated time line will be rejected.
- Date and time for opening of technical proposal - **15.03.2017 at 11:30 AM** in OTDS Conference Hall, Bhubaneswar.

D. Compliance with Eligibility criteria

The organisations desiring to respond to the EOI will submit their details regarding their meeting the eligibility criteria. The organisations must submit all supporting documents that evidence their fulfilment of the pre-qualification criteria.

E. Validity of proposal

Proposals shall remain valid for a period of 180 days from the date of opening of Financial Bid. OTDS reserves the right to reject any proposal, which does not meet this condition.

F. Late Applications

Applications/ responses received after the Application Due Date, as mentioned in schedule of events, shall be summarily rejected.

G. Submission of wrong information

The OTDS will disqualify any bidder at any stage of bid evaluation if it is discovered that the bidder has made wrong claims regarding its fulfilment of the eligibility criteria and the applying firm may be blacklisted and a legal action may be initiated.

In the event of contract being awarded to such a firm making false claims/suppression of truth/misleading claim/wrong claim regarding its fulfilment of the eligibility criteria, the OTDS shall declare the firm in breach of the contract and shall immediately terminate the contract. The OTDS may blacklist and initiate a legal action against such firm.

H. Amendment of EOI Document

- a) At any time prior to the last date for receipt of bids, OTDS, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by an amendment.
- b) The amendment will be published in the official website of the OTDS
- c) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, OTDS may, at its discretion, extend the last date for the receipt of Bids.
- d) The bidders are allowed resubmit their bid- if required, after such amendments.

I. Supplemental information to the EOI

If OTDS deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.

J. Right to modify submission deadline

OTDS may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum published in the official website of the OTDS in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

K. Standards

The audit will be carried out in accordance with Engagement & Quality Control Standards (Standards on Audit) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

L. Minimum quoted audit fees:

- The minimum Audit Fees pertaining to the audit of OTDS & different Implementing Agencies shall be Rs 50,000/-Per Annum excluding TA & applicable Taxes if any.
- Firms applying for assignment shall submit the financial Bid in a separate envelope stating the cost of audit assignment.
- The financial bids with quoted value less than the above quote will be out rightly rejected.

M. Right to terminate the EoI

- a) The OTDS may terminate the EOI process at any time and without assigning any reason. The OTDS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This EOI does not constitute an offer by OTDS. The bidder's participation in this process may result in short listing the bidder to submit a complete technical and financial response.

N. Fraud and Unfair Practices

Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of the Bidder's Bid. It is required that the Agency (ies) / Firm (s) submitting their proposals with regard to the proposed programme and those selected through this EOI must observe highest standards of ethics during the process of selection and during the execution of the programme.

For this purpose, definition of the terms is set forth as follows:

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the OTDS or its personnel in contract executions.

"Fraudulent Practice" means a misrepresentation of facts, in order to influence a selection process or the execution of the contract and includes collusive practice among the applicant Agency (ies) / Firm (s) (prior to or after proposal submission) designed to deprive the Department of the benefits of free and open competition.

"Unfair Trade Practice" means supply of services different from what is prescribed or change in the Scope of Work given. The OTDS will reject a proposal for award, if it determines that the applicant Agency (ies) / Firm (s) recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair

O. Right to accept/ reject any or all proposals

OTDS reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for OTDS action.

P. Notification of Short listing

The OTDS shall notify by email all consulting organisations that have been shortlisted. This shall also be published in the official website.

Q. No Legal Relationship

No binding legal relationship will exist between any of the Respondents and OTDS until the execution of a contractual agreement. The selection in the EoI or participation in the EoI process does not qualify for any contractual obligation from OTDS. The issuance of EOI for the short listed bidders does not qualify for any contractual obligations from OTDS. Mere submission of this EOI or short listing or being invited to attend discussions does not vest any right in the bidder for being selected for the assignment.

R. Law & Jurisdiction

In case of any dispute, this EOI shall be governed by and construed in accordance with the applicable laws at Bhubaneswar, India. The Jurisdiction for such disputes will be Bhubaneswar, Odisha.

S. Disclaimer

The information contained in this Expression of Interest document or subsequently provided to Bidder(s), whether verbally or in written form by or on behalf of OTDS or any of their employees or advisors, shall be subject to the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided.

This EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the OTDS, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document. Certain Bidders may have a better knowledge of the proposed Project than others. Each Bidder should conduct its own study and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate sources. OTDS and its institutions, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document. OTDS may, at its discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present Invitation and call for fresh Invitations.

OTDS reserves the right to reject any or all of EOI submitted in response to this EOI, invitation at any stage without assigning any reasons whatsoever. The Department also reserves the right to hold, or withdraw from, or cancel the process at any stage up to the final selection.

Neither the OTDS nor their employees or consultants will have any liability in case of non-receipt of any correspondence from them to the bidders due to postal delays. Subject to any law to the contrary, and to the maximum extent permitted by law, OTDS and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not), suffered by any person acting on, or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this Request for EoI

document, or conduct ancillary to it, whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of OTDS or any of its officers, employees, contractors, agents, or advisers.

5. Eligibility

The Bidder must possess the following eligibility criteria & to this effect must produce supportive documents for the following along with other documents/ information as specified below. Technical bids of only those bidders who qualify in the pre qualification criteria given below will be considered for opening.

Sl.	Eligibility Criteria	Documents to be furnished along with the Pre-Qualification Proposal
1.	The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant	Registration certificate of ICAI / Firm Constitution Certificate
2.	The bidders must be empanelled with Comptroller & Auditor General (CAG) of India for the financial year 2015-16 or 2016-17.	Copy of CAG empanelled Certificate
3.	The bidder should have minimum audit experience of over 10 years as on the date of opening of the proposal	Details to be furnished in Form -II with copies of concerned work orders from the client
4.	The average annual turnover of last three financial years of the bidder i.e. 2013-14, 2014-15 and 2015-16 should not be less than Rs. 50 Lakhs. (Rs. fifty lakhs only)	Details to be furnished in Form - II with copies of audited Balance Sheet / Profit Loss Statement for the concerned period.

Non-submission of any one of the above document along with pre-qualification proposal, leads to outright rejection of the proposal.

6. Evaluation of Proposals

Technical Bids will be evaluated first and if shortlisted, the financial bid will be evaluated subsequently.

• Technical Evaluation

Only those bidders who have fulfilled the minimum eligibility criteria will be evaluated under the fixed technical parameters. The technical evaluation and comparison of the bids of such eligible bidders shall be done for the following parameters:

Technical Evaluation shall be carried out as per the following evaluation criteria & based on the information and documents provided by bidders. **The cut-off marks for qualifying the technical bid shall be 60% of total marks for Technical Evaluation.** The Evaluation Committee shall have the right to verify the claims made by the Bidder. Based on the Bid Evaluation, only technically qualified Bidders scoring equal or above the cut-off marks shall be short-listed for evaluating their financials bids.

Technical Evaluation Parameters

Sl.	Evaluation Parameter	Max. Marks (100)	Marking Guideline
1	<p>Organization Profile Years of functioning</p> <p><i>(Registration certificate of ICAI / Firm Constitution Certificate to be enclosed)</i></p>	20	A firm completed 10 years from the date of establishment/ incorporation will get a minimum of 5 marks. For every additional year, 1 mark will be awarded subject to a maximum of 20 marks.
2	<p>Financial Turnover (Average Turn Over of last three financial Years i.e. 2013-14, 2014-15 & 2015 -16)</p> <p><i>(Copies of audited Balance Sheet / Profit Loss Statement for the concerned period to be enclosed)</i></p>	20	A firm having an average annual turnover of Rs.50 Lakh will be given 10 marks. For every additional turnover of Rs.20 Lakh, 1 mark will be awarded subject to a maximum of 20 marks.
3	<p>Audit Experience No. of audits completed within last three financial years</p> <ul style="list-style-type: none"> • Government (State Govt./ Central Govt./ PSUs other than Financial Institutions/ Govt. Projects/ Govt. Societies) • Non Govt. (NGOs/ Civil Society Organizations/ Social Sector Organizations) • Commercial Establishments (Limited/ Private Limited/ Financial Institutions/ Banks) <p><i>(Copies of concerned work orders from the client to be enclosed)</i></p>	45	<ul style="list-style-type: none"> • A firm will be awarded 1 mark for completion of one year audit in one organization for Government sector with a ceiling of 20 Marks maximum • A firm will be awarded 0.5 mark for completion of one year audit in one organization for Non Government sector with a ceiling of 15 Marks maximum • A firm will be awarded 0.25 mark for completion of one year audit in one organization for Commercial sector with a ceiling of 10 Marks maximum
4	<p>HR Capacity No. of professionals working in the firm</p> <ul style="list-style-type: none"> • Chartered Accountant from ICAI • Cost Accountant from ICWAI 	15	<ul style="list-style-type: none"> • A firm will be awarded 1.5 marks for each Chartered Accountant working in the firm with a ceiling of 9 Marks maximum • A firm will be awarded 1 mark for each Cost Accountant working in the firm with a ceiling of 6 Marks maximum

- **Financial Evaluation**

Financial bids of only the technically short-listed Bidders shall be opened. The Financial Proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The lowest evaluated financial bid (**Fm**) will be given the maximum financial score of 100 (one hundred) points. The financial scores (**Sf**) of the other Financial Proposals will be computed as per the formula, $Sf = 100 \times Fm/F$, in which Sf is the financial score of the bid, Fm is the lowest financial quote and F is the financial quote of the bid.

Cumulative scoring & ranking of bidders:

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (weight given to the Technical Proposal = 60%; weight given to the Financial Proposal = 40%) using the formula:

$$S = St \times 60\% + Sf \times 40\%$$

The bidder achieving highest combined technical and financial score (S) will get the highest rank, followed by others. Bidder obtaining highest scores shall be awarded the assignment and will be initially called for negotiation and signing of Contract Agreement. If the highest scoring bid fails to sign the contract, the next highest bidder will be invited and so on. OTDS is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price.

7. Selection of Firm

Open advertisement in leading newspapers for inviting proposals from C&AG empanelled Chartered Accountant firms for statutory audit of OTDS will be issued. Advertisement along with the detailed EOI shall also to be uploaded on the website **www.stscodisha.gov.in**.

A committee, chaired by the CEO, OTDS will act as the Selection Committee for the selection of auditors. The committee will adopt a two stage process for selection of auditors. In the 1st stage the Technical Proposals will be scrutinized and the eligible firms will be shortlisted for the 2nd stage.

The Financial proposals of the shortlisted firms will be opened by the Selection Committee and the firm secured highest marks in the Technical as well as Financial round under the Quality & Cost Based Selection (**QCBS**) shall be awarded the work order for the Audit assignment. After the recommendation of auditor by the said committee the same shall be approved in the meeting of Board of Governors of OTDS.

On completion of selection process, the firm selected shall be awarded the contract of audit of OTDS by issuing the Letter of Award (LOA). The firm should furnish a letter of acceptance to the CEO, OTDS within 1 week of the award of the issuance of LOA.

In case the bidding firm is found not suitable for audit on any reasonable ground OTDS may reject such proposal without giving any reason.

8. How to submit the proposals

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- A.** The proposals have to be submitted in two parts i.e. Technical Proposal and Financial Proposal.
- B.** The original and all copies of the Technical Proposal shall be placed in a sealed

envelope clearly marked "**Technical Proposal**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**Financial Proposal**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**Do not open, except in presence of the authorized official**". The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.

- C.** Single Proposal: A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- D.** All agencies must comply with the Technical Specification, General Conditions and Format/ Requirements for Technical and Financial proposal.
- E. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.**
- F.** All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- G. OTDS reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.**
- H.** If the required constitution of the audit team is not deployed by the firm, OTDS shall take appropriate action as it deems fit (including blacklisting of the firm) against the firm.

9. Important Information & Checklist:-

1.	Name of the Assignment	EoI for hiring of Chartered Accountant Firm for conducting Statutory Audit of OTDS for FY 2013-14, 2014-15, 2015-16 & 2016-17.
2.	Description & Objective of the assignment	Enable the auditor to appraise the client on meeting the objectives of the End use utilization of the grants.
3.	Method of Selection	Quality and Cost Based Selection (QCBS) Method as per the guidelines of Finance Department, Govt. Of Odisha.
4.	No of Copies of Technical and Financial Proposal	1 copy each of Technical and Financial proposals
5.	Address for submission of bid	The Chief Executive Officer, Odisha Tribal Development Society(OTDS) Adivasi Exhibition Ground, Unit-1, Bhubaneswar

6.	Date of Issue of EoI	25.02.2017
7.	Date of Pre-bid Meeting	08.03.2017 at 11.00 PM in OTDS Conference Hall
8.	Last date & time of submission of proposals to OTDS	14.03.2017 up to 3:00 PM. The bids received beyond the stipulated time line will be rejected.
9	Date and time for opening of prequalification and technical proposal	15.03.2017 at 11:30 PM in OTDS Conference Hall, Bhubaneswar.
10	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through Speed Post / Registered Post only. Authority will not be responsible for postal delay or any other consequences.

Checklist

Sl.	Particulars	Form No.	Submitted (Yes/ No)
1.	Covering Letter	I	
2.	Bidder Details	II	
3.	Financial Bid	III	
4.	Undertaking	IV	

Format for Covering Letter
(On the letterhead of the Firm)

[Location, Date]

From

[Name of Bidder with Complete Address of Communication]

To,

The Chief Executive Officer,
Odisha Tribal Development Society (OTDS)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar

Sub: EOI Notice No. _____ , Dated:

Sir,

We refer to your notice no. for hiring services of Chartered Accountant Firms for statutory audit Accounts of OTDS for the financial years 2013-14, 2014-15, 2015-16 & 2016-17. Having fully studied and understood the EoI document and the details therein, I / We express our interest to undertake the assignment as per your terms and conditions and hereby confirm that:

- All information provided in the EoI statement and in the attachments is true and correct.
- This statement is made for the explicit purpose of qualifying as Chartered Accountants firm for audit of accounts of OTDS.

We shall make available to the OTDS or their authorized personnel any additional information they may find necessary to verify the submitted information/ statement. OTDS or its authorized personnel are hereby authorized to conduct or to make any inquiries or investigations to verify the statements, document and information submitted with this application and/ or in connection therewith and to seek clarification from our bankers, financial institutions and clients regarding the same. This letter shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information and particulars or clarification as may be deemed necessary or appropriate by OTDS to verify the statements and information furnished in this application together with all annexure or with regard to the resources and experience of the Firm.

We understand that the final bids by Firm (s) will be subject to verification of any and all information submitted in the EoI. We also understand that OTDS reserve the right to amend, alter or vary the scope and terms of the bid. We understand that OTDS shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same. We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by OTDS in selection process.

Yours sincerely,

Authorized Signatory

[Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name of the organization with complete address:

Bidder Details**1. Basic Information**

Sl.	Particulars	Details
1.	Name of Firm	
2.	Address of the Headquarter/ Regd. Office	
3.	Date of Incorporation	
4.	ICAI Registration No. Year of Registration	
5.	CAG registration No. Year of Registration	
6.	Service Tax Registration No.	
7.	PAN	
8.	TIN	
9.	Office Email ID	
10.	Office Telephone No. Office Fax No.	
11.	Lead contact person/s for this assignment along with designation and contact details	

2. Financial Turn Over

Sl.	Financial Year	Financial Turn Over (in INR)
1.	2013-14	
2.	2014-15	
3.	2015-16	
Average Annual Turn Over		

3. Audit Experience

Sl.	Year	Client Sector (Govt./ Social/ Commercial)	Name of Client	Work Order No. & Date

4. HR Capacity

Sl.	Name of Professional	Qualification (Chartered Accountant/ Cost Accountant)

(Attested copies of all documents to be furnished in order)

Financial Bid

[On Bidder’s Letterhead]

[Location, Date]

From [Name of Bidder with Complete Address of Communication]

To,
The Chief Executive Officer,
Odisha Tribal Development Society (OTDS)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar

Sub: EOI Notice No. _____ , Dated:

Sir,
Sub: Financial Bid for for hiring services of Chartered Accountant Firms for statutory audit of Accounts of OTDS for the financial years 2013-14, 2014-15, 2015-16 & 2016-17.

With reference to your Advertisement dated, I/ we, having examined the Advertisement and understood the instructions and the terms and conditions mentioned in the EOI Document and have thoroughly examined the EOI Document and are fully aware of the scope of work required.

We are hereby submitting our “Financial Proposal” as per prescribed format for hiring services of Chartered Accountant Firms for statutory audit of Accounts of OTDS for the financial years 2013-14, 2014-15, 2015-16 & 2016-17.

	Amount Quoted for the statutory audit for one financial year	Taxes as applicable	Amount Quoted including Taxes (in INR)
Total in Figures			
Total in Word			

I/ We agree that this offer shall remain valid for a period of 180 (one hundred eighty) days from the Bid Submission Due Date or such further period as may be mutually agreed upon.

Yours sincerely,

Authorized Signatory

[Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name of the organization with complete address:

Letter of Undertaking

(On the Letterhead of the Firm lead partner of the Firm/company full postal address, telephone nos. or fax, e-mail address etc.)

From

[Name of Bidder with Complete Address of Communication]

To,

The Chief Executive Officer,
Odisha Tribal Development Society (OTDS)
Adivasi Exhibition Ground,
Unit-1, Bhubaneswar

Sub: EOI Notice No. _____ , Dated:

Sir,

I/We the undersigned offer to execute and complete whole of the said work in a schedule time limit from the date of issue of letter of Acceptance/ Work Order as given in Condition of Contract and in conformity with the above set of documents for the Financial Offer in separate sealed Envelope.

I/We undertake, if my/our bid is accepted to deliver the works in accordance with the contract for period as specified in the bid from the date of receipt of letter of acceptance issued to me/us.

I/We agree to abide by this bid for a period of (180 days) from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

In the event of our bid being accepted, I/ we agree to enter into formed contract agreement incorporation the conditions of contract there to annexed but until such agreement is prepared this together with OTDS written acceptance there and shall constitute a binding contract between us.

We understand that we have to follow the instruction of OTDS, and their designated officers, if any during the execution of the work within the contract period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signatory

[*Signature with Date and Seal*]:

Name and Title of the Signatory: _____

Name of the organization with complete address: