

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT DEPARTMENT**

No. 30130 / SSD Bhubaneswar Dated 7.11.2014  
Sch(Pre)-16/2014

**NOTICE INVITING EXPRESSION OF INTEREST**

ST&SC Development Department, Govt. of Odisha wishes to engage a Chartered Accountant firm for undertaking Annual Audit of the Odisha Girls Incentive Programme (OGIP), to ascertain whether the mandated procedure has been followed for the disbursement of the top-up scholarship and intended benefit has reached to the beneficiaries.

The Details of the Scope of Services, and TOR can be seen at <http://stscodisha.gov.in>

**Last date of Submission of Tender**

**Document in Hard Copy**

**25<sup>th</sup> November, 2014 by 15:00 Hrs**

For further details the office of Director, SC Welfare, ST&SC Development Department, GoO may be contacted over e\_mail: [stscdev@rediffmail.com](mailto:stscdev@rediffmail.com) or [srivastavasurbhi@rediffmail.com](mailto:srivastavasurbhi@rediffmail.com)

Sd/-

Director, SC Welfare

**EOI Number:30130 dt. 7.11.2014**  
**Sch(Pre)-16/2014**

**Expression of Interest**

**For**

**ANNUAL AUDIT OF ODISHA GIRLS INCENTIVE  
PROGRAMME FOR THE YEAR 2013-14**

**ST&SC Development Department,  
Govt. of Odisha**

**Phone: 0674-2390780**

**E mail: [stscdev@rediffmail.com](mailto:stscdev@rediffmail.com) and [srivastavasurbhi@rediffmail.com](mailto:srivastavasurbhi@rediffmail.com)**

**Website: <http://stscodisha.gov.in>**

**TABLE OF CONTENTS**

SI No	Particulars	Page No
A	Schedule of Invitation of EOI	3
B	General Instructions	3
C	Background of the Project	4
D	Objectives of the Project	4
E	Project Coverage	4
F	Scope of Work	4-5
G	Time line for Completion of Work	5
H	Eligibility Criteria for Empanelment of Agencies	5
I	Procedure of Application	6
J	Submission of Proposals	6-7
K	Evaluation of the Proposal	7
L	Competent Authority	7
M	Payment Mechanism	7
N	Address for communication	7
O	Other Terms and Conditions	8
Annexure-I	Format for submission of Technical Proposal	9-10
Annexure-II	Format for submission of Financial Bid	11

**A. SCHEDULE OF INVITATION OF EOI:**

Date of Issuance of EOI	10 <sup>th</sup> November 2014
Last date and time of submission of EOI document	25 <sup>th</sup> November 2014 up to 3:00 PM
Pre Bid Clarification Meeting	18 <sup>th</sup> November 2014 at 3:30 PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.
EOI document to be submitted to	Director, SC Welfare
Date and Time of Opening of EOI document	25 <sup>th</sup> November 2014 at 5:00 PM at OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.

**NOTE:**

1. Please address all queries and correspondence to Director, SC Welfare, ST&SC Development Department, GoO on or before 24<sup>th</sup> October 2014 @ [stscdev@rediffmail.com](mailto:stscdev@rediffmail.com) with a copy to [shivastavasurbhi@rediffmail.com](mailto:shivastavasurbhi@rediffmail.com)
2. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
3. Please quote EOI Ref. Number in all your correspondence.

**B. General Instructions**

1. Interested Agencies who wish to submit the proposal will have to submit the proposal document as per the prescribed guidelines of the EOI.
2. **Technical document and financial document:** Applicants shall submit **physically** their technical as well as the **Financial documents** in sealed envelopes super-scribed with due date, time, project and nature of document.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
4. The Price/ rates/ quotes by the bidder shall be valid for a period of 180 days and shall be applicable for the entire contract period.

### **C. Background of the Project:**

The ST&SC Development Department is the nodal Department for the welfare of the Scheduled Caste and Scheduled Tribes of the state. To accelerate the educational attainment of ST&SC girl children, the State Government is implementing a conditional cash transfer programme called **Odisha Girls Incentive Programme (OGIP)** in order to incentivize the completion of Secondary Education by the ST&SC girls. Supported by Department for International Development (DFID), under OGIP, the ST&SC girl students of class IX & X receive additional incentive amount of Rs. 950/- per annum over and above their usual entitlement under the Pre-matric Scholarship Scheme.

### **D. Objectives of the Project:**

Following are the key objectives of the project –

1. Improve transition of SC/ST girl students from grade VIII to IX and grade IX to X
2. Improve attendance rates of SC/ST girl students in grade IX and X
3. Increase the graduation rates of SC and ST girl students to higher secondary education (i.e. from grade ten to eleven)
4. Financial inclusion of SC/ST girls – own bank accounts
5. Improve community and household attitudes towards girls secondary education

### **E. Project Coverage**

1. All SC and ST girls of class 9 & 10
2. All schools : Government, Government aided and Private recognised
3. During 2013-14, of the eligible 2.07 lakh beneficiary girl students, 1.89 lakh have been paid the DFID top-up amount directly in their bank accounts through State Treasury. Remaining girls were paid in arrears this financial year (2014-15) due to shortfall in last year's budget.

### **F. Scope of Work**

The purpose of the audit is to ascertain whether the mandated procedure has been followed for the disbursement of the top-up scholarship and has reached the intended beneficiaries.

The expected deliverables by the selected agency include reporting on the process followed, adequacy of internal controls, accuracy of transactions and the level of

compliance with financial norms and procedures of the department. The scope of work of the auditor will be as follows:

- Study the scheme guideline and verify disbursement has been made as per the guideline.
- Study the disbursement procedure and verify the disbursement status for the year 2013-14.
- Verify that payments have been released as per the Sanction Orders issued by the Dept.
- Verify that all payment have been done through State treasury during the year 2013-14 & under allotted budget heads.
- Visit to 5 selected districts and carry sample verification of 200 SC and 200 ST beneficiaries to confirm receipt of scholarship during 2013-14.
- Certification of the DFID Statement of Expenditure as per sanctioned amount and approved bills prepared.
- Suggestions for improvement

#### **G. Time Line for the completion of the work**

Within 2 months of getting the work order, the complete Audit Report should be submitted to the Director, SC Welfare.

### **BIDDING PROCESS**

#### **H. Eligibility Criteria for Empanelment of Agencies:**

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

<b>Eligibility Criteria</b>	<b>Documentary Evidences to be attached</b>
1) The firm must be empanelled with C&AG and ICAI without which the application of the firm would not be considered.	Attested copy of Certificate of ICAI and C&AG as on 1.1.2009
2) The firm must have undertaken similar assignment during the last three years.	Works to be demonstrated by contract/ agreement/ LoA/ Work order and evidence of satisfactory work completion.
3) Min. Avg. Annual Turnover of the bidder in the last three years as on 31 <sup>st</sup> March 2013 should be Rs. 10,00,000 (Rupees Ten lakhs only)	Turnover statement from a Registered Chartered Accountant or audited Financial Statements.

## **I. Procedure of Application:**

Eligible organization/ agency has to submit their technical proposals under sealed covers to the office of OMTES, Adivasi Exhibition Ground, Bhubaneswar in prescribed format.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work Title and include the following declarations:

1. We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
2. This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
3. The proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/ firm invited to submit proposal for this contract.
4. We confirm that all personnel named in the proposal will be available to undertake the services.
5. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we were awarded this assignment. ST&SC Development Department/ Nodal offices, reserves the right to reject any Proposal which, in it's opinion, gives rise, or could potentially give rise to, a conflict of interest.
6. We confirm that the organization
  - Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
  - Have not been convicted of any offence concerning professional misconduct
  - Have not been convicted of corruption including the offence of bribery
  - We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

I confirm that, I have the authority of [name of organization] to submit proposal and to clarify any details on its behalf.

**J. Submission of Proposals:** The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings.

1. EOI Document fee of Rs. 500/- and EMD of Rs. 20000/- is to be submitted with the proposal in a separate envelope superscripted with the EOI name and number. The EOI document fee and EMD is to be drawn in favour of Under Secretary (DDO), ST&SC Development Department.
2. Original copy of Technical Bid complete with all technical and commercial details as prescribed in the EOI document has to be submitted in physical form at the office of the Authority on or before the due date of submission of technical proposal. **All pages of the offer must be signed.**

**The proposal must be submitted in the format attached at Annexure-I and II to the EOI stating all necessary details as mentioned above.**

**K. Evaluation of the Proposal:**

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

Bids shall be evaluated on Lowest Quoted Price only.

Authority is not bound in any manner to select any of the bidders submitting bids without assigning any reasons thereof.

**L. Competent Authority**

The Director, SC Welfare, is the competent authority for this project. The powers of the Competent Authority will be as under:

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ Agency.
3. At discretion during evaluation of bids, request an organization/ Agency for clarification on its proposal. This request will be in writing and the organization/ Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The Nodal Office exercises the right to accept or reject any proposal without assigning any reason thereof.

**M. Payment Mechanism:**

The total project cost will be paid after submission of the final Audit Report subject to fulfillment of all deliverable defined in Scope of Work.

**N. Address for communication:**

Any queries or communications may please be sent to the office of Director, SC Welfare, ST&SC Development in the E mail: [stscdev@rediffmail.com](mailto:stscdev@rediffmail.com) with a copy to the mail - [srivastavasurbhi@rediffmail.com](mailto:srivastavasurbhi@rediffmail.com)



**O. Other Terms and Conditions:**

**a. AUTHORITY'S RIGHT TO VARY SCOPE AT TIME OF AWARD**

If any change in Scope of the Contract causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within ten (10) days from the date of the Bidder receipt of the Authority changed order.

**b. AUTHORITY'S RIGHT TO ACCEPT AND TO REJECT ANY/ALL BIDS**

Authority reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

**c. NOTIFICATION OF AWARD & SIGNING OF CONTRACT**

- Prior to expiry of the period of Bid validity, the Authority will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.
- Within one week (1 week) of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Authority. If the successful Bidder thus selected fails to sign the contract as stipulated, the Authority reserves the right to offer the contract to the next lowest Bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the shortlisted agencies are same.

**d. PENALTY**

Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the ToR of this EOI document. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault and as decided by Authority. Such an amount payable by the Service Provider shall be final and binding and shall not exceed 10% of the Total Accepted Contract Value of the bidder for the Contract Period. On the Service Provider repeatedly failing to rectify the faults within the time period as stated by the Authority, the Authority is free to cancel / terminate the Contract.

## Annexure-I

## Format for submission of Technical Proposal

## A. Particular/ Details of the firm:

S. No.	Particulars	Supporting Documents required to be submitted
1	Name of the Firm	
2	Address of the Firm	
a.	Head Office	Phone No: Fax No: Mobile No of Head Office In-charge:
b.	Branch Office 1,2,3.. (Particulars of each branch to be given)	Phone No: Fax No: Mobile No of Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Registration No. with ICAI/ CAG	
6	No. of years of Firm existence and date of establishment of Firm	Copy of Charter document of the Firm
7	Particulars of assignment with Public Sector Undertakings and provided services related to accounts / Internal Audit work: - Detail of the Assignment - Start and Completion dates - Brief description of services provided - Team members involved - Fees for the assignment	Copy of the letter of award/ contract, documents substantiating the scope of work and the fee charged.
8	Details of FCA Partners: Provide following details: - Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 31.03.2011) - Name of each Partner - Date of becoming ACA and FCA - Date of joining the firm - Membership No. - Qualification - Experience - Whether the Partner is engaged full time or part time with the firm.	Attested copy of Certificate of ICAI as on 31.03.2011

**B. Details of Qualified Staff (Chartered Accountant)**

(Please provide attested copy of Certificate of ICAI as on 31.3.2011 for the qualified staff)

	<b>Name of Staff</b>	<b>Length of Association with the Firm (in years)</b>	<b>Educational Qualifications</b>	<b>Area of Key Expertise</b>	<b>Membership No.</b>	<b>Relevant Experience</b>

**C. Details of Semi-qualified Staff (including Article Clerks etc.)**

<b>S. No.</b>	<b>Name of Staff</b>	<b>Length of Association with the Firm (in years)</b>	<b>Educational Qualifications</b>	<b>Area of Key Expertise</b>	<b>Membership No.</b>	<b>Relevant Experience</b>
Semi Qualified Staffs:						
1						
2						
..						
Articled Clerks:						
1						
2						
..						
Others:						
1						
2						
..						

**Signature of the  
bidder with seal**

**Annexure-II****Format for submission of Financial Bid**

Tender Notice No. \_\_\_\_\_ :

To:  
The Director,  
SC Welfare,  
ST&SC Development Department  
Govt. of Odisha.

Dear Sir,

I hereby bid for \_\_\_\_\_ (name of the project) as per the Terms of Reference given in this Tender Document of the ST&SC Development Department, within the time specified and in accordance with the specifications and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Price per month for Services mentioned in the tender document (inclusive of all taxes in Rupees)</b>	<b>Contract Value inclusive of all taxes in Rupees) (A x 12 months*)</b>
		<b>A</b>	<b>B</b>
1.1	Total Cost for providing complete accounting services, correspondence with Govt. departments for fundraising, supervision/ consulting services to schools in matters of accounts as per the terms and condition indicated in this Tender Document - (IN FIGURES)		
	<b>Amount in Words</b>		

\*Contract Period

**NOTE:**

- 1) The rates indicated herein are inclusive of all taxes and are applicable for the contract period.
- 2) I have personally visited actual site locations in order to satisfy myself with the requirements of the Contract and quote my rate accordingly.
- 3) No change shall be made in future on my part for any misunderstanding or oversight of any expense/s by me.

**Signature of the Bidder with Seal**

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