



# ଜିଲ୍ଲା ପରିଷଦ , ଗଜପତି , ପାରଳାଖେମୁଣ୍ଡି

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)

ZILLA PARISHAD, GAJAPATI, PARALAKHEMUNDI

(Odisha Livelihoods Mission)

Email:- [ori-dgajapati@nic.in](mailto:ori-dgajapati@nic.in)/ [gajapatidpm.olm@gmail.com](mailto:gajapatidpm.olm@gmail.com)



Order No: ୧୩୩ /OLM /ZP

Date: ୧୫ / ୦୭ / ୨୦୨୫

## REQUEST FOR PROPOSAL

Sealed Quotations are invited in plain paper from Odisha Based reputed Chartered Accountant with the following term and condition for Audit of GPLF. The quotations completed in all respect will be received from **15.07.2025 to 04.8.2025** during office hour Speed/Registered post and by hand only address to the CDO-cum-DMC, OLM, Zilla Parishad, **Gajapati** and will be opened on **05.08.2025 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://Gajapati.odisha.gov.in>

### Terms & Conditions

- The bidders must be a reputed Chartered Firm.
- 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 years & 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 Bidder will award the contract to the bidder whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price.
- The price quoted should 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 **05.08.2025 at 3.00 PM** or if modified will be intimated later.
- The cost of the Tender paper Rs. 1000/- (Rupees One thousand), entire tender paper is available in district website. The bidder have to furnish tender paper along with the non refundable cost of tender of Rs. 1000/- (Rupees One Thousand) deposited in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Gajapati"** payable at SBI, Paralakhemundi.



- 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, Gajapati"** payable at SBI, Paralakhemundi as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders.
- The 2<sup>nd</sup> lowest bidder will be offered for Audit of GPLF if the 1<sup>st</sup> Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted.
- In case of tie in mark weightage will be given to firm having highest turnover and number of Govt Audit.
- 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 conduct 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, Gajapati.
- Any legal dispute arising out of this is subject to Gajapati 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,Gajapati"** payable at SBI, Paralakhemundi 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, Gajapati"** payable at SBI, Paralakhemundi from any scheduled commercial bank towards cost of tender paper (non refundable).
- Price in specific format prescribed in the bid document 148 GPLF Audit.



### **BID Evaluation Method**

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

### **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 20 work order in Govt. Sector	20	
li	Each additional work order from any Govt. sector	02	
2	Turnover (last year)		20
I	Minimum turnover of Rs. 50 Lakhs	10	
li	Each additional turnover of Rs. 10 lakhs	02	
3	Year of Experience (Establishment of Firm)		20
I	At least 5-year experience	10	
li	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
	<b>Total Mark</b>		<b>100</b>

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

### **Financial BID**

The financial proposal of the qualified bidder shall be opened.

The lowest financial proposal will be given a financial score of 100 marks and gradually decrease the mark as per the bidder cost i.e.100 mark for 1<sup>st</sup> lowest price,90 marks for 2<sup>nd</sup> lowest price, 80 marks for 3<sup>rd</sup> lowest mark and likely marking the financial bid.

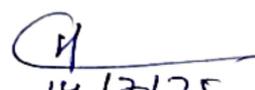
The proposal will finally ranked according to their mark obtained in Technical bid and financial bid i.e. Mark secured in Technical bid(highest mark) + Financial bid(lowest price)=L1

### **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**

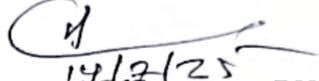
SI no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all taxes)	Remarks
1	Gajapati	07	149	148		

  
14/7/25  
Chief Development Officer-cum-DMC  
OLM, Zilla Parishad, Gajapati

Memo No: 434 /2025

Date: 14 / 07/2025

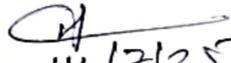
Copy to notice board of Zilla Parishad, Gajapati to display the Quotation call notice on the notice board of the Zilla Parishad office for wide publication.

  
14/7/25  
Chief Development Officer-cum-DMC  
OLM, Zilla Parishad, Gajapati

Memo No: 435 /2025

Date: 14 / 07/2025

Copy forwarded to DeGM, Gajapati for information and requested to display the Quotation Call Notice & the Bid paper from **15.07.2025 to 04.8.2025** in the District website for wide publication and use of prospective bidder.

  
14/7/25  
Chief Development Officer-cum-DMC  
OLM, Zilla Parishad, Gajapati

Memo No: 436 /2025

Date: 14 / 07/2025

Copy to notice board of Collectorate, Gajapati to display the Quotation call notice on the notice board for wide publication.

  
14/7/25  
Chief Development Officer-cum-DMC  
OLM, Zilla Parishad, Gajapati

Memo No: 437 /2025

Date: 14 / 07/2025

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

  
14/7/25  
Chief Development Officer-cum-DMC  
OLM, Zilla Parishad, Gajapati

Ref-...../Date-

**FINANCIAL BID**

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

To

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

Sir,

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

SI no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all taxes)	Remarks
1	Gajapati	07	149	148		

⇒ 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, Gajapati

Sir,

I / We do hereby submit the Technical Bid **FOR AUDITOR 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	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24)	
6	Copy of Latest GST Return	
7	Certificate that the firm have not been black listed.	
8	Details of partner and staff	
9	Proof of address of branch office in the applied zone if any	
10	ISO or any other similar certificate	
11	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 :



Information Format

## A. Similar Experience (Statutory /Concurrent / Internal Audit)

SI 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.

SI No	Financial Years	Annual Turnover(In Rs)
1		
2		
3		

## 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.**