

THE ODISHA AGRO INDUSTRIES CORPORATION LTD.

E.O.I. FOR COMPILATION OF MONTHLY/ANNUAL ACCOUNTS
FOR THE YEAR 2019-20



Last Date of receipt of EOI document:- 25.05.2021 upto 3.00 P.M.

Date of Opening of EOI:- 25.05.2021 at 4.00 P.M.

Cost of EOI document: Rs.590/- (inclusive of GST)

Cash Receipt No. _____ Date: _____

D.D No. _____ Bank : _____

Address for correspondence:

Odisha Agro Industries Corporation Ltd.

95 - Satyanagar, Bhubaneswar - 751007

Tel No. 0674- 2570687, FAX: 0674 - 2570313

e-mail : oaicho@orissaagro.com

Website: www.orissaagro.com

Introduction.

Odisha Agro Industries Corporation Ltd. is a state PSU incorporated under Companies Act.1956 for promoting Agro Business like marketing of Agriculture Machinery, Equipments, Implements, providing inputs i.e fertilizer, pesticides and cattle and poultry feeds to farmers. It has 30 Districts Units, 2 Branch Units and 1 cattle and poultry feed plant through which the business activities are being carried out. The day to day accounts and transactions are being maintained in Tally Erp-9 software from the year 2015-16.

OAIC Ltd. intends to invite Expression of Interest(EOI) from the CAG empanelled Chartered Accountants Firms located at Bhubaneswar for Audit of major PSU to upload the accounts data for the period from 01.04.2019 to 31.03.2020 in all districts/accounting units in tally software and compile and consolidate the Annual Accounts of both Districts and Head office in compliance with Accounting Standards applicable for the state PSU with due regards to accounting policy and practice that is in vogue. All District units are categorized under 4 Zones and Head Office is another Zone. A zone wise accounting units of all 5 (Five) Zones are indicated at **Annexure- A**. The C.A firms shall be qualified on the basis of 2 (two) bid system followed by power point presentation and responsible for completing the assigned work as mentioned under clause” scope of work for both Districts and Head office level at **Annexure-B”**.

Instruction to Applicants:

Basis of Selection:

The CA firms will be selected by Two bid system followed by power point presentation. Each firm complying with the eligibility criteria as mentioned in **Annexure-C** should send technical bid in **Annexure-D** and financial bid in **Annexure-E** in a sealed cover in the address mentioned below. Professional fees are to be quoted in the Financial bid which is inclusive of conveyance TA and other incidental charges for each zone. Further, the intending firms meeting the said criteria and submitting the offer to OAIC Ltd. for this assignment has to attach the proof / evidence in their support as mentioned in **Annexure-C**.

After opening of bid documents, the short listed firms shall be invited for power point presentation on their skill and ability in maintenance of Books of Accounts at Unit level and preparation of Final Accounts in Tally ERP-9 software for proper evaluation / assessment by the management. After evaluation of financial bid and power point presentation, the successful firms shall be selected for issue of work order.

Bid security:

As per Finance Department guideline issued vide Notification no-8952 date-18.03.2021 no bid security / EMD money shall be collected from the intending CA firm who are eligible to participate in the offer.

Performance security:

No Performance security shall be deducted from the professional bills of the CA firm assigned with the work.

Mode of payment:

80% value of the professional bills shall be paid to the CA firms assigned with the work after Authentication of Annual accounts 2019-20 by Board of Director and completion of Statutory Audit for the said year. Balance 20% of the bill shall be released after AG supplementary Audit and adoption of Annual Report 2019-20 in Annual General Meeting of the Company.

EOI Time Lines:

The time lines of this EOI process which are to be strictly adhered to are as follows.

Sl. No.	Activity	Timelines
1	Release of EOI Papers.	05.05.2021
2	Deadlines for receipt of Clarification if any,	10.05.2021
3	Deadlines for receipt of EOI papers.	25.05.2021 upto 3.00pm.
4	Opening of EOI application / offer received. (<i>In presence of Authorized Partner/ representative</i>)	25.05.2021 at 4.00pm.

EOI Deadline:

The EOI application may be submitted as per the details specified under “EOI Time lines” in the manner and form as detailed above in this documents. EOI application submitted by e-mail, facsimile transmission shall not be accepted. No further correspondence will be entertained in this matter.

Format and Signing of EOI Documents:

The applicant CA firm should provide all information as per the prescribe documents. Only those applications that are received in the required formats and are complete in all respect shall be considered for evaluation. The applicants should submit one hard copy only. The application should be type and each page initialed by the applicant firm. Any alteration, omission addition or any other amendment made to the application should be initialed by the Person(s) signing the application.

Sealing and Marking of Documents:

The CA firms fulfilling the eligible criteria are requested to submit their proposal/offer in physical form containing both the technical bid and financial bid (both in separate sealed cover) in one sealed cover super scribed **“EOI for Accounts compilation and consolidation of OAIC Ltd. for financial year 2019-20”** through speed post/Registered Post/ by hand, to be dropped in a Tender Box meant for the purpose at H.O.. The name, address and phone no. of the firms must be mentioned on the envelope.

Contact Details:

The sealed envelope should be addressed to:-

**Managing Director,
Odisha Agro Industries Corporation Limited,
95, Satya Nagar, Bhubaneswar.
Tel No.-0674-2570687.**

Late application:

EOI documents received after the deadline for receipt of application will not be accepted.

Terms & Conditions

- (i) Each Accounting zone carries basic minimum professional fees of Rs.2.00 lakhs(Two lakhs only) Excluding GST and no offerer should quote the Professional fee below the base amount in financial bid.
- (ii) Intending CA firms can only offer their Expression of Interest (EOI) for maximum 2 (Two) Accounting zones but not more than that in view of urgency in finalization of Annual Accounts.
- (iii) The successful CA firm shall have to execute agreement with the management OAIC Ltd. within 7 days from date of issue of Work Order in Rs. 100.00(Hundred only) non-judicial stamp paper.
- (iv) The time period allowed for completion of District Accounts 2019-20 is 2 (Two) Months or 60 days from date of issue of Work Order to successful CA firms. The firms allotted with consolidation of Annual Accounts at H.O, shall have further 45 days beyond the 60days time period allowed for districts compilation of Accounts work.
- (v) Any delay in completion of work within the scheduled period shall entail fees cut @10% for each belated month or maximum 20% of contract value.
- (vi) The CA firm has to depute staff having professional qualification of Inter CA/ Inter CMA with tally expertise to upload Accounts data from 01.04.2019 to 31.03.2021 to District and complete the job within the contract period.
- (vii) The C.A. firms will have to depute Partners / Associates to supervise the progress of work at the District / zone level so that the error / omission etc. can be checked and avoided before completion.
- (viii) Senior partners of the firm will have to visit the Corporate Office (Finance Division) of OAIC Ltd. for discussion on being called upon by the Higher Authorities in the issues covering to Accounts and Audit reports and to take stock of progress of work.
- (ix) The successful firm cannot outsource / sub-let the said assignment or any part of same to other C.A. firms or any Individuals.
- (x) If any firm or the Partner thereof is found guilty of gross negligence or any other fault on progress of work within the time schedule, OAIC Ltd. shall have all remedies such as deduction / withholding fees, removal from existing assignment with damage cost or any other action it may deemed appropriate in the circumstances.

Annexure-A

NAME OF DISTRICT (ZONE WISE)	
1.CENTRAL ZONE	2.SOUTH ZONE
Angul	Boudh
Cuttack	Gajapati
Jagatsinghpur	Ganjam
Kendrapara	Koraput
Khurda	Malkangiri
Nayagarh	Nawrangpur
Puri	Phulbani
Dhenkanal	Rayagada
C & P.F. Plant, BBSR	
3.WEST ZONE	4.NORTH ZONE
Bolangir	Balasore
Bargarh	Bhadrak
Deogarh	Jharsuguda
Kalahandi	Jajpur
Nuapada	Keonjhar
Sambalpur	Mayurbhanj
Sonapur	Sundergarh
5. Head Office Zone-Head office transactions and Consolidation of Annual Accounts of the Corporation	

Annexure-B

Scope and nature of work at Districts level:

The successful tenderer /Firms shall maintain and prepare the unit accounts as per the Accounting policy and practice in vogue in OAIC and in compliance with the Accounting Standards as well as relevant schedules of the Companies Act.2013 to avoid adverse remarks from the statutory and A.G Audit giving due emphasis to the following.

i) Uploading Accounts data in Tally Erp-9 software like Receipt and payment Vouchers of cash and bank, purchase and sales invoices, journals at the Districts unit level on daily and monthly basis and preparation of Annual statements of Accounts. i.e. Trial Balance, Profit and Loss accounts, Balance Sheet along with relevant schedules at the closure of the Financial Year -2019-20

ii) preparation of Bank Reconciliation Statements of the Districts/Branch units.

iii) preparation of Closing stock/W-I-P valuation statements.

iv) Statement of Advances i.e. staff Advances (Festival & T.I Advances) and party wise Advances paid and recovered and balance outstanding as at 31.03.2020 duly reconciling with the ledger balance.

v) Statement of Assets acquired, disposed and balance available as on 31.03.2020.with allowable depreciation.

vi)Party wise Sundry Debtors and Sundry Creditors as on 31.03.2020 of the each Districts units.

vii) Statements of Fixed/Terms Deposit as on 31.03.2020.

viii) Bank balance confirmation certificate of all operating and non-operating bank accounts as on 31.03.2020.

ix) Inter Branch Reconciliation statements.

x) Statement of prior period Income and Expenditure.

xi) Statement on provision for expenditure.

xii) Statement on prepaid expenses.

xiii) Reconciliation statement on collection and deposit of EPF,GST,TDS on Income Tax and TDS on GST for the year 2019-20.

xiii) Compliance to observation of Statutory and A.G. Audit relevant to concerned districts Accounts.

Scope and nature of work at Head Office level:-

The successful C.A Firms shall undertake the compilation and consolidation of unit accounts for the year ending 31.03.2020 in Tally software as per the Accounting Standards and practices in vogue in OAIC Ltd. centrally at Head Office. Besides, the following closing statements, Annexures, schedules as required for presentation of Annual Financial statements under companies Act.2013 in various schedules are to be prepared by the C.A Firms assigned for the purpose.

- i) Consolidated Trial balance of OAIC Ltd
- ii) Consolidated Profit and Loss Accounts of OAIC Ltd .
- iii) Consolidated Balance Sheet of OAIC Ltd.
- iv) Annexures and schedules to Profit & Loss and Balance sheet .
- v) Cash flow statements of OAIC Ltd..
- vi) Consolidated Fixed Assets schedules.
- vii) Inter unit reconciliation statements.
- viii) Closing Journal entries for the year 2019-20.
- Ix) Consolidated Statements of FDR/TDR and other investments .
- x) Consolidated closing stock statements, W-I-P and inventories.
- xi) Notes to Accounts .
- xii) Compliance to statutory Audit, AG Audit observation on Financial Statements for relevant year of the Accounts.

Annexure-C

Eligibility criteria:-

The C.A Firms submitting the offer must have exposure, experience and expertise in Compilation and Consolidation of Accounts of PSUs and Govt. Organizations having sufficient skilled and experienced staff/ professionals with Tally expertise to maintain the accounts and complete the assigned work within the given time. The intending firms should fulfill the following eligibility criteria for consideration of their offer.

- i) Must be empanelled with Comptroller and Auditor General of India to conduct Audit of major PSUs.
- ii) Must have valid Registration with ICAI .
- iii) Must have located in territory of Bhubaneswar for last 5 years.
- iv) Must have at least 4 Associates members of ICAI.
- v) Must have Minimum Annual Turnover of Rs.50 lakhs in previous financial i.e.2019-20.
- vi) Must have experience of 5 years or more in Accounts, Finance, Company and Taxation matters.
- Vii) Must have undertaken compilation of Annual Accounts job of State/Central PSUs.
- viii) The C.A firms those who have performed the Compilation work of OAIC Ltd. during last 4 years on outsourcing shall not be eligible to offer Expression of Interest (EOI) for 2019-20.

Selection procedure:

- Technical bids will carry 60 marks and Power Point presentation will carry 40 marks for evaluation.
- Firms have to score at least 75% marks in technical evaluation i.e.45 marks, Shall be qualified bidders for Financial bids. The firm quoting lowest offer up to L-3 level against each zone among the technically qualified bidders, shall be short listed for power point presentation.
- The performance of short listed C.A firms attending power point presentation shall be evaluated against each zone by the tender committee out of total 40marks. The firms scoring highest marks among the shortlisted firms shall be considered successful bidder for assignment of work.

- The company reserve the right to accept or reject all any of the Applications or Bids without assigning any reasons whatsoever. Further, the company reserves the right to reject or disqualify the relevant bidder at the time , or at any time, if at any point of time it is found that information provided by the bidder is false or facts are misrepresented.

Criteria	Minimum criteria	Max. Marks	Evaluation criteria
1.No. of ACAs/FCAs partners with the firm for not less than three years.	ACAs/FCAs (2 mark per each FCA and 1 Mark per each ACA for one year)	10	
2.Experience of the firm (more than 5 years)	5 years (8 Mark per five year and 1 mark for each additional year subject to maximum of ten marks)	10	
3.Experience in Compilation and consolidation of Annual Accounts of state /central PSU/Govt. Agencies.	Each year / each organization carries 4 Marks subject to maximum of 20 marks.	20	
4.The C.A firm must have registered under EPF and ESI Act. And must not have defaulted in payment of statutory contribution.	-	10	
5.Turnover of the firm in last F.Y.-2019-20	5 marks for a turnover of minimum 50 lakhs and 1 mark for each additional turnover of 10 lakhs subject to maximum of 10.	10	

Supporting documents for eligibility criteria : Following supporting documents must be submitted by the firm along with the technical proposal:

For Sl. No, 1 & 2, the firm must submit an attested copy of certificate of ICAI as on 1.1.2021.

For Sl. no. 3, the firm must submit a copy of the Management certificate.

For Sl.no.4, **E.P.F** Registration Certificate.

For Sl.No.5, copy of the Balance Sheet for F.Y-2019-20.

Annexure-D

Format for Technical proposal

1) Name of Firm: _____

2) Status of the Firm(Partnership or proprietorship) _____

3)Registration address of Head office: _____

4)ICAI firm registration no. and date of establishment _____
(As per certificate issued by ICAI as on 01.01.2020)

5-A)Details of CAs as partners/Associates (as shown as per certificate of ICAI as on 01.01.2020):-

Name:	
Membership No:	
Qualification:	
Age:	
Date of joining:	
Date of ACA/date of FCA:	

5-B) Details of CAs as full time paid employees (as shown as per certificate of ICAI as on 01.01.2021):-

Name:	
Qualification:	
Age:	
Date of ACA:	
Fin. Year Total fees (in Rs.) 2019-20:	

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Sign:

Place:

Name & Designation:

Annexure-E

Format for Financial proposal

Name of the zone	Amount Quoted.
Head office Zone(including Consolidation)	
Central Zone	
Western Zone	
Northern Zone	
South Zone	
Total:-	

Note:-Each intending CA firms can only offer bids maximum any 2(Two) Zones only.

Fees mentioned above are excluding out of pocket expenses, transportation and Boarding charges.

Lump sum fees quoted as above are excluding of GST and other Taxes.

Date:

Sign:

Place:

Name:

Designation:

APPLICATION FORM

FORM-I

The C.A firm(s) shall apply with details as noted below in the application failing which the EOI shall not be considered for selection.

1. Year of establishment:

(Photocopy of latest Certificate of registration issued by the ICAI.

2. Name of EOI firm:

With details of Partners

(a) Qualifications (ACA / FCA).

(b) Date of Joining the firm.

(c) Post qualification experience of the partner (total no. of years).

(d) Membership No. of all Partners.

3. Details of the qualified assistants / staff.

(a) Name _____

(b) Membership number (if any) _____

(c) Date of joining the firm _____

4. Details of the semi-qualified assistants with.

(a) Name _____

(b) Registration number (if any) _____

(c) Date of joining in the firm _____

5. Detailed Office Address: _____

6. Contact Details: (a) Name _____

(b) e-mail Id. _____

(c) Mobile No. _____

7. Submit Affidavit for not black –listed /debarred by any Central /State Govt. or ICAI/ICMAI/Central/State Agencies/PSU etc.

8. PAN No. _____

9. GST Registration Number _____

10. Name of the Organization where the EOI firm has worked for Compilation of Accounts.(Pl. attach proof)

1. _____

2. _____

3. _____

9. Annual turnover for the year 2019-20 :-

10. Name of the Banker with Address:-

11. Account No. with IFS Code No.:-

12. EOI document payment Details :-

- i) Money Receipt No. & date :-
- ii) Value: - Rs.500/-plus GST Rs.90/-

13. Details of experience of the firm.

- a. In compilation and consolidation of Annual Accounts of PSU/ Govt./ Govt. agencies.

(Photocopy of proof of experience to be enclosed)

I/We hereby declare that the information furnished herein is true to the best of my knowledge & I/we further declare that in case of appointment I/we shall abide by the terms and conditions of OAIC. In case the furnished information is found to be false at any stage, OAIC will cancel the EOI/awarded order(s) without assigning any reason thereof.

Dated _____

Full Signature with office seal of the EOI firm



**THE ODISHA AGRO INDUSTRIES CORPORATION
LIMITED**
(A Government of Odisha Undertaking)
95, SATYA NAGAR, BHUBANESWAR – 751 007.

EOI NOTICE

Expression of Interest (EOI) is invited from registered Chartered Accountant Firms located at Bhubaneswar and empanelled by C & AG India for major PSU Audit for uploading Accounts Data, Compilation and consolidation of Monthly and Annual Accounts of District offices and Head Office for the F.Y-2019-20 in Tally Erp-9 software . The EOI document can be obtained from the office of undersigned on payment of Rs. **590/-** inclusive of GST through Cash/DD drawn in favor of **OAIC Ltd.** payable at **Bhubaneswar** up to 3 p.m. of 25.05.2021. The tender documents can also be downloaded from our website www.orissaagro.com. The offers/bids received within the stipulated time shall be opened on 25.05.2021 at 4.00pm.in the corporate office. The Managing Director reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-Sadananda Nayak(I.A.S)
MANAGING DIRECTOR