



BRIEF DETAILS ABOUT THE CORPORATION

1. Constitution

The Orissa State Warehousing Corporation (OSWC) was set up in 1958 under the Agriculture Produce (Development and Warehousing) Corporation Act' 1956 which was enacted by Central Govt. The Corporation was subsequently brought under the purview of the Warehousing Corporations Act' 1962 – also a Center Act- by virtue of which the earlier Act was repealed.

2. Functions

The Warehousing Corporation Act' 1962 lay down the following functions for a State Warehousing Corporation.

- To acquire and build godowns and Warehouses at such places in the State, as it may, after consultation with the Central Warehousing Corporation determine.
- To run Warehouses in the State for the storage of agricultural produce seeds, manures, fertilizers, agricultural implements and notified commodities.
- To arrange facilities for transport of agricultural produce, seeds, manures fertilizers, agricultural implements and notified commodities to and from warehouses.
- To act as agent of the Central Warehousing Corporation or of the Government for the purpose of the purchase, sale storage and distribution of agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities.
- To enter into, with the previous approval of the State Government, joint ventures with the Central Warehousing Corporation and
- To carry out such other functions as may be prescribed.

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3. Storage capacity

The Odisha State Warehousing Corporation is now operating 69 warehouses in 30 districts of the State having a total capacity of 531400 M.T. as on 31st May 2022 (Owned 5,21,400 MT and hired 10,000 M.T.).

1. BALASORE ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
01.	Balasore	01.	Balasore	7100	0	7100
Total capacity in District				7100	0	7100
02.	Bhadrak	02.	Bhadrak	7500	0	7500
		03.	Chandbali	500	0	500
Total capacity in District				8000	0	8000
03.	Mayurbhanj	04.	Baripada	2500	0	2500
		05.	Karanja	5500	0	5500
		06.	Udala	500	0	500
		07.	Rairangpur	6500	0	6500
Total capacity in District				15000	0	15000
TOTAL CAPACITY OF BALASORE ZONE				30100	0	30100

2. BERHAMPUR ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
04.	Khordha	08.	Jatani	8000	0	8000
Total capacity in District (under Berhampur Zone)				8000	0	8000
05.	Puri	09.	Sakhiopal	4000	0	4000
		10.	Nimapara	5000	0	5000
Total capacity in District				9000	0	9000
06.	Nayagarh	11.	Nayagarh	11000	0	11000
Total capacity in District				11000	0	11000
07.	Ganjam	12.	Jagannathpur	7500	0	7500
Total capacity in District				7500	0	7500
08.	Gajapati	13.	Paralakhemundi	1000	0	1000
Total capacity in District				1000	0	1000
09.	Kandhamal	14.	Phulbani	5200	0	5200
Total capacity in District				5200	0	5200
TOTAL CAPACITY OF BERHAMPUR ZONE				41700	0	41700

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3. BHAWANIPATNA ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
10.	Kalahandi	15.	Bhawanipatna - I	5500	0	5500
		16.	Bhawanipatna - II	22000	0	22000
		17.	Junagarh	13500	0	13500
		18.	Kesinga	23000	0	23000
		19.	Jaipatna	3500	0	3500
		20.	Dharmagarh	4000	0	4000
Total capacity in District				71500	0	71500
TOTAL CAPACITY OF BHAWANIPATNA ZONE				71500	0	71500

4. CUTTACK ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
11.	Cuttack	21.	Banki	1000	0	1000
Total capacity in District (under Cuttack Zone)				1000	0	1000
12.	Dhenkanal	22.	Dhenkanal	5000	0	5000
Total capacity in District				5000	0	5000
13.	Kendrapara	23.	Kendrapara	1000	0	1000
Total capacity in District				1000	0	1000
14.	Jagatsinghpur	24.	Jagatsinghpur-I	2500	0	2500
		25.	Jagatsinghpur-II	7000	0	7000
Total capacity in District				9500	0	9500
15.	Jajpur	26.	Dhanmandal	11000	0	11000
Total capacity in District				11000	0	11000
16.	Keonjhar	27.	Keonjhar	350	0	350
		28.	Anandpur	10500	0	10500
Total capacity in District				10850	0	10850
17.	Angul	29.	Angul	3200	0	3200
		30.	Talcher	500	0	500
		31.	Boinda	5000	0	5000
Total capacity in District				8700	0	8700
	Khordha	32.	Bhubaneswar	7200	0	7200
Total capacity in District (under Cuttack Zone)				7200	0	7200
TOTAL CAPACITY OF CUTTACK ZONE				54250	0	54250

5. JAGATPUR ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
	Cuttack	33.	Jagatpur - I	29500	0	29500
		34.	Jagatpur- II	1200	0	1200
Total capacity in District (under Jagatpur Zone)				30700	0	30700
TOTAL CAPACITY OF JAGATPUR ZONE				30700	0	30700

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6. KORAPUT ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
18.	Rayagada	35.	Rayagada	10400	0	10400
		36.	Jemedipeta	500	0	500
		37.	Gunupur	11800	0	11800
Total capacity in District				22700	0	22700
19.	Nawarangpur	38.	Nabarangpur	4500	0	4500
		39.	Umerkote	2700	0	2700
		40.	Raighar	500	0	500
Total capacity in District				7700	0	7700
20.	Koraput	41.	Boriguma	1000	0	1000
		42.	Kotpad	1000	0	1000
		43.	Jeypore	6000	0	6000
Total capacity in District				8000	0	8000
21.	Malkangiri	44.	Malkangiri-I & II	12100	0	12100
Total capacity in District				12100	0	12100
TOTAL CAPACITY OF KORAPUT ZONE				50500	0	50500

7. SAMBALPUR ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
22.	Sambalpur	45.	Durgapalli	8500	0	8500
		46.	A. Katapalli	29800	0	29800
Total capacity in District				38300	0	38300
23.	Bargarh	47.	Nagenpalli - I	16000	0	16000
		48.	Nagenpalli - II	0	10000	10000
		49.	Kendupalli	17500	0	17500
		50.	Attapura	6000	0	6000
		51.	Godbhaga	15000	0	15000
		52.	Barpalli	2700	0	2700
Total capacity in District				57200	10000	67200
24.	Deogarh	53.	Deogarh	5000	0	5000
				5000	0	5000
25.	Sudargarh	54.	Sudargarh	500	0	500
		55.	Ujjalpur	5000	0	5000
		56.	Kutra	5000	0	5000
Total capacity in District				10500	0	10500
26.	Jharsuguda	57.	Jharsuguda	3500	0	3500
Total capacity in District				3500	0	3500
TOTAL CAPACITY OF SAMBALPUR ZONE				114500	10000	124500

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8. TITILAGARH ZONE

Sl. No.	Name of the District	Sl. No.	Name of the Warehouse	Capacity in M.T.		
				Own	Hired	Total
1	2	3	4	5	6	7
27.	Bolangir	58.	Bolangir	10000	0	10000
		59.	Titilagarh	2250	0	2250
		60.	Charbhata	20000	0	20000
		61.	Malmunda	21000	0	21000
		62.	Kantabanji	20500	0	20500
Total capacity in District				73750	0	73750
28.	Subarnapur	63.	Sonepur	10000	0	10000
		64.	Mahadevpalli	500	0	500
		65.	S. Rampur	500	0	500
Total capacity in District				11000	0	11000
29.	Boudh	66.	Boudh	6500	0	6500
Total capacity in District				6500	0	6500
30.	Nuapada	67.	Khariar Road	7500	0	7500
		68.	Dumerpani	24400	0	24400
		69.	Rajkhariar	5000	0	5000
Total capacity in District				36900	0	36900
TOTAL CAPACITY OF SAMBALPUR ZONE ZONE				128150	0	128150
GRAND TOTAL				521400	10000	531400

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I) ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF THE CORPORATE OFFICE, BHUBANESWAR

The Corporation is desirous of appointing a Firm of Chartered Accountants to conduct the Internal Audit of Corporate Office, as per following Scope of Works and Terms & Conditions :-

A) DETAILED SCOPE OF WORK

- Conducting Internal Audit of the transactions of the Corporation on quarterly basis as per the following Scope of Work :-

1. CASH AND BANK TRANSACTIONS

- Vouching of each cash and bank transaction, checking their timely recording in Tally under proper head of Account.
- Checking of bank reconciliation of all banks operated by the Corporation on basis of bank statements and its corresponding statements / cash book / registers received from the different branch offices and H.O.
- Checking of all types of advance accounts including imprest and temporary advance accounts if any covering the posting in individual accounts. Report on unadjusted advances against parties/employees outstanding for longer period indicating the age of the outstanding.
- The Internal Auditor has to check the validity of the Bank Guarantee document, if any from time to time.
- While checking the expenditure incurred, the emphasis is to be given on the following :-
 - i. The propriety of expenditure
 - ii. Correctness of the entitlement and billing.
 - iii. Proper booking to Heads of Accounts.
- Comment on timely deposit of CPF, EPF, LIC, TDS, GST & other Statutory Dues within due dates and their clearing against collection / deductions in respective Tally A/C. and timely filing of e- Returns of TDS etc.
- Checking of prior period expenditure/receipts and prepaid expenditure, provisions, outstanding liabilities etc.

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- Ensure maintenance of earnest money, security deposit & payable Accounts indicating party name & amount & clearing such A/C after release of payment in Tally.
- Ascertain the extent to which company's assets are properly safeguarded and accounted and highlight the areas of financial impropriety, wasteful and uneconomic transactions for ensuring effective control.
- Checking of proper and timely investment of surplus fund in fixed deposits at H-1 rates, ensuring timely furnishing of funds after maturity, getting proper interest on fixed deposits including timely obtaining of appropriate TDS Certificates from various Banks.
- Proper scrutiny of the transactions by in Un-reconciled Accounts to ensure whether they are properly authorised or not.

2. BILLING AND REALISATION

- Check the accuracy of bills with respect to sales contract terms and conditions on price, discount, applicable GST, incidence of freight and handling charges.
- Comment on collection of dues from buyers.

3. CONTRACTS

- Ascertain the types of contracts currently under execution by the company such as contract for transport and handling, labour supply, loading and unloading, project works, civil works etc.
- Whether all the terms and conditions have been fulfilled before release any running bill/adhoc payments made under various contract.
- Verify the maintenance of contracts files, registers, records, measurement books, WIP registers etc. for progress of each work.
- Report on irregularities observed relating to execution and contract payments.

4. PURCHASE AND STORES

- Study the relevant Accounting Manual, stores and purchase Rules and circulars of the company to ensure effective audit checking.
- Whether procedure for tender / quotation has been followed properly and P.O.s / W.O.s are placed properly.
- Purchases are to be checked with purchase order issued after observing above formalities on the party selected with approved rate and terms and conditions.
- Adjustment of advances paid to Parties/staff for purchase should be monitored and stated in their timely adjustment.

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5. ADMINISTRATIVE DIVISION

- Verification of records of Administrative Division relating to loans and advances, salaries etc.
- Verification of legal files and comments on the status of various legal cases.
- To study the various files of establishment expenses and suggest policy decisions.
- Checking of correctness of salary and wages bills drawn along with recoveries on sample basis.

6. LEDGER SCRUTINY

- Scrutiny of trial balance, groupings, General Ledger, subsidiary ledger, review of sundry debtors, creditors and loans and advances outstanding for more than one year and ensure that CWIP of the project is accounted for correctly.

7. STRENGTHENING OF INTERNAL CONTROL SYSTEM

- To identify weakness in controls and report the same to the management for timely corrective actions.
- To report any other matters coming to notice during verification in order to strengthen internal control system and for improving MIS.

8. OTHER AREAS

- Review of liabilities and provisions.
- Proper accounting of expenditure and income accruing to the enterprise and adherence to matching principle.
- Review the adequacy of the insurance coverage for the various risks involved.
- Status of various Insurance and other claims lodged by the Company.
- Status of various claims lodged against the Company.
- To verify and test check the pending legal cases.
- Party-wise reconciliation and suggestion or write-off of irrecoverable warehousing charges.
- Analysis of old items of various advances, deposits, recoverable accounts and creation of suitable provision/write off of irrecoverable outstanding balances.
- Review of various items under outstanding liabilities and / sundry creditors had and assisting the Corporation in adjustment/ write-back of old un-payable liabilities.
- Any other financial matter to be attended as when required.

The above Scope of Work is indicative in nature and the Firm may report on any other key areas, if necessary.

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B) QUALIFYING CRITERIA

The Firm should fulfil the following eligibility criteria to qualify for the assignment of Internal Audit of Corporate Office :-

- The firm should have minimum 07 years of standing in the field of audit and accounts.
- The firm must have been empanelled in the list of PSUs Auditors by the office of the C & AG (As per list prepared by C & AG).
- The firm should have minimum 5 fulltime Partners (at least 3 FCA Partners) and 1 Qualified C.A/ICWA employee as per the latest Constitution Certificate issued by respective Institutes.
- The firm should have place of business / branch at Bhubaneswar.
- The firm must have carried out Statutory Audit/ Internal Audit of PSUs / Banks / Commercial Organizations having turnover of Rs.50 Crores and above.
- The Firm should have an average Turnover of Rs.30.00 lacs during last 3 years.
- The applicant should submit Firm Profile in the prescribed format alongwith supporting documents.
- The applicant should make Power Point Presentation (PPT) indicating about their approach for audit and about their expertise in the field and submit a document paper of the same.

C) TERMS & CONDITIONS

- The period of contract will be for a period of two years from the date of acceptance of offer letter and extendable for another period of one year on satisfactory performance of the firm.
- The firm should engage a team of minimum two representatives to undertake the assignment in time with the detailed scope of work indicated above.
- The team should comprise of at least one experienced Semi-qualified Assistant and One Audit Assistant.
- The work should be supervised on regular basis by qualified CA/ICWA.
- The partner of the firm should visit the Corporation for discussion on various important issues arising from such audit exercise with the Management.
- The firm should submit a Quarterly Report on the Internal Audit by end of the next month indicating areas covered, their observations and corrective measures to be taken.
- The minimum fees for the above assignment is fixed at Rs.50,000/- excluding taxes as applicable per Quarter. No TA & DA will be paid unless the audit team is supposed to move outstation for Corporation work. The fees quoted below the minimum fees as indicated above will be subject to rejection by the Management.
- If the work of the firm is not satisfactory, then the Corporation reserves the right to terminate the contract of the firm within two months from the date of prior intimation / notice.

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Other details

The desirous firms having the above required qualifying criteria and agreed to the terms and conditions as above may apply to the Managing Director with detailed profile along with documentary evidence of important assignment undertaken within the stipulated date and time in the prescribed application form. The firm willing to participate, may apply separately for each work in the prescribed application form. The Corporation reserves the right to allot one assignment only to one Firm, in case the same Firm is eligible for all the three assignments.

i. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF THE CORPORATE OFFICE, BHUBANESWAR:- will be opened first. One who is eligible for

the same, will not be considered for other two assignments.

ii. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION / MAINTENANCE OF ACCOUNTS OF THE CORPORATION AT BHUBANESWAR:-will be

opened in second phase. One who is eligible for the same will not be considered for other one assignment.

iii. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF THE WAREHOUSES IN THE STATE:- will be opened in third

phase .

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Technical Quotation

Application form for Engagement of Chartered Accountant Firm

1. Name of the firm :
 2. Full address :
 3. Telephone No.
 4. E mail ID :
 5. Constitution (as per certificate issued by ICAI)
 6. Date of formation of the firm :
 7. ICAI Registration Number :
 8. C & AG Registration Number :
 - a. PAN of the Firm
 - b. GST
 9. Details of Branches with address:
 - 10.No. of years of experience of the firm:
 - 11.Average Turnover of the CA firm in last three Financial Years 2018-19,2019-20 and 2020-21:
 - 12.Name and details of Partners along with years of association with the firm in the following format :
- | Sl .No | Name of Partners | Membership Number | Whether FCA/ACA | Date of joining in the firm | Years of association with the firm |
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
- 13.Number of CA/Cost Account & other Audit staffs employed with qualification :
 - 14.Experience in Government PSU/Banks / Commercial Organizations.
(Documents in support of above should be attached)
 - 15.The Partners/Qualified Assistants having certified IAS (CISA) or Dimpoma in IA (DISA)/Information System Audit (ISA) qualification :

Place :
Date :

Signature of the partner
with official Seal

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Financial Quotation

Financial quotation should be in form B indicating audit fees after going through the scope of audit.

Form-B

I/We hereby offer to take up the following work of your Corporation at the fees indicated against the work.

- i) Internal audit of Corporate Officer

Rs. _____ per quarter

SIGNATURE OF THE QUOTATIONER (WITH SEAL)

NB:-Price should be quoted excluding GST

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The evaluation / Scoring Pattern for Technical Proposal shall be as follows :-

Sl. No.	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1.	No. of years of experience of the firm : 7 years – 10 marks, for every additional 1 year – 2.5 marks subject to maximum 20 marks	20	Latest Firm Constitution Certificate from the Institute
2.	Average Turnover of the CA Firm in last three Financial Years 2018-19, 2019-20 and 2020-21 : Having average Turnover of Rs.30 lakh - 5 marks and for every additional turnover of Rs.5 lakh 1.5 mark subject to maximum of 10 marks	10	Copies of Audited Balance Sheets and P&L Accounts for the financial years 2018-19, 2019-20 & 2020-21
3.	No of partners : FCA @ 3.0 Marks each No of partners : ACA @ 1.5 Marks subject to maximum 20 marks	20	Latest Firm Constitution Certificate from the Institute
4.	Number of Staff		
(i)	Qualified (C.A / Cost Accountant) – 1.5 Marks per Staff subject to maximum 3 marks	3	Certificate from the concerned Institute
(ii)	Semi Qualified (Inter CA / Inter Cost Accountant) 1 to 5 Staff – 2 Marks > 5 Staff – 4 Marks	4	Certificate from the concerned Institute
(iii)	Other Staff (Article Staff / Audit Assistant) 1 to 5 Staff – 2 Marks > 5 Staff – 3 Marks	3	Certificate from the concerned Institute / self-certification by the Firm.
5.	PSUs / Banks/ Commercial Sectors in Last 3 Years (2019-20, 2020-21 & 2021-22) for Internal Audit / Statutory Audit. The Turnover of the Audited Organization should not be less than Rs.50.00 Crore in each year) 1 Year - 8 Marks 1 to 2 Years - 12 Marks > 2 Years - 15 Marks	15	Copies of Letter of Engagement. Copies of Balance Sheet & Profit & Loss Account / self-certification for Turnover of the Organization by a Partner of the CA Firm.
6.	The Partners / Qualified Assistants having certified IAS (CISA) or Diploma in IAS (DISA) / Information System Audit (ISA) qualification 2.5 marks per person	5	Copies of CISA/DISA/ISA Certificate
	Total	80	

A Firm has to secure at-least 60 marks out of 80 in Technical Quotation to qualify for making Power Point Presentation alongwith submission of document paper for which maximum weightage of 20 marks has been kept. The Management will invite the Firms securing minimum 60 marks to make Power Point Presentation and submission of paper document of the same.

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II) ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION / MAINTENANCE OF ACCOUNTS OF THE CORPORATION AT BHUBANESWAR

The Corporation is desirous of appointing a Firm of Chartered Accountants for (i) Preparation of Final Annual Accounts, (ii) Maintenance of Accounts in Tally Software & other work as and when required as per following Scope of Works and Terms & Conditions :-

1) Detailed Scope of work.

- Maintenance of Accounts in Tally Software of the transactions of the Corporation on daily basis.
- Preparation of monthly Bank Reconciliation Statements.
- Submission of monthly Trial Balance and other related reports of preceding month, as may be desired by the Corporation from time to time, clearly indicating the corrective measures to be taken by 20th of the next month.
- Detailed scrutiny of old outstanding in various accounts in both assets and liability side of the balance sheet like (a) identifying the warehousing charges (b) party-wise reconciliation and suggestion or write-off of irrecoverable warehousing charges (c) analysis of old items of various advances, deposits, recoverable accounts and creation of suitable provision/write off of irrecoverable outstanding balances (d) review of various items under outstanding liabilities and / sundry creditors had and assisting the Corporation in adjustment/ write-back of old un-payable liabilities.
- Filing of 24Q & 26Q alongwith generation of Form No. 16.
- Compilation and preparation of the final accounts of the Corporation.
- Assisting the Corporation in filing correct returns (Income Tax / Goods & Service Tax / Professional Tax etc.) and issue of certificates to various contractors and other customers/employees of OSWC.
- Assisting the Corporation in preparation of accounts of various staff welfare funds like CPF, Gratuity and GIS etc.
- Assisting the Corporation in correct preparation of salary payables/arrear payments/other dues etc.
- Facilitating the implementation of suitable stores verification procedure in the Corporation.
- Authentication of Provisional Accounts as at the end of the financial year.
- AG Audit Compliance.
- Assisting the Corporation in replying of IT query received from Income Tax Department.
- Any other work not specified above but relates to finance division.
- Any other financial matter to be attended as when required.
- Other related assignments.

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2) Qualifying Criteria

The Firm should fulfil the following eligibility criteria to qualify for the job of Preparation of Final Annual Accounts / Maintenance of Accounts in Tally Software :-

- The firm should have minimum 07 years of standing in the field of audit and accounts.
- The firm must have been empanelled in the list of PSUs Auditors by the office of the C & AG (As per list prepared by C & AG).
- The firm should have minimum 5 fulltime Partners (at least 3 FCA Partners) and 1 Qualified C.A / ICWA employee as per the latest Constitution Certificate issued by respective Institutes.
- The firm should have place of business / branch at Bhubaneswar.
- The firm must have carried out Statutory Audit/ Internal Audit of PSUs / Banks / Commercial Organizations having turnover of Rs.50 Crores and above.
- The Firm should have an average Turnover of Rs.30.00 lacs during last 3 years.
- The applicant should submit Firm Profile in the prescribed format alongwith supporting documents.
- The applicant should make Power Point Presentation (PPT) indicating about their approach for maintenance and preparation of Accounts and about their expertise in the field and submit a document paper of the same.

3) Terms & Conditions

- The period of contract will be for a period of two years from the date of acceptance of offer letter and extendable for another period of one year on satisfactory performance of the firm.
- The firm should engage a team of minimum two representatives on regular basis to undertake the assignment in time with the detailed scope of work indicated above out of which one should be Tally expert in data entry on day to day basis.
- The team should comprise of at least one experienced Semi-qualified Assistant and one Tally expert.

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- The work should be supervised on regular basis by qualified CA/ICWA (at least 7 days in a month).
- The partner of the firm should visit the Corporation at least once in every month for discussion on various important issues arising from such exercise, apart from attending any special discussion as and when required with the Divisional Head.
- The minimum fees for the above assignment is fixed at Rs.30,000/- excluding taxes as applicable per month. No TA & DA will be paid unless the accounting team is supposed to move outstation for Corporation work. The fees quoted below the minimum fees as indicated above will be subject to rejection by the Management.
- If the work of the firm is not satisfactory, then the Corporation reserves the right to terminate the contract of the firm within two months from the date of prior intimation / notice.

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Other details

The desirous firms having the above required qualifying criteria and agreed to the terms and conditions as above may apply to the Managing Director with detailed profile along with documentary evidence of important assignment undertaken within the stipulated date and time in the prescribed application form. The firm willing to participate, may apply separately for each work in the prescribed application form. The Corporation reserves the right to allot one assignment only to one Firm, in case the same Firm is eligible for all the three assignments.

i. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF THE CORPORATE OFFICE, BHUBANESWAR:- will be opened first. One who is eligible for the same, will not be considered for other two assignments.

ii. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION / MAINTENANCE OF ACCOUNTS OF THE CORPORATION AT BHUBANESWAR:-will be opened in second phase. One who is eligible for the same will not be considered for other one assignment.

iii. ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF THE WAREHOUSES IN THE STATE:- will be opened in third phase .

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Technical Quotation

Application form for Engagement of Chartered Accountant Firm

1. Name of the firm :
 2. Full address :
 3. Telephone No.
 4. E mail ID :
 5. Constitution (as per certificate issued by ICAI)
 6. Date of formation of the firm :
 7. ICAI Registration Number :
 8. C & AG Registration Number :
 - a. PAN of the Firm
 - b. GST
 9. Details of Branches with address:
 - 10.No. of years of experience of the firm:
 - 11.Average Turnover of the CA firm in last three Financial Years 2018-19,2019-20 and 2020-21:
 - 12.Name and details of Partners along with years of association with the firm in the following format :
- | Sl .No | Name of Partners | Membership Number | Whether FCA/ACA | Date of joining in the firm | Years of association with the firm |
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
- 13.Number of CA/Cost Account & other Audit staffs employed with qualification :
 - 14.Experience in Government PSU/Banks / Commercial Organizations.
(Documents in support of above should be attached)
 - 15.The Partners/Qualified Assistants having certified IAS (CISA) or Dimpoma in IAS (DISA)/Information System Audit (ISA) qualification :

Place :

Date :

Signature of the partner
with official Seal

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22.6.22

Financial Quotation

Financial quotation should be in form B indicating preparation/Maintenance of Accounts after going through the scope of audit.

Form-B

I/We hereby offer to take up the following work of your Corporation at the fees indicated against the work.

i. Preparation/Maintenance of
Accounts

Rs. _____ Per Month

SIGNATURE OF THE QUOTATIONER (WITH SEAL)

NB:-Price should be quoted excluding GST

Shree
22-06-22

The evaluation / Scoring Pattern for Technical Proposal shall be as follows :-

Sl. No.	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1.	No. of years of experience of the firm : 7 years – 10 marks, for every additional 1 year – 2.5 marks subject to maximum 20 marks	20	Latest Firm Constitution Certificate from the Institute
2.	Average Turnover of the CA Firm in last three Financial Years 2018-19, 2019-20 and 2020-21 : Having average Turnover of Rs.30 lakh - 5 marks and for every additional turnover of Rs.5 lakh 1.5 mark subject to maximum of 10 marks	10	Copies of Audited Balance Sheets and P&L Accounts for the financial years 2018-19, 2019-20 & 2020-21
3.	No of partners : FCA @ 3.0 Marks each No of partners : ACA @ 1.5 Marks subject to maximum 20 marks	20	Latest Firm Constitution Certificate from the Institute
4.	Number of Staff		
(i)	Qualified (C.A / Cost Accountant) – 1.5 Marks per Staff subject to maximum 3 marks	3	Certificate from the concerned Institute
(ii)	Semi Qualified (Inter CA / Inter Cost Accountant) 1 to 5 Staff – 2 Marks > 5 Staff – 4 Marks	4	Certificate from the concerned Institute
(iii)	Other Staff (Article Staff / Audit Assistant) 1 to 5 Staff – 2 Marks > 5 Staff – 3 Marks	3	Certificate from the concerned Institute / self-certification by the Firm.
5.	PSUs / Banks/ Commercial Sectors in Last 3 Years (2019-20, 2020-21 & 2021-22) for Internal Audit / Statutory Audit. The Turnover of the Audited Organization should not be less than Rs.50.00 Crore in each year) 1 Year - 8 Marks 1 to 2 Years - 12 Marks > 2 Years - 15 Marks	15	Copies of Letter of Engagement. Copies of Balance Sheet & Profit & Loss Account / self-certification for Turnover of the Organization by a Partner of the CA Firm.
6.	The Partners / Qualified Assistants having certified IAS (CISA) or Diploma in IAS (DISA) / Information System Audit (ISA) qualification 2.5 marks per person	5	Copies of CISA/DISA/ISA Certificate
Total		80	

A Firm has to secure at-least 60 marks out of 80 in Technical Quotation to qualify for making Power Point Presentation alongwith submission of document paper for which maximum weightage of 20 marks has been kept. The Management will invite the Firms securing minimum 60 marks to make Power Point Presentation and submission of paper document of the same.

Suave
22-6-22

III) ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF THE WAREHOUSES IN THE STATE.

The Corporation is desirous of appointing Firms of Chartered Accountants to conduct the internal Audit of its warehouses located at various places as mentioned above as per following Scope of Works and Terms & Conditions.

1) Detailed Scope of Work: The Internal Audit of various Warehouses will be conducted for the Financial Years 2020-21 & 2021-22, on one time basis as per the following Scope of Work.

- To verify the accuracy and propriety of the transaction and related data.
- To check the arithmetical accuracy of the books of accounts and other records to ensure that these are properly maintained.
- To ensure that the expenses incurred by the unit are in the best interest of the Corporation and in accordance with the provisions.
- To comment on the soundness and adequacy of financial, administrative and operative controls. This would, inter-alia, include checking of disbursements and receipt of funds.
- To ascertain the extent of compliance with the prescribed policies, plans, rules, regulations, systems and procedures.
- To review sanctions issued by the management at various levels.
- To scrutinize contracts and purchase order to ensure that these are based on the sound principles and financial propriety and are in accordance with the rules, regulations and instructions issued from time to time.
- To examine books of accounts along with subsidiary registers and records (such as voucher, invoice, contracts, letters etc) to examine the accuracy and soundness of the trisections and the proper maintenance of books/ records.
- To detect cases of fraud, negligence, thefts etc. by the third parties and employees of the Corporation either severally or jointly and suggest ways and means for their prevention. (However, it is not reasonable to expect that every fraud would be detected in course of Audit).
- To examine whether the stock records are maintained properly at the units and to report abnormal shortages.
- To verify that assets of the Corporation are in existence and to report discrepancies, if any.
- To carry out special investigations as per orders of the competent authority.

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2) Qualifying Criteria

The Firm should fulfil the following eligibility criteria to qualify for the assignment of Internal Audit of Warehouses at various places of Odisha :-

- The firm should have minimum 07 years of standing in the field of audit and accounts.
- The firm must have been empanelled in the list of PSUs Auditors by the office of the C & AG (As per list prepared by C & AG).
- The firm should have minimum 5 fulltime Partners (at least 3 FCA Partners) and 1 Qualified C.A/ICWA employee as per the latest Constitution Certificate issued by respective Institutes.
- The firm should have place of business / branch at Bhubaneswar.
- The firm must have carried out Statutory Audit/ Internal Audit of PSUs / Banks / Commercial Organizations having turnover of Rs.50 Crores and above.
- The Firm should have an average Turnover of Rs.30.00 lacs during last 3 years.
- The applicant should submit Firm Profile in the prescribed format alongwith supporting documents.
- The applicant should make Power Point Presentation (PPT) indicating about their approach for audit and about their expertise in the field and submit a document paper of the same.

3) Terms & Conditions

- The firm should engage a team of minimum two representatives to undertake the assignment in time with the detailed scope of work indicated above.
- The team should comprise of at least one experienced Semi-qualified Assistant and One Audit Assistant.
- The work should be supervised on regular basis by qualified CA/ICWA.
- The partner of the firm should visit the Corporation for discussion on various important issues arising from such audit exercise with the Management.
- The firm should submit Report on the Internal Audit within 2 months from the date of allotment of the assignment indicating areas covered, their observations and corrective measures to be taken.
- The minimum fees excluding taxes as applicable alongwith TA for the above assignment is provided in the sheet below. The fees quoted below the minimum fees as indicated below will be subject to rejection by the Management.
- If the work of the firm is not satisfactory, then the Corporation reserves the right to terminate the contract of the firm within two months from the date of prior intimation / notice.

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22-6-22

DETAILS OF ZONES WITH WAREHOUSES WITH MINIMUM FEES

Sl. No.	Name of the Zone	Warehouses	Total capacity in MT	Maximum days to be taken for audit	Minimum Fees (Rs.)	Period of audit
01.	Balasore	Balasore Bhadrak Chandabali Baripada Karanja Udala Rairangpur	30,100	15	14,000	2020-21 & 2021-22
02.	Berhampur	Jatni Sakhigopal Nimapara Nayagarh Jagannathapur Paralakhemnudi Phulbani	41,700	15	16,000	-do-
03.	Bhawanipatna	Bhawanipatna-I Bhawanipatna-II Junagarh Kesinga Jaipatna Dharmagarh	71,500	15	20,000	-do-
04.	Cuttack	Banki Dhenkanal Kendrapada Jagatsinghpur-I Jagatsinghpur-II Dhanmandal Keonjhar Anandpur Angul Talcher Bhubaneswar Boinda	54,250	20	17,000	-do-

Shree
22-6-22

05.	Jagatpur	Jagatpur-I Jagatpur-II	30,700	5	14,000	-do-
06.	Koraput	Rayagada Jemedipeta Gunupur Nabarangpur Umerkote Raighar Kotpada Borigumma Jeypore Malkangiri	50,500	20	17,000	-do-
07.	Sambalpur	Durgapalli A. Katapalli Negenpalli-I Negenpalli-II Kendualli Attabira Godabhaga Ujjalpur	124500	30	26,000	-do-
08.	Titilagarh	Bolangir Boudh Charbhatta Dumerpani Kantabanji Khariar road Malmunda Mahadevpalli Rajkhariar S. Rampur Sonapur Titilagarh	127150	30	26,000	-do-

Total

150000

Sudani
22-6-22

4) Accommodation / TA :

- i) Accommodation charges of Rs. 400/ day for both the Audit Assistants plus Express Train / Bus for to journey once.
- ii) Accommodation charges of Rs. 900/ day for maximum 2 days in a month for CA/ICWA staff plus 2nd / 3rd AC train / Bus for to and fro journey once.
- iii) Accommodation charges of Rs. 900/ day for maximum 3 days in a month for Partner plus 2nd / 3rd AC train / Bus/ own car for to journey once. (In case of journey by own car Rs. 7/K.M shall be paid).

Other details

The desirous firms having the above required qualifying criteria and agreed to the terms and conditions as above may apply to the Managing Director with detailed profile along with documentary evidence of important assignment undertaken within the stipulated date and time in the prescribed application form. The firm willing to participate, may apply separately for each work in the prescribed application form. The Corporation reserves the right to allot one assignment only to one Firm, in case the same Firm is eligible for all the three assignments.

- i. **ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF THE CORPORATE OFFICE, BHUBANESWAR:-** will be opened first. One who is eligible for the same, will not be considered for other two assignments.
- ii. **ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION / MAINTENANCE OF ACCOUNTS OF THE CORPORATION AT BHUBANESWAR:-**will be opened in second phase. One who is eligible for the same will not be considered for other one assignment.
- iii. **ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT OF THE WAREHOUSES IN THE STATE:-** will be opened in third phase .

Shree
22-6-22

Technical Quotation

Application from for Engagement of Chartered Accountant Firm

1. Name of the firm :
 2. Full address :
 3. Telephone No.
 4. E mail ID :
 5. Constitution (as per certificate issued by ICAI)
 6. Date of formation of the firm :
 7. ICAI Registration Number :
 8. C & AG Registration Number :
 - a. PAN of the Firm
 - b. GST
 9. Details of Branches with address:
 - 10.No. of years of experience of the firm:
 - 11.Average Turnover of the CA firm in last three Financial Years 2018-19,2019-20 and 2020-21:
 - 12.Name and details of Partners along with years of association with the firm in the following format :
- | Sl .No | Name of Partners | Membership Number | Whether FCA/ACA | Date of joining in the firm | Years of association with the firm |
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
|--------|------------------|-------------------|-----------------|-----------------------------|------------------------------------|
- 13.Number of CA/Cost Account & other Audit staffs employed with qualification :
 - 14.Experience in Government PSU/Banks / Commercial Organizations.
(Documents in support of above should be attached)
 - 15.The Partners/Qualified Assistants having certified IAS (CISA) or Dimpoma in IAS (DISA)/Information System Audit (ISA) qualification :

Place :

Date :

Signature of the partner
with official Seal

Sudam
22.6.22

Financial Quotation

Financial quotation should be in form B indicating audit fees after going through the scope of audit.

Form-B

I/We hereby offer to take up the following work of your Corporation at the fees indicated against the work.

i. Internal Audit of Warehouses

Rs. _____ Per Year

SIGNATURE OF THE QUOTATIONER (WITH SEAL)

NB:-Price should be quoted excluding GST

Susain
22-6-22

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Handwritten signature and date:
22-6-22