



ODISHA LIVELIHOODS MISSION
DEPARTMENT OF MISSION SHAKTI, GOVERNMENT ODISHA
ZILLA PARISHAD, GANJAM CHATRAPUR

Letter No. OLM/ 12331

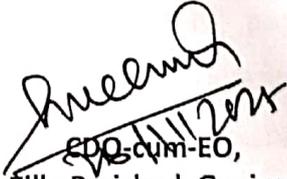
Date: 28 / 11 / 2025

Quotation Call Notice for “Hiring of CA Firms for Conduct of Audit of Gram Panchayat Level Federation (GPLF) of Ganjam district under OLM”

Scaled Quotations are invited from Odisha Based Reputed Chartered Accountant Firms with the following terms and conditions for conduct of Audit of GPLFs of Ganjam District. The quotations completed in all respect shall be received from 29-11-2025 to 18-12-2025 during office hour through Speed/Registered post only address to the CDO-cum-EO, Zilla Parishad, Ganjam, 761020 and will be opened on 19-12-2025 at 4.00 PM in the office chamber of CDO-cum-EO, Zilla Parishad Ganjam in the presence of the Bidders or their authorized representatives and committee.

The outer envelope is to be superscribed with “**HIRING OF CA FIRMS FOR CONDUCT OF AUDIT OF GRAM PANCHAYAT LEVEL FEDERATIONS (GPLFs) OF GANJM DISTRICT 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 and downloaded from the district website i.e. <https://ganjam.odisha.gov.in/>


Pooja Kumari
CDO-cum-EO,
Zilla Parishad, Ganjam

Terms & Conditions

- The bidders must be a reputed Firm.
- A bidder can submit only one bid. Multiple bids submitted by any bidder may result in rejection of all its bids.
- The Bidder must be registered under **Goods & Services Tax (GST)** and must have a valid **GSTIN number & PAN (Permanent Account Number)**.
- IT Returns of the firm for last 3 years & last GST returned file.
- The bidders selected have to complete the Audit within 01 months from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 180 days after the deadline date specified for completion of Audit.
- Final selection will be made based on the QCBS method.
- The price quoted should be inclusive of all taxes & charges and at the point of audit i.e GPLF level including transportation cost other statutory dues.
- The bidders may be present in person or through one of their representatives during the opening of quotations as per the date and time as fixed. i.e. 19-12-2023 at 4.00 PM or if modified will be intimated later.
- The cost of the Tender paper Rs. 5,000/- (Rupees Five thousand), entire tender paper is available in district website. The bidder has to furnish tender paper along with the non-refundable cost of tender of Rs. 5,000/- (Rupees Five Thousand) deposited in shape of **Bank Draft / Demand Draft in favour of "NRLM PROJECT DIRECTOR, DRDA, GANJAM, CHATRAPUR"** payable at SBI Main Branch, Chatrapur.
- A sum of Rs. 50,000/- (Rupees Fifty Thousand) only shall be deposited by the intending bidders in shape of **Bank Draft/Demand Draft in favour of "NRLM PROJECT DIRECTOR, DRDA, GANJAM, CHATRAPUR"** payable at SBI Main Branch, Chatrapur towards EMD. After completion of quotation process and award of work order, the EMD amount will be refunded to unsuccessful bidders. The EMD of the successful bidder shall be kept as security deposit.



- The 2nd lowest bidder will be offered for Audit of GPLF's if the 1st Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted.
- The bidders have to conduct Audit of GPLF'S 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's point with all the transportation cost borne by bidder.
- The detail audit period, Eligibility, Evaluation and Selection criteria and other procedure available in ToR enclosed.
- The Bid has been invited in 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 in a single cover.
- The interested bidders may submit their sealed Quotations only in prescribed format superscribe on cover of the envelope **“HIRING OF CA FIRMS FOR CONDUCT OF AUDIT OF GRAM PANCHAYAT LEVEL FEDERATIONS (GPLFs) OF GANJM DISTRICT UNDER OLM”** during office hour by Speed/Registered post to the **CDO-cum-EO, Zilla Parishad, Ganjam, 761020.**
- The Authority reserves the right to select and engage one or more bidders for the audit assignment in the event to complete the work within the stipulated timeline as per the Terms of Reference (TOR). Owing to the higher number of GPLFs to be covered within the prescribed schedule, the Authority may additionally engage other technically qualified bidders at the same approved price range to ensure timely and effective completion of the assignment. The no. of agencies to be engaged shall be the discretion of the committee and no bidder shall have any objection to it.
- Any legal dispute arising out of this is subject to Ganjam 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

- Latest CAG Empanelled certificate.
- Certificate of Establishment of Firm (Min. 5 years of establishment)
- Last three-year audit report in support of Average Turnover (Avg. Min. Rs. 20,00,000/-) (2022-23, 2023-24 and 2024-25).
- Copy of Latest GST Return.
- Certificate that the firm have not been blacklisted.
- Details of partners and staffs of the firm.
- Proof of address of registered office/ branch office (s) if any.
- Experience of government audit minimum 4 no. of assignments and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.
- Rs 50,000/- (Rupees Fifty thousand) only in shape of **“NRLM PROJECT DIRECTOR, DRDA, GANJAM, CHATRAPUR” payable at SBI Main Branch, Chatrapur.** from any scheduled commercial bank towards EMD.
- Rs 5000/- (Rupees five thousand) only in shape of **Demand Draft in favour of “NRLM PROJECT DIRECTOR, DRDA, GANJAM, CHATRAPUR” payable at SBI Main Branch, Chatrapur.,** from any scheduled commercial bank towards cost of tender paper (nonrefundable).
- Price in specific format prescribed in the bid document for Undertaking audit of 453 no of GPLFs.

Bid Evaluation Method

Bid shall be evaluated in two phase i.e. Technical & Financial after qualifying the minimum eligibility criteria.



Evaluation of Technical Bid

The firm which qualifies the minimum eligibility criteria shall be given mark based on the table -1 of this RFP.

Sl No.	Description	Marks	Maximum marks
1	Previous similar work order in Govt. sector in last 5 years		30
i	Minimum 4 no. of work order in Govt. Sector	20	
ii	Each additional work order from any Govt. sector	02	
2	Average Turnover of last 3 years		30
i	Minimum turnover of Rs. 20 lakhs	20	
ii	Each additional turnover of Rs. 10 lakhs	02	
3	Year of Experience (Establishment of Firm)		30
i	At least 5-year experience	20	
ii	Each additional year 1 year of experience	02	
4	ISO Certification of 9001 / Higher		10
	Total Mark		100

As per the above the agency who will secure minimum 70 marks will be eligible for financial bid.

Financial BID

1. The financial proposal of the technical qualified bidder shall be opened.
2. Evaluation of proposals will be carried out under the **Quality and Cost Based Selection (QCBS)** process. Both the Technical and Financial proposals submitted by eligible bidders will be evaluated with weightages of **70% for technical** mark and **30% for financial** mark proposals. The bidder obtaining the **highest Final QCBS Score** will be selected for award of contract.
3. The bids satisfying all the **pre-qualification criteria** and submission of required documents shall be considered for Technical and Financial evaluation. Any bid found non-responsive at this stage will be rejected.

(9/2)

4. The Technical Proposal will be evaluated against predefined criteria. Bidders must secure the **minimum qualifying Technical Score** (as specified in the RFP). Those who do not meet this threshold will be disqualified from further evaluation.
5. Once technical scores are finalized, the **Technical Score (Tb)** of each qualified bidder will be normalized using the formula:

$$\text{NormalizedTechnicalScore} = \frac{Tb}{T_{max}} \times 100$$

Where:

- Tb: Technical score of the bidder
 - Tmax: Highest technical score among all qualified bidders
 - Only bidders who qualify in the technical stage will be considered for financial evaluation.
6. The bidder with the **lowest evaluated cost (L1)** will receive a normalized financial score of 100. Other bidders will receive scores proportionally as per the formula:

$$\text{NormalizedFinancialScore} = \frac{L1Cost}{\text{Bidder'sCost}} \times 100$$

Where:

- L1Cost: Lowest evaluated financial bid amount
8. Final selection will be made based on the combined weighted score:
 9. Final Score=(NormalizedTechnicalScore×0.70)+(NormalizedFinancialScore×0.30)
 10. The bidder receiving the **highest Final Score** will be declared the **Preferred Bidder**.

If two or more bidders secure the same Final QCBS Score:

11. The bidder with the **higher Technical Score** will be ranked higher.
12. If a tie persists, the bidder with **higher experience score** under technical evaluation will be ranked higher.
13. If still tied, the decision of the **Tender Inviting Authority** will be final.



Bid Price Conditions

- The transportation charge and other statutory dues are 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.

Scope of work

- As per attached TOR.

Deliverables/Reporting Format

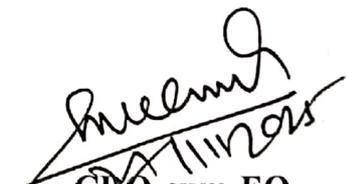
- As per attached TOR.

Payment Method

- Payment will be released only after successful completion of the GPLF audits and submission of the final report & Observations in the prescribed format to District OLM Cell with a copy to GPLF and State OLM Cell. The payment will be made in full (100%) upon acceptance of the final deliverables.
- The reports submitted don't comply to the standards of reporting and ToR shall be liable for change and revised report shall be submitted in 2 days after objection.

Detailed of GPLF List

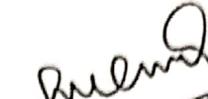
Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF'S To Audited
1	Ganjam	22	503	453


CDO-cum-EO
ZP, Ganjam

Memo No: 12332/2025

Date: 28 / 11 / 2025

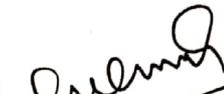
Copy to notice board of Zilla Parishad, Ganjam to display the Quotation call notice on the notice board of the Zilla Parishad office for wide publication.


CDO-cum-EO
ZP, Ganjam

Memo No: 12333/2025

Date: 28 / 11 / 2025

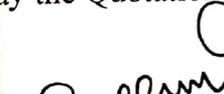
Copy forwarded to DeGM, Ganjam for information and requested to display the Quotation Call Notice & the Bid paper from 28-11-2025 in the District website for wide publication and use of prospective bidder.


CDO-cum-EO
ZP, Ganjam

Memo No: 12334/2025

Date: 28.11.2025

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


CDO-cum-EO
ZP, Ganjam

Memo No: 12335/2025

Date: 28.11.2025

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


CDO-cum-EO
ZP, Ganjam

Ref-...../

Date-

TECHNICAL BID

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

To

The CDO-cum-EO
Zilla Parishad, Ganjam

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 2023-24/2024-25	
4	Certificate of Establishment of Firm	
5	Year of Experience (Establishment of Firm)	
6	Average Turnover of Last 3 years	
7	Minimum turnover of Rupees 20 Lakhs	
8	Previous similar order in Govt. sector in last 5 years	
9	Copy of Latest GST Return	
10	Certificate that the firm have not been black listed.	
11	Details of partner and staff	
12	Proof of address of branch office in the applied zone if any	
13	ISO 9001 certification or higher	
14	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



Ref-..... /

Date-

FINANCIAL BID

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

To

The CDO-cum-EO
Zilla Parishad, Ganjam

Sir,

I / We do hereby submit the Financial Bid price **FOR AUDIT OF GPLFs in Ganjam District under OLM** for your kind consideration.

Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLFs To Audited	Audit Fees per year/Per GPLF (Including all taxes) in Rs. 2000	Remarks
1	Ganjam	22	503	453		

The above Prices are inclusive of all applicable taxes, transportation and other statutory dues.

Signature with seal
of
the Bidder with date

(92)

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:



Annexure-1

Information Format

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

Sl 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.

Sl 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.

CERTIFICATE ON NON-BLACKLIST

ANNEXURE 'VII' - DECLARATION OF NON-BLACKLISTING /DEBARRING

To be executed by the Applicant Company or Applicant Consortium Company on Rs. 10 Non-Judicial Stamp paper and attested by Public Notary or Executive Magistrate

I..... (Authorized Represented of the Applicant Company) hereby declared that: -

- 1) The Applicant Company, Namely M/s..... has NOT been blacklisted or debarred in the past by Government of India, Government of any State/UT in India or any Organization from taking part in Government Tenders, Projects in India; and
- 2) The Applicant Company has no ongoing litigation in this regard in any of the Court(s).

OR

I..... (Authorized Represented of the Applicant Company) hereby declared that: -

- 1) The Applicant Company, Namely M/s..... was **blacklisted or debarred** by Government of India, Government funded organization, State/UT in India or any Organization from taking part in Government Tenders for a period of....., with effect from.....to.....
- 2) The period is over on....., and now the company is entitled to take part in Government tender/ Award of projects:
- 3) In case the above information is found to be false, I am fully aware that the RFP submitted by the Company will be rejected or canceled by Director, IIT Jodhpur, and EMD shall be forfeited; in such cases, District Magistrate, will not be responsible to pay the bills for any completed or partially completed work.

DEPONET

(Signature of Authorized
Representative on behalf of
Applicant Company)

Attested

PUBLIC NOTARY, or EXECUTIVE MAGISTRATE

Name :

Address :

Date :

Place :

Seal or Stamp :