

ODISHA LIVELIHOODS MISSION

DISTRICT MISSION MANAGEMENT UNIT, ZILLAPARISHAD, KHORDHA

Notice No... 235.../2025

Date 31/10/2025

REQUEST FOR PROPOSAL

Sealed Quotations are invited in plain paper from Odisha Based reputed Chartered Accountant Firm with the following term and condition for Audit of GPLF. The quotations completed in all respect will be received from 31/10/25 to 13/11/25 during office hour Speed/Registered post only address to the CDO-cum-EO, ZillaParishad, Khordha and will be opened on 14/11/25 at 11:00 AM /P.M 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://Khordha.odisha.gov.in>

Terms & Conditions

- The bidders must be empanelled in CAG.
- 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 02 month from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 90 days.
- The contract will be awarded to the bidder whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price.
- The price quoted should be inclusive of all expenses for conducted the Audit at GP point.
- The bidders may be present in person or through one of their representative(s) during the opening of quotations .
- A sum of Rs. 60,000/- (Rupees Sixty thousand) only shall be deposited by the intending bidders in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Khordha"** payable at **SBI, Khordha** as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders.
- The 2nd lowest bidder will be offered for Audit of GPLF if the 1st Lowest Bidder fails to do the Audit which will impose penalty followed by forfeiting the EMD submitted.
- 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 through Speed/Registered post only in prescribed format super scribe on cover of the envelope **“QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM”** on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, ZillaParishad, Khordha** latest by 13/11/25 by 5.00PM.
- Any legal dispute arising out of this is subject to Khordha 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.(Firm should be Odisha based)
- 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 60,000/- (Rupees Sixty thousand) only in shape of **Demand Draft in favour of “Odisha Livelihoods Mission-NRLM, Khordha” payable at SBI, Khordha** from any scheduled commercial bank towards EMD.
- Price in specific format prescribed in the bid document **189 GPLF Audit**.

BID

Evaluation Method

BID shall be evaluated in two phase i.e. Technical& 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.

Financial BID

The financial proposal of the qualified bidder shall be opened.

- On opening of financial proposal, the firm quoted low cost shall be awarded with the contract. Firm quoted below minimum price as given in TOR shall not be considered.
- In case two bidders quote the same lowest price, then the firm with the highest mark in technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

Bid Price Conditions

- The transportation charges also to be included in the Bid 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 expenses (excluding GST) for audit in GP point.
- GST shall be mentioned separately.

Detailed of GPLF List

Sl. no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per year/Per GPLF (Including all expenses)	Remarks
1	Khordha	10	190	189		


Chief Development Officer-cum-EO

ZillaParishad, Khordha

Memo No: 236 /2025

Date: 31 /10/2025

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


Chief Development Officer-cum-EO

ZillaParishad, Khordha

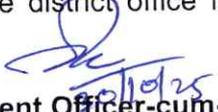
Sl. No.	Description	Marks	Maximum marks
1	Experience in Govt. Audit		30
i	Minimum 5Yr work order in Govt. Sector	20	
ii	Each additional experience from any Govt. sector	01	
2	Year of Experience (in relevant field i.e. GP or GPLF Audit)		30
i	Each year of experience	03	
3	No. of Partner having 5Yr post Qualification Experience		20
i	At least 2 nos.FCA Partner	10	
ii	Each additional FCA partner	02	
4	Last 3Year average turnover		20
i	Minimum Amount of turnover 20Lakh	10	
ii	Each additional Amount 10 Lakh	01	
	Total Mark		100

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

Memo No: 237 /2025

Date: 31 /10/2025

Copy forwarded to Additional District Magistrate, Khordha district for information. He is requested to display the notice in the notice board of the district office for wide publication.

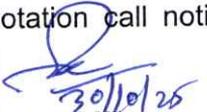

Chief Development Officer-cum-EO

ZillaParishad, Khordha

Memo No: 238 /2025

Date: 31 /10/2025

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

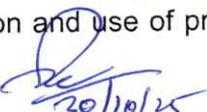

Chief Development Officer-cum-EO

ZillaParishad, Khordha

Memo No: 239 /2025

Date: 31 /10/2025

Copy forwarded to District e-governance Manager, Khordha for information and requested to display the Quotation Call Notice & the Bid paper from 31/10/25 to 13/11/25 in the District website www.khordha.odisha.gov.in for wide publication and use of prospective bidder.


Chief Development Officer-cum-EO

ZillaParishad, Khordha

Ref-...../Date-

FINANCIAL BID

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

To

The CDO-cum-EO
ZillaParishad, Khordha

Sir,

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

SI no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To be Audited	Audit Fees per year/Per GPLF (Including all expenses)	Remarks
1	Khordha	10	190	189		
2	GST					
	Total					

The above Prices are inclusive of all expenses including lodging , boarding and transportation cost of the auditors.

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-EO

ZillaParishad, Khordha

Sir,

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

SI. No	Particulars	Details
1	Name of the Authorized Chartered Accountant	
2	Postal Address	
3	CAG Empanelled certificate for the year 2023-24	
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, and GP/GPLF Audit Information must be given as per format available in annexure-1 with supporting documents.	
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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.

Signature:

Date:

Name:

Address :

Designation:

On behalf of:

Annexure-1

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

B. Year of Experience in (GP/GPLF Audit)

SI	Name of the	GP/GPLF	Name	Cost of the	Period of	Supporting

No	Completed Assignment (Statutory or Internal audit)	Audit (Please Mention)	of the Client	Assignment	Completed Assignment	document annexed at page no

C. Average Annual Turnover during the last three financial years.

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

D. 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.

