

**REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS FOR
APPOINTMENT OF TAX AUDITORS FOR ODISHA COOPERATIVE HOUSING
CORPORATION LTD**

1. TERMS OF REFERENCE

a) Brief Introduction

The Odisha Cooperative Housing Corporation Ltd is one of the leading Cooperative Organisation in the State of Odisha with the aims and objectives to cater to the housing problems of the people in the state by itself and through Primary HBCS spread across the State. OCHC is also actively engaged in housing project works. OCHC is registered under Bihar Odisha Cooperative Act 1935 and its registration No. is 158/CU, dt. 2.2.1955. The Head Quarter of OCHC is located at Janpath, Unit-3, Bhubaneswar-751001.

The accounts of OCHC are being audited by Directorate of Cooperative Audit, Bhubaneswar. Internal audit/tax audit of OCHC is being conducted by C.A. firms appointed by OCHC.

The income of OCHC arises from rental office complex of buildings and residential Quarters located at Bhubaneswar, fixed deposits, loans and from Real Estate businesses.

b) SCOPE OF WORK

- i) To make tax audit.
- ii) To make internal audit and prepare provisional balance sheet
- iii) Return filing of GST & TDS
- iv) Any other related to accounts & tax if required.

C) SCHEDULE FOR COMPLETION OF AUDIT

The firm will have to start and complete the Audit as per time schedule laid down by OCHC.

D) TIME PERIOD FOR ENGAGEMENT-

CA Firm will be appointed for one year. The selected CA firm may be re-appointed upto a maximum period of three years on annual basis depending upon satisfactory performance of the firm in the previous year.

2. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- i) The Chartered Accountants of Firm should be Members of the Institute of C.A of India(FCA/ACA).
- ii) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and GST Number.
- iii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Annexure-A-1**.
- iv) The CA firm should submit their turnover for the last three years in the format attached at **Annexure-A-2**. The average minimum turnover requirement should not be less than Rs.5 lakhs.
- v) The CA Firm should have been in operation for minimum 3 to 5 years. The firm should have undertaken and completed at least 3 assignments related to Tax and Internal Audit of State Autonomous bodies (SAB) / other organization preferably in Cooperative sector/ Public Sector Undertakings (PSUs). Firms should submit details of experience required in format attached at **Annexure – A-3**.
- vi) The CA firm should have at least 2 partners (qualified Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached at **Annexure – A-4**.

3. PAYMENT TERMS

- i) The professional fee quoted by the L₁ Firm shall be subject to negotiation.
- ii) The negotiated professional fee of the selected firms shall be valid for the entire contract period. Payment shall be made on completion of assignment and submission of Report.
- iii) Invoice should be raised in duplicate in favor of Managing Director, OCHC Ltd.
- iv) Statutory Taxes will be paid at prescribed rate during the contract period.

4. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.

- ii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit the office of OCHC Ltd for further clarification/ query/ exact scope of the work etc, before quoting their rates for audit fee .
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) OCHC reserves the right to accept or reject any bid in any stage of the process without assigning any reason thereof.

5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

- i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- ii) Copy of Membership Card of the Partners issued by ICAI.
- iii) Copies of appointment orders for tax & internal Audit in autonomous bodies/PSU's.
- iv) Copy of PAN card of the CA Firm.
- v) Copy of GST Registration of the Firm.
- vi) Copies of Balance sheet and Profit & Loss Account of last three years (2014-15, 2015-16 and 2016-17).
- vii) Certificate of No Blacklisting as per *Annexure-A-1*.

6. Managing Director,OCHC Ltd reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

7. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

8. SUBMISSION AND EVALUATION OF THE RFP

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Annexure of the RFP.

- i) **Annexure-II** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized partner and should be submitted in a sealed envelope superscribed as 'PRE-QUALIFICATION AND TECHNICAL BID FOR Request for Proposal (RFP).
- ii) **Annexure-III** duly filled Financial Bid for should be submitted separately in a separate sealed cover superscribed as 'FINANCIAL BID FOR Request For Proposal (RFP).
- iii) The above two envelopes containing **Annexure II and Annexure III** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF INTERNAL&TAX AUDITORS FOR OCHC Ltd.
- iv) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The RFP should reach at the following address latest by 15.00 hours of 08.11.2017

Managing Director,
Odisha Cooperative Housing Corporation Ltd.
OCHC Complex, 6th Floor, Unit-III, Janpath, near Ram Mandir
Bhubaneswar – 751001 (Odisha)

Annexure-II

PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars	
1	Chartered Accountant Firm	Name & address of the firm
		Name & Address of authorized partners
		Telephone Number with STD code
		Mobile No.(s) of Partners
		e-mail ID
		(Submit copy of supporting document regarding address of the firm)
2.	Pre-qualification Criteria	
a)	The CA Firm is required to have Income Tax Permanent Account Number (PAN) and GST Registration.	PAN number of the CA Firm (Submit Copy) GST Registration No. (Submit Copy)
b)	The average gross professional fee received/earned by the firm in last three financial years (2014-15, 2015-16 and 2016-17) as mentioned in the RFP document.	Details to be provided as per - ANNEXURE A-2
c)	The CA Firm should have at least 3 to 5 years experience in Tax & internal Audit of State Autonomous bodies / other organization particularly in Cooperative Sector / Public Sector Undertakings and Filing of Returns of Income Tax. Refer RFP Document	Details to be provided as per - ANNEXURE A-3. (Submit copy of establishment of the Firm) (Attach copy of work orders as evidence)

d)	The CA firm should have at least 2 qualified CA partners with relevant experience and engaged in full time Audit work as mentioned in the RFP document.	Partners :- FCA, ACA Details to be provided as per <i>Annexure-A4</i>
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Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. NIELIT Patna Centre is a liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

ANNEXURE-III

FINANCIAL BID
(To be filled by bidder)

Name & address of the firm:-

S.No	Description of Service	Quoted Amount (in Rupees)
1	Internal Audit fee (Preparation of provisional balance sheet and Audit Report thereon).	
2	Tax Audit fee (IT & GST return filing)	
	Total	

(Total Amount in words _____ only)

Note: a) GST shall be paid extra as per prevailing rates prescribed in the Act.

b) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.

b) The above fee is inclusive of out of pocket expenses including local travel

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,
The Managing Director,
Odisha Cooperative Housing Corporation Ltd,
OCHC complex,6th Floor,
Unit-III,Janpath,
Bhubaneswar – 751001 (Odisha)

In response to the Request For Proposal (RFP) for selecting Internal & Tax Auditors for OCHC Ltd, I/ We hereby declare that presently our Chartered Accountant (CA)..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

Details of CA Firm's professional income
(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

SUB-ANNEXURE: A-3

Details of CA Firm's Experience of Similar Services as per details in RFP Document
(two to five years)

S. N.	Name of the assignment	Name of Assignment (start date/ End date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Partners

S. N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation