

NO. IV-81/2022 - 488/And. Dat @ 10.4.2023

Request for Expression of
Interest (EOI)
for Service of a consultancy of C
& AG Empaneled Chartered
Accountant Firm to Internal
Audit Organization of Board of
Revenue, Odisha, Cuttack

Text of Advertisement
Board of Revenue, Odisha, Cuttack

Request for Expression of Interest(EOI) for empanelment of C&AG
empanelled Chartered Accountant firms

The Secretary, Board of Revenue, Odisha, Cuttack invites sealed Expression of Interest (EOI) from C&AG empanelled Chartered Accountant Firm for suggesting process changes needed to prevent misappropriation and loss of revenue in future along with scrutiny of Audit Reports.

The EOI document containing the details of qualification and empanelment criteria, submission requirement, brief objective and scope of work and evaluation criteria etc. can be downloaded from the website i.e. www.boardodisha.nic.in .

The above EOI is to be advertised through daily News Papers i.e. two Odia newspapers and two English newspapers.

The EOI must be submitted in the prescribed format given in the attachment, **by offline mode addressed to the Secretary, Board of Revenue, Odisha, Cuttack in sealed cover or through Registered Post**. Only EOI in prescribed format accompanied with all required documents would be considered.

The last date of submission of EOI is 31.05.2023

The critical date sheet is as under:

SL. No.	Description of Activities	Date	Time
1	EOI Document available for download and EOI Submission start date	30.04.2023	03.00PM
2	Pre-proposal meeting	15.05.2023	03.00PM
3	EOI submission last date	31.05.2023	03.00PM
4	EOI opening date	01.06.2023	04.00PM

1. Background

The Internal Audit Organization (IAO), Board of Revenue, Odisha, Cuttack conducts Audit of receipt and expenditure accounts of 420 DDOs under the control of the Member, Board of Revenue, Odisha, Cuttack. But, due to acute shortage of auditors, Board of Revenue is conducting audit with the 25 auditors for the time being and only 30 offices are covered in a year on the basis of the report of the RDCs and Collectors in case of suspected offices with misappropriation or serious nature of irregularities.

The objective of audit is to monitor the financial administration of the state by way of detecting irregularities, regulating procedures of maintenance of accounts and preventing the recurrence of irregularities, misappropriation, loss and leakage of revenue of the State.

2. Aims and Objections

The objective of the present proposal is to seek professional opinions on the effectiveness of present audit both in terms of financial & physical progress, scrutinize the Audit Reports to meet the objective of the IAO, and suggesting remedial measures for correction of the present system, with improvement in the audit system qualitatively and quantitatively along with suggestion for preventing misappropriation and pilferage of Govt. revenue.

3. EOI Processing fee:-

A non-refundable processing fee of Rs.5000/- in the form of a Demand Draft or a pay order in favour of the Secretary, Board of Revenue payable at Cuttack is to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fee shall be liable to be rejected.

4. Venue & Deadline for submission of proposal:-

Proposal, in its complete form in all respect as specified in the EOI, must be submitted to the Secretary, Board of Revenue, Odisha, Cuttack, but in exceptional circumstances and at its discretion, the Secretary, Board of Revenue may extend the deadline for submission of proposals by issuing an amendment to be made available in Board of Revenue website.

5. Validity of Offer:-

The offer for EOI as per this document is valid for a period of one year initially which may be extended further if required.

6. Terms of Reference:-

The detailed terms and reference are enclosed at Annexure-1.

7. Instructions to Consultants.

The Expression of Interest is to be submitted in the manner prescribe below.

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD.

- a. Applicant's Expression of Interest as per **Annexure-A**
- b. Check list of documents to be scanned and submitted along with EOI as per **Annexure-B**
- c. Organization contact details as per **Annexure-C**
- d. Details of experience of the organization as per **Annexure-D**
- e. List of experts/consultants as pay roll as per **Annexure-A 1**
- f. Declaration as per **Annexure-E**.

8. EOI Documents have been hosted on the website may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in EOI Document carefully. Failure to furnish complete information as mentioned in the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at bidders' risk and may result in rejection.

9. Qualification criteria

Each eligible consultant firm should possess all the following per-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be summarily rejected and will not be evaluated.

Sl. No.	Pre- qualification criteria	Supporting compliance documents
1	The applicant shall be a CA firm registered under the existing rules.	Copy of the certificate of Registration
2	The CA firm should be in existence for more than 20 years and must be a CAG empaneled firm holding valid peer review certificate.	Certificate to this effect Copy of the empaneled code issued by the C&AG/ state A.G, Odisha
3	The CA firm should have minimum more than 10 number of FCA partners, out of which at least 5 partners must be in Odisha.	Name of the FCA partners with designation and Domicile as in Annexure A
4	Number of qualified and semi-qualified staffs should be more than 25 in numbers	Supporting papers to be submitted
5	Minimum three DISA qualifiers in the firm as partners	Supporting papers to be submitted
6	Average turnover (immediate previous three years) of the firm should be more than INR 3 Crores.	Supporting papers to be submitted
7	Average Net worth of the firm (immediate three previous year) should be more than Rs. 1 Crore.	Supporting papers to be submitted
8	The firm should not be black listed by any Central Govt./State Govt./PSU/Govt. bodies	Certificate signed by the Authorized signatory
9	PAN No./ Service Tax Registration Certificate	Copy of Certificate to be enclosed
10	Preference will be given to Firm in suggesting improvements of audit of any Central Govt. organization/ Centrally sponsored scheme/State Govt.	Experience certificate thereof may be enclosed
11	The CA firm should be having its Head Office in Odisha.	Details of Branch Offices in State of Odisha

12/11/22
 27.3.23
 Secretary
 Board of Revenue
 Odisha, Cuttack

Terms of Reference

1. Objectives

The objective of the present EOI is to seek professional opinion and suggestion on the effectiveness of present audit both in terms of qualitative and quantitative aspects and to suggest measures for improvement of the system.

2. Terms of Reference

The terms of the reference of the EOI are: -

- a. To analyses the existing Audit system and identify the problems of audit organization and suggest necessary changes.
- b. To scrutinize the present Audit Reports and suggest changes required.
- c. To suggest changes needed to prevent misappropriation & loss of revenue in future.
- d. To suggest any changes needed in the maintenance of accounts of Revenue offices coming under the control of Member, Board of Revenue.
- e. To suggest measures to make the present audit more effective and qualitative.

3. Methodology

- i. A field sample survey of 12 districts of 3 RDCs will be conducted on maintenance of accounts. During the visit the team will interact with official of the districts and officers of Board of Revenue for appraisal of the accounting system and problems.
- ii. The team will verify some ARs for scrutiny for valuable suggestions as to its quality.
- iii. The team will look into the mode of audit in Revenue offices and suggest measures to prevent misappropriation and loss/leakage of Revenue to Govt.
- iv. The team will evaluate the process of recovery of the misappropriated amount and loss/leakage.

4. Time Schedule

A draft appraisal report would be submitted within 3 months of date of signing of agreement. The findings/suggestion shall be placed before the Secretary, Board of Revenue for appraisal of Member, Board of Revenue.

**PROFORMA FOR APPLICATION FOR EXPRESSION OF INTEREST
(EOI) FOR EMPANELMENT OF C&AG EMPANELLED CHARTERED
ACCOUNTANT FIRMS**

Sl No.	Information/Details sought	
1	Name and address of the firm. The firm also provide total number of partners and names of partners who will be engaged in this assignment. As in Annexure-A 1 ,	
2	PAN-Permanent Account Number	
3	Date of incorporation	
4	Address for correspondence/particulars of Branches including contact number/mobile number and E-mail ID in Annexure-C	
5	Membership No. of Institute of Chartered Accountant of India along with date of becoming member of the institute.	
6	Whether empanelled (during last seven years) with Department of Income Tax, Department of Customs & Central Excise, Department of Service Tax, Department of Value Added Tax, Department of Goods & Service Tax.	
7	Average annual turnover in last three financial years.	
8	Average Net worth during in last three financial years.	
9	No. of Audit Assignments of Internal/Statutory/Forensic Audit of State Govt. offices/Corporate/PSUs entities for which the audit has been done in the last 5 years.	
10	Staff strength (excluding typist, stenographers, computer operators, secretaries and subordinate staffs etc.) Consisting of Audit and Article clerks with DISA qualification, the knowledge in book-keeping, accountancy and are engaged in outdoor audit. Annexure-A2	
11	Whether any investigation/inquiry/disciplinary proceeding is pending in the records of relevant institute like institute of Chartered Accountants of India, the institute of Cost Accountants of India, the Northern India Regional Council of Chartered Accountant of India and the Northern India Regional Council of Institute of Cost Accountants of India/BCIC/Govt. of NCT of Delhi against any applicant/proprietor/partner/employee of the firm. (Give details).	

Annexure-A1

1. Firms Name _____

Details of full time partners of the firm.

Sl. No.	Name of the partners/ proprietors	Membershi p No.	Whethe r FCA/AC A	Date of joining the firm (full time)	Date of becomin g FCA	Station & Region where residing at present	Whether acknowledgement of income Tax Return for the AY 2021-22/attached Yes/No	Whether has ISA(information systems Audit/CISA or any other equivalent qualification (specify the qualification)

Annexure-A 2

Details of Staff strength

[illegible]

CHECK LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH "EOI".

Sl. No.	Items Description	Yes/No	Remarks
1	Copy of PAN		
2	Copy of TAN		
3	Copy of certificate of registration with institutes of Chartered Accountants of India		
4	Certificate of Practice issued by the Institute of Chartered Accountant of India showing experience of at least 20 years of practice.		
5	Copy of empanelment code of C&AG/State A.G		
6	Copy of order/letter of empanelment with the Department(s): 1. Department of Income Tax 2. Department of Customs and Central Excise 3. Department of Service Tax 4. Department of Value Added Tax 5. Department of Goods & Services Tax 6. Departments of Govt. of Odisha		
7	Copies of full Income Tax returning & Financial Accounts for the last three financial years.		
8	Copy of order of Audit Assignments of Internal/Statutory/Forensic Audit of Corporate/PSUs entities.		
9	Details of staff engaged (excluding typist, stenographers, computer operators, secretaries and subordinate staffs etc.) consisting of audit and article clerks with knowledge in book-keeping and accountancy and are engaged in outdoor audit providing their names, educational qualification, date of engagement, contact details etc. in Annexure-A 2		
10	Copy of the documents showing Average annual turnover in last three financial years.		
11	Copy of the documents showing Average Net worth during in last three financial years.		
12	Verification/Declaration as in Annexure-E		

Annexure-C

Particulars of Branches (including foreign branches, if any)

Sl. No	Station at which located	Complete address with PIN Code & Telephone No.	E-mail address	Name of the partner in charge of the branch	Date of opening of the branch	Region	Whether included in last year application (Yes/No)

Annexure-D

Details of experience of internal audit work/ any other accounting work of any Govt. offices public sector undertaking in hand with the firm.

	Name of the PSU/ unit	Nature of assignment	Year of which appointed

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Internal Audit Organization of Board of Revenue, Odisha, Cuttack.

All the information provide herewith are genuine/true and accurate to the best of my/our knowledge and belief.

Authorized Person's Signature

Name and Designation:

Date of Signature :

Note: The declaration is to be furnished on the letter head of the organization.