

**THE ODISHA STATE CASHEW DEVELOPMENT
CORPORATION LTD.**

**E.O.I. FOR COMPILATION OF MONTHLY/ANNUAL ACCOUNTS
FOR THE YEAR 2023-24. & 2024-25**

Last Date of receipt of EOI document:- 08.10.2024

Date of Opening of EOI:- 08.10.2024 at 4.00pm.

Cost of EOI document: Rs.590/- (inclusive of GST)

Cash Receipt No. _____ Date: _____

D.D No. _____ Bank : _____

Address for correspondence:

Odisha State Cashew Development Corporation Ltd.

Managing Director,

Odisha State Cashew Development Corporation Limited,

Kaju Bhawan, At/P.O-Ghatikia, Near Kalinga Studio, Bhubaneswar-751029

Phone-0674-2387193,2387290

e-mail-contat@oscdc.com

Website: www.oscdc.nic.in

Introduction.

The Odisha State Cashew Development Corporation Ltd. was incorporated under The Companies Act, 1956 on 6th April, 1979 for development of cashew in the State of Odisha. The main objective is to give thrust on development of cashew plantation and strengthen the economy of the State by commercially exploiting cashew crop in the State. The corporation was declared as nodal agency for cashew in the year 1992. OSCDC is profitable since the year 1994-95. The Head Office is situated at Kaju Bhawan, Ghatikia, Bhubaneswar. OSCDC Ltd has six Divisions functioning across the State of Odisha under following districts; Khordha, Jajpur, Dhenkanal, Mayurbhanja, Sundergarh and Koraput. The corporation has about 587 plantation sites covering an area of about 27000 hectares across the state. Also OSCDC is currently producing 39 Lakh high yielding cashew grafts in its 20 numbers of nurseries, which is highest in the country.

OSCDC Ltd. intends to invite Expression of Interest (EOI) from the CAG empanelled Chartered Accountants Firms located at Bhubaneswar for Audit of PSU to upload the accounts data for the period from 01.04.2023 to 31.03.2024 and from 01.04.2024 to 31.03.2025 in all Divisions/accounting units in tally software and compile and consolidate the Annual Accounts of both Divisions and Head office in compliance with Accounting Standards applicable for the state PSUs with due regards to accounting policy and practice that is in vogue. Division details is listed under **Annexure- A**. The C.A firms shall be qualified on the basis of 2 (two) bid system. The assigned work is mentioned under clause "scope of work for both Divisions and Head office level at **Annexure-B**".

Instruction to Applicants:

Basis of Selection:

The CA firms will be selected by Two bid system. Each firm complying with the eligibility criteria as mentioned in **Annexure-C** should send technical bid in **Annexure-D** and financial bid in **Annexure-E** in a sealed cover in the address mentioned below. Professional fees are to be quoted in the financial bid which is inclusive of conveyance TA and other incidental charges for each zone. Further, the intending firms meeting the said criteria and submitting the offer to OSCDC Ltd. for this assignment has to attach the proof / evidence in their support as mentioned in **Annexure-C**.

After opening of bid documents the technical proposal shall be evaluated and Firms scoring qualifying marks in technical bid, the financial proposal shall be opened for selection.

Performance security:

The successful firms shall have to deposit 10% of the contract value in form of Bank Draft/Bank guarantee in favour of OSCDC towards performance security before signing of agreement

Mode of payment:

80% value of the professional bills shall be paid to the CA firms assigned with the work after Authentication of Annual accounts 2023-24 and 2024-25 in phase manner by Board of Director and completion of Statutory Audit for the said year. Balance 20% of the bill shall be released after AG supplementary Audit and adoption of Annual Report 2023-24 and 2024-25 in Annual General Meeting of the Company in phase manner.

EOI Time Lines:

The time lines of this EOI process which are to be strictly adhered to are as follows.

Sl. No.	Activity	Timelines
1	Release of EOI Papers.	23.09.2024
2	Deadlines for receipt of EOI papers.	08.10.2024 at 3.00pm.
4	Opening of EOI documents / offer received. (<i>In presence of Authorized Partner/ representative</i>)	08.10.2024 at 4.00pm.

EOI Deadline:

The EOI application may be submitted as per the details specified under “EOI Time lines” in the manner and form as detailed above in this documents. EOI application submitted by e-mail, facsimile transmission shall not be accepted. No further correspondence will be entertained in this regard.

Format and Signing of EOI Documents:

The applicant CA firm should provide all information as per the prescribe documents. Only those applications that are received in the required formats and are complete in all respect shall be considered for evaluation. The applicants should submit one hard copy only. The application should be type and each page initialed by the applicant firm. Any alteration, omission addition or any other amendment made to the application should be initialed by the Person(s) signing the application.

Sealing and Marking of Documents:

The CA firms fulfilling the eligible criteria are requested to submit their proposal/offer in physical form containing both the technical bid and financial bid (**both in separate sealed cover**) in one sealed cover super scribed “**EOI for Accounts compilation and consolidation of OSCDC Ltd. for financial year 2023-24” & 2024-25 through speed post/Registered Post/ by hand**, to be dropped in a Tender Box meant for the purpose at Head office, OSCDC, Bhubaneswar. The name, address and phone no. of the firms must be mentioned on the envelope.

Contact Details:

The sealed envelope should be addressed to:-

**Managing Director,
Odisha State Cashew Development Corporation Limited,
Kaju Bhawan,At/P.O-Ghatikia
Near Kalinga Studio
Bhubaneswar-751029
Phone-0674-2387193,2387290
e-mail-contat@oscdc.com
Website: www.oscdc.nic.in**

Late application:

EOI documents received after the deadline for receipt of application will not be accepted.

Terms & Conditions

- (i) Total professional fees of **Rs.1.7lakhs(One lakh seventy thousand only)will be paid** excluding GST for each Financial year and no offerer should quote the Professional fee below the above mentioned amount in financial bid
- (ii) Intending CA firms can only offer their Expression of Interest (EOI) for all Divisions and Head Office in view of urgency in finalization of Annual Accounts to comply with statutory provisions and avoid delay.
- (iii) The successful CA firm shall have to execute agreement with the management OSCDC Ltd. within 7 days from date of issue of Work Order in Rs. 100.00(Hundred only) non-judicial stamp paper after deposit of performance security 10% of the Bid value in form of Bank guarantee/ Bank draft.
- (iv) The time period allowed for completion of Division Accounts for FY 2023-24 is 15 working days from date of issue of work order to successful CA firms and further 30 days for consolidation of Annual Accounts at H.O(Head Office).Same time limit will be provided for the FY 2024-25 after completion of the sai Financial year.
- (v) Any delay in completion of work within the scheduled period shall entail fees cut @10% for each related month or maximum 20% of contract value.
- (vi) The CA firm has to depute staff having professional qualification of Inter CA/ Inter CMA with tally expertise to upload Accounts data, scrutinize transactions from the beginning of the financial year at Head Office of OSCDC Ltd. from 01.04.2023 to 31.03.2024 and complete the assigned job as per scope of work indicated in Annexure-B within the contract period.The compilation and consolidation work for the FY 2024-25 will be done in the same manner.
- (vii) The C.A. firms will have to depute Partners / Associates to supervise the progress of work at Head Office level so that the error / omission etc. can be checked and avoided before completion.
- (viii) Senior partners of the firm will have to visit the Corporate Office (Finance Division) of OSCDC Ltd. for discussion on being called upon by the Higher Authorities in the issues covering to Accounts and Audit reports and to take stock of progress of work.
- (ix) The successful firm cannot outsource / sub-let the said assignment or any part of same to other C.A. firms or any Individuals.
- (x) If any firm or the Partner there of is found guilty of gross negligence or any other fault on progress of work within the time schedule, OSCDC Ltd. shall have all remedies such as deduction /withholding fees, removal from existing assignment with damage cost or any other action it may deemed appropriate in the circumstances from the performance security/ payable dues.

SL No	Name of the Division
1	Khurdha
2	Dhenkanal
3	Koraput
4	Sundergarh
5	Mayurbhanj
6	Jajpur

Head Office –Compilation and Consolidation of Annual Accounts of the OSCDC Ltd for the Financial year 2023-24 and 2024-25 as per schedule –III of Companies Act.2013 with updated amendments.

Scope and nature of work at Districts level:

The successful tenderer /Firms shall maintain and scrutinize the accounts as per the Accounting policy and practice in vogue in OSCDC Ltd and in compliance with the Accounting Standards as well as relevant schedules of the Companies Act.2013 to avoid adverse remarks from the statutory and A.G Audit giving due emphasis to the following.

- i. Scrutinizing the Accounts data uploaded in Tally prime software i.e. Receipt and payment Vouchers of cash and bank, purchase and sales invoices, journals on daily and monthly basis and preparation of Annual statements of Accounts. i.e. Trial Balance, Profit and Loss accounts, Balance Sheet along with relevant schedules at the closure of the Financial Year - 2023-24 and 2024-25 in phase manner.
- ii. Preparation of Bank Reconciliation Statements of the Division and Head Office.
- iii. Preparation of closing stock and W-I-P valuation statements.
- iv. Statement of Advances i.e. staff Advances (Festival & T.I Advances) and party wise Advances paid and recovered and balance outstanding as at 31.03.2024 and 31.03.2025 duly reconciling with the ledger balances.
- v. Statement of Assets acquired, disposed and balance available as on 31.03.2024 and 31.03.2025 with allowable depreciation.
- vi. Party wise Sundry Debtors and Sundry Creditors as on 31.03.2024 and 31.03.2025 of the each Division units and Head Office.
- vii. Statements of Fixed/Terms Deposit as on 31.03.2024 and 31.03.2025.
- viii. Bank balance confirmation certificate of all operating and non-operating bank accounts as on 31.03.2024 and 31.03.2025.
- ix. Inter Division Reconciliation statements with Head Office ledger copies.
- x. Statement of prior period Income and Expenditure.
- xi. Statement on provision for expenditure (voucher wise).
- xii. **Statement of Accrued Incomes**
- xiii. Statement on prepaid expenses.
- xiv. Statement of stale cheques.
- xv. Reconciliation statement on collection and deposit of EPF, GST, TDS on Income Tax and TDS on GST for the year 2023-24 and 2024-25.

- xvi. Compliance to observation of Statutory and A.G. Audit with entries books of accounts relevant to concerned Division Accounts.

Scope and nature of work at Head Office level:-

The successful C.A Firms shall undertake the compilation and consolidation of unit accounts for the year ending 31.03.2024 and 31.03.2025 in Tally software as per the Accounting Standards and practices in vogue of OSCDC Ltd. centrally with Head Office Accounts data. Besides, the following closing statements, Annexures, schedules as required for presentation of Annual Financial Statements under Companies Act.2013 are to be prepared by the C.A Firms assigned for the consolidation job.

- i) Consolidated Trial Balance for the year 2023-24. & 2024-25
- ii) Consolidated Profit and Loss Accounts for the year 2023-24 &2024-25
- iii) Consolidated Balance Sheet for the year 2023-24 & 2024=25
- iv) Annexures and Schedules to Profit & Loss and Balance sheet as required with effect from 01.04.2023. to 31.03.2024 and from 01.04.2024 to 31.03.2025.
- v) Cash flow statements of OSCDC Ltd..
- vi) Consolidated Fixed Assets schedules.
- vii Consolidated Non-current and Current liabilities Schedule.
- viii) Inter unit reconciliation statements.
- ix) Closing Journal entries for the year 2023-24. And 2024-25
- x) Consolidated Statements of FDR/TDR and other investments .
- xi) Consolidated closing stock statements, W-I-P and inventories.
- xii) Reconciliation of Income Tax TDS as per Annual Accounts with 26AS.
- xiii) preparation of Fixed Assets register for the 2023-24.
- xiv) Notes to Accounts.
- xv) Compliance to statutory Audit, AG Audit observation on Financial Statements for relevant year of the Accounts.

Annexure-C

Eligibility criteria:-

The C.A Firms submitting the offer must have exposure, experience and expertise in Compilation and Consolidation of Annual Accounts of PSUs, Autonomous Bodies and Govt. organizations having sufficient skilled and experienced staff/ professionals with Tally expertise to maintain the accounts and complete the assigned work within the given time. The intending firms should fulfill the following eligibility criteria for consideration of their offer.

- i) Must be empanelled with Comptroller and Auditor General of India to conduct Audit of PSUs.
- ii) Must have valid Registration with ICAI .
- iii) Must have located in territory of Bhubaneswar for last 5 years.
- iv) Must have at least 4 Associates members of ICAI.
- v) Must have Minimum Annual Turnover of Rs.50 lakhs in previous financial i.e.2023-24..
- vi) Must have experience of 5 years or more in Accounts, Finance, Company and Taxation matters.
- Vii) Must have undertaken compilation of Annual Accounts job of State/Central PSUs. and other Govt. agencies
- viii) The C.A firms those who are assigned with Audit/statutory Audit of OSCDC for the year 2022-23,shall not be eligible to offer Expression of Interest (EOI) for compilation of Annual Accounts .2023-24 and 2024-25

Selection procedure:

- Firms scoring at least 75% marks in technical evaluation shall be qualified for Financial bids.
- The firm quoting lowest offer up to L-2 level among the technically qualified bidders shall be short listed for selection.
- In case of tie /identical amount in financial bids, the preference shall be given to CA firms who scored more marks in technical bids.
- In the event of tie/ equal in both technical and financial bid among the bidders , the firms having more years in profession as per registration certificate shall be preferred.
- In case one or more offerers found to be equal and identical in above conditions the final selection of successful bidders will be derived in lottery basis.

- The OSCDC reserves the right to accept or reject all any of the applications or bids without assigning any reasons thereof. Further, the corporation reserves the right to reject or disqualify the relevant bidder at the time, or at any time, if at any point of time if it is found that information provided by the bidder is false or facts are mis -presented.

Criteria	Minimum criteria	Max. Marks	Evaluation criteria
1. No. of ACAs/FCAs partners with the firm for not less than three years.	ACAs/FCAs (2 mark per each FCA and 1 Mark per each ACA for one year)	10	
2.Experience of the firm (more than 5 years)	5 years (8 Mark per five years and 1 mark for each additional year subject to maximum of ten marks)	10	
3. Experience in Compilation and consolidation of Annual Accounts of state /central PSU/Govt. Agencies/Autonomous Bodies.	Each organization for one year carries 4 Marks subject to maximum of 20 marks.	20	
4. The C.A firm must have registered under EPF and ESI Act. And must not have defaulted in payment of statutory contribution.	-	10	
5.Turnover of the firm in last F.Y.-2022-23.	5 marks for a turnover of minimum 50 lakhs and 1 mark for each additional turnover of 10 lakhs subject to maximum of 10.	10	

Supporting documents for eligibility criteria : Following supporting documents must be submitted by the firm along with the technical proposal:

For Sl. No, 1 & 2, the firm must submit an attested copy of certificate of ICAI as on 1.1.2023 and photocopy CAG emplaned coupon self-generated by the firm.

For Sl. no. 3, the firm must submit a copy of the Management certificate.

For Sl.no.4, **E.P.F & ESI** Registration Certificate.

For Sl.No.5, copy of the Balance Sheet for F.Y-2021-22. And 2022-23

Format for Technical proposal

1) Name of Firm: _____

2) Status of the Firm(Partnership or proprietorship) _____

3)Registration address of Head office: _____

4)ICAI firm registration no. and date of establishment _____
(As per certificate issued by ICAI as on 01.01.2023)

5-A)Details of CAs as partners/Associates (as shown as per certificate of ICAI as on 01.01.2023):-

Name:	
Membership No:	
Qualification:	
Age:	
Date of joining:	
Date of ACA/date of FCA:	

5-B) Details of CAs as full time paid employees (as shown as per certificate of ICAI as on 01.01.2024):-

Name:	
Qualification:	
Age:	
Date of ACA:	
Fin. Year Total fees (in Rs.) 2022-23:	

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Sign:

Place:

Name & Designation:

Note:-

Lump sum professional fees quoted as above are excluding of GST and other Taxes.

The successful CA Firms has to bear Travelling, Transportation, Boarding and out of pocket expenses from their own source.

Date:

Sign:

Place:

Name:

Designation:

APPLICATION FORM

FORM-I

The C.A firm(s) shall apply with details as noted below in the application failing which the EOI shall not be considered for selection.

1. Year of establishment:

(Photocopy of latest Certificate of registration issued by the ICAI.

2. Name of EOI firm:

With details of Partners

(a) Qualifications (ACA / FCA).

(b) Date of Joining the firm.

(c) Post qualification experience of the partner (total no. of years).

(d) Membership No. of all Partners.

3. Details of the qualified assistants / staff.

(a) Name _____

(b) Membership number (if any) _____

(c) Date of joining the firm _____

4. Details of the semi-qualified assistants with.

(a) Name _____

(b) Registration number (if any)

(c) Date of joining in the firm

5. Detailed Office Address: _____

6. Contact Details: (a) Name _____

(b) e-mail Id. _____

(c) Mobile No. _____



**THE ODISHA STATE CASHEW DEVELOPMENT
CORPORATION LIMITED**
(A Government of Odisha Undertaking)
Kaju Bhawan, Ghatikia, Near Kalinga Studio
Bhubaneswar-751029

EOI NOTICE

Expression of Interest (EOI) is invited from registered Chartered Accountant Firms located at Bhubaneswar and empanelled by C & AG India for PSU Audit for uploading Accounts Data, Compilation and consolidation of Monthly and Annual Accounts of Division offices and Head Office for the F.Y-2023-24 & 2024-25 in Tally Prime software. The tender documents can be downloaded from our website www.oscdc.nic.in. The offers/bids received within the stipulated time shall be opened on 08.10.2024 at 4.00pm. in the Corporate Office. The Managing Director reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-

MANAGING DIRECTOR