



The Agricultural Promotion and Investment Corporation of Odisha Limited (APICOL),

(A wholly owned corporation of Government of Odisha)

Baramunda, Bhubaneswar, PIN: 751003, Ph. No. 0674-2354125 Email:

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REQUEST FOR PROPOSAL

RFP/Advt. No. _____

Dated:05.01.2022

Sealed quotations are invited from interested Chartered Account/Cost Accountant Firms for appointment of Internal Auditor at APICOL, a Government of Odisha Undertaking, having its Registered Office at Baramunda, Bhubaneswar for financial years **2021-22 and 2022-23**. Interested Firms may visit <https://apicol.nic.in/> to have the detailed terms and conditions, eligibility criteria, application format etc.

Quotations with supporting documents should reach the undersigned latest by 5.00 p.m. on **20.01.2022** by registered post/ speed post/ courier. Canvassing in any form shall not be entertained. The undersigned reserves the right to reject any/all quotations without assigning any reason thereof.

Sd/-

Managing Director

APICOL

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INTRODUCTION

The Agricultural Promotion & Investment Corporation of Odisha Limited (APICOL), a wholly owned Corporation of the Government of Odisha having its Registered Office at Baramunda, Bhubaneswar. APICOL does not have any branch office. APICOL functions under the administrative control of the Department of Agriculture and Farmers' Empowerment, Government of Odisha. Its' main objective is to promote commercial enterprises in agriculture and allied sectors in the state under Mukhyamantri Krushi Udyog Yojana (MKUY). It is also providing incentives in the form of back-ended Capital Investment Subsidy (CIS) to the Agri Entrepreneurs besides incentives under other schemes under State Agriculture Policy. For this, state government through Agriculture & Farmers' Empowerment Department and Directorate of Agriculture & Food Production places funds with APICOL. Besides, the activities of APICOL include Counseling to agri-entrepreneurs, customized services including escort services and guidance to entrepreneurs and interested public on agribusiness activities. Further, it arranges Awareness Programs, Trainings, Seminars, Workshops, Exhibitions, Entrepreneurship Development Programs,. Coordinate with district and block level officials of Agriculture, Horticulture, Animal Resources Development and Fishery Directorates for promotion of APICOL activities.

TIMELINE OF RFP

1	Date of Issue of RFP	05.01.2022
2	Last Date and Time for submission of Bid	20.01.2022 upto 5.00 PM
3	Date of opening of Technical Proposal	22.01.2022 at 11.30 AM
4	Date of Technical Presentation	29.01.2022 at 3.30 PM
5	Date of opening of Financial Proposal	04.02.2022 at 3.30 PM
6	Expected Date of Commencement of Assignment	18.02.2022

ELIGIBILITY CRITERIA

1. It should be a proprietorship/partnership firm/ company of Chartered Accountant/Cost Accountant
2. The Corporate Office of the firm/ company should be located in Bhubaneswar/Cuttack Municipal Corporation Jurisdiction.
3. The firm/ company should have minimum experience of 5 (five) years.
4. The firm/ company should have at least 10 (ten) staff members comprising of fully qualified (Chartered Accountant/Cost Accountant), semi-qualified and unqualified staff.
5. The firm/ company should have average annual financial turnover of not less than Rs.60 lakh from this profession during last 3 (three) preceding years ending March 2021.
6. The firm/ company should have taken up internal audit work in PSUs/Govt. organizations (Preference would be given for Audit of Agri and allied sector PSUs/ Govt. organizations.)
7. The firm/ company should have valid PAN/GST Registration Number.
8. There should not be any pending legal proceedings against the Firm or any of its Proprietor/ Partners/ Directors.

BID PROCESSING FEES

Bidders are required to submit Demand draft of Rs.1,000/- (Rupees One Thousand only) plus GST drawn in favour of "The Agricultural Promotion and Investment Corporation of Odisha Limited (APICOL)" payable at Bhubaneswar, along with the bid documents.

SCOPE AND RESPONSIBILITIES OF INTERNAL AUDITOR

1. Carrying out Internal Audits for FY 2021-22 and 2022-23 on half yearly basis. However, Internal Audit for 2022-23 will be entrusted upon satisfactory performance of Internal Audit for 2021-22.
2. Verification of all cash/bank/journal vouchers, purchase orders, work orders, contracts and agreement of APICOL. Ensure that all the transactions as recorded as per the generally accepted accounting principle and booked to proper account head.
3. Audit of CIS (Capital Investment Subsidy) under Agriculture Policy & Self Employment Programme.
4. Audit of other scheme funds.
5. Critical analysis of transactions with reference to the basis of authority supported by requisite documents and their propriety.
6. Ensure that advances are classified properly and adjusted promptly.

7. Comments on systems and procedures formulated by APICOL and the guidelines prescribed by the government/other agencies channelizing funds through APICOL.
8. Review and comment on proper recording of transactions on the principle of commercial accounting in conformity with the various accounting standards prescribed by ICAI.
9. Review & checking of all records such as Cash Book/Bank Book, Journal Register, Ledger, fixed assets, Stock Register, Scheme Register and Advance Registers etc.
10. Submission of half yearly trial balance and bank reconciliation statement.
11. Physical verification of fixed assets, stocks and valuation thereof at the end of the year..
12. Review and preparation of half yearly funds utilization statement with respect to various schemes, quarterly Profit & Loss Account and Balance Sheet and Cash Flow Statement.
13. Preparation of Profit & Loss Account, Balance Sheet, all schedules to final statement of accounts, notes to accounts and accounting policies of APICOL for the year of audit and help in preparation of all statements required to all concerned authorities.
14. To assess the existing computerized packages being used and to suggest the up-gradation required, if any.
15. In course of audit if any irregularities are found those should be discussed with the Managing Director before submission of the report.
16. Advise timely deduction and deposit of various taxes, assist in preparation of periodical returns and filing annual tax returns.
17. Certification of various expenditures/utilization statements to be submitted to the funding agencies.
18. Advise annual tax planning.
19. Checking the maintenance of proper Books of Accounts and records.
20. Preparation & checking of the Bank Reconciliation Statement on monthly basis.
21. Checking of investments, short term deposits etc. made by the authority from time to time. Also to ensure that all the fixed deposit investments are maintained scheme wise and bank wise.
22. Checking of component wise, category-wise and account head wise expenditures.
23. Checking of various statutory compliance like Income Tax, GST, TDS, PF etc.
24. Assisting the Authority in preparing annual budget.
25. Assisting in funds management by the Authority.
26. Coordinating with the Statutory Auditor and helping in compliance of observations of Statutory Auditor and comments of CAG Auditors.
27. Comparison between budget vis-à-vis actual expenditure on half yearly basis.
28. To ensure that funds are used with due regard to economy, efficiency and for the purposes they are provided. A risk assessment analysis may be required whenever asked for.
29. To prepare and file quarterly income tax returns in time, annual income tax return in time, to appear in tax assessment, to furnish certificates in Form-16/16A and to ensure correction, if any, detected subsequently.

30. To check whether there exist proper linkages between subsidiary records accounting records and financial reports generated through software.
31. To lay down the accounting treatment and disclosure norms of Government grants such as subsidies and cash incentives. To verify and report whether the corporation is complying with attached condition, if any against the grant received.
32. The Auditor is required to draw an Annual Audit Plan at the beginning and split them to half yearly for audit of different functional areas after discussing with the Management.
33. The reporting format is to include audit observation, deficiencies, root cause analysis, implication if any, persons responsible for deficiencies, suggestion for improvement/ way-forward, time period for rectification and Action Taken Report for the previous observations.
34. After discussion with the Management, the Report shall be placed before the Audit Committee and then to Board for consideration.

EVALUATION OF PROPOSALS

A three stage process will be adopted as explained below for evaluation of the proposals. :

- ☐ **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not.
- ☐ **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Parameter	Max. Marks	
Organization Strength		20
Average Turnover of last three preceding financial years (0.25 mark per lakh Rs. In excess of Rs.60.00 lakh, max. 10 marks)	10	
Staff strength (< 10 employees: 0 mark, 10-14 employees: 1 mark, 15-20 employees: 2 marks, 21-25 employees: 3 marks, 26-30 employees: 4 marks, 31-35 employees: 5 marks and > 35 employees: 6 marks)	6	
Age of the firm (< 5 years: 0 mark, 5-8 years: 1 mark, 9-12 years: 2 marks, 13-16 years: 3 marks, > 16 years: 4 marks)	4	
Organization Audit Experience		30
i. Nos. of organizations/ Institutions other than PSU/Govt. for which internal/ concurrent audit has been done : 0.25 mark per	10	

organization		
ii. No of PSUs/ Govt. organizations for which internal/ concurrent audit has been done : 0.50 mark per organization	10	
iii. No of organizations in agriculture sector for which internal/ concurrent audit has been done: 0.50 mark per organization.	10	
Partner and staff strength		30
i. Team Leader:		
a. (Qualified Associate CA/ CMA – 2 mark, Qualified (Fellow FCA/FCMA: 4 mark)	4	
b. Total year of practice after getting certificate of practice: 1-5 years-1 mark, 4-6 years- 2 marks, 7-9 years – 3 marks, above 10 years- 4 marks	4	
c. Internal/ concurrent Audit experience : 1-5 PSUs- 1 mark, 6-10 PSUs-2 marks, 11-15 PSUs- 3 marks, above 15 PSUs-4 marks	4	
ii. Qualified partners excluding team leader		
a. For each qualified partner – 0.5 mark, Total mark limited to 4	4	
b. Audit experience of qualified partner for each partner for each one year of experience 0.1 mark total mark limited to 6	6	
iii. Staff excluding team leader & partners		
a. For each qualified staff for each year of audit experience 0.2 mark total mark limited to 2	2	
b. For each semi qualified staff for each year of audit experience 0.2 mark total limited to 3	3	
c. For each unqualified staff for each year of audit experience 0.2 mark total limited to 3	3	
Technical presentation		20
Experience	5	
Credibility	5	
Work methodology	5	
Information sharing	5	
Total		100

Bidders who secure above 45 (forty five) marks from total 90 marks in technical parameters excluding technical presentation will be called for technical presentation.

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting.

Bidders scoring minimum 60 (sixty) marks in Technical evaluation (including technical presentation) will qualify for opening of the financial proposal.

- ☐ **Financial Evaluation (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (S_T) in accordance to the marks obtained during the technical evaluation stage. There shall be **80 %** weightage to technical score and **20 %** weightage to financial score.

The individual bidder's financial score (S_F) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

S_F = Normalized financial score of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T * 0.8 + S_F * 0.2$$

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the bidder including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

GENERAL INSTRUCTIONS

1. Bio-data of each qualified Proprietor/Partner/ Director to be submitted.
2. Experience of the firm specifying area of work done and each Proprietor/ Partner/ Director post qualification experience to be given.
3. Name of the PSUs/ Govt. organizations audited to be provided.

4. Last three years; i.e., 2018-19, 2019-20 and 2020-21 audited accounts to be provided in support of turnover and Income Tax return for the said period is also to be submitted.
5. Photo copy of PAN and GST registration no to be submitted.
6. A declaration / affidavit to the effect that there is no legal case pending against the firm or its Proprietor/Partner(s)/ Director(s).
7. Dispute, if any, will be subject to Bhubaneswar jurisdiction.
8. Technical bid and financial bid to be submitted in separate closed envelopes. Both the bids to be sent in a big envelop super scribing RFP for Appointment of Internal Auditor (Technical/ Financial Bid).
9. The sealed envelope containing bid documents to be sent through registered post/ speed post/ courier addressed to MD, APICOL so as to reach its registered office at 326, Baramunda, Bhubaneswar on or before dt.20.01.2022 by 5.00 PM.
10. The firm/ company should have Corporate Office at Bhubaneswar/Cuttack Municipality Jurisdiction.
11. Initial engagement is for the financial year 2021-22 and tentative date for starting work is 18.02.2022.
12. Financial bid of those firms will be opened who qualified technical bids.
13. Conditional bids shall not be considered and will be out rightly rejected.
14. The Technical/ Financial bids will be opened in APICOL conference hall on the scheduled date and time. Representatives of the bidding firms may remain present at the time of opening bid.
15. All the pages of the proposal to be chronologically numbered irrespective of their contents and signed by authorized representative/ person of the bidder supported by proof of authorization.
16. The proposal shall remain valid for 60 days from the due date of the bid.
17. Any cutting / over writing in Technical bid to be signed by authorized representative. No cutting / over writing should be there in financial bid.
18. Managing Director, APICOL reserve the right to accept/ reject any or all bids without assigning any reason.
19. Successful bidder will be given one appointment letter specifying detail scope of work, terms and condition, fee to be paid, and other additional conditions to be mutually agreed.
20. Interested Firms/Agencies can collect RFP documents from office of the Corporation or download the same from APICOL website <https://apicol.nic.in/>

APPLICATION FORMAT FOR TECHNICAL BID

1.	Name of the firm	:	
2	Date of Incorporation/ registration		
3	Registered office address with contact number and email	:	
4	Branch office address with contact number and email.	:	
5.	Firm registration number	:	
6.	PAN and GST Registration No.	:	
7	Total Staff strength		
8	Details of qualified Proprietor/ Partners/ Directors	:	
9	Details (Name, Qualification & Experience) of other staff	:	
10	Turnover/Receipt from audit profession during last three years: a. FY 2018-19 b. FY 2019-20 c. FY 2020-21	:	
11	Experience of the firm in last five years a. List of <i>PSUs/ Govt. organizations</i> for whom <i>Internal/ Concurrent Audit</i> has been done b. List of all <i>organizations</i> for whom <i>Internal/ Concurrent Audit</i> has been done	:	
12.	Details of proposed Team Leader for APICOL assignment (Qualification, Concurrent & Internal Audit experience and practice history)	:	
13.	Details of two proposed Associates for APICOL assignment (Qualification, Concurrent & Internal Audit experience and practice history)	:	

APPLICATION FORMAT FOR FINANCIAL BID

SI No.	Particulars	Amount (in Rs.)
1	Professional fee for Internal Audit for the year 2021-22 and 2022-23 separately	
2	Out of pocket expenses, if any	
3.	Applicable tax	
4	Total amount	
5	Terms of payment:	

N.B.: The above fee is subject to deduction of tax at source under applicable tax law.

DECLARATION FORMAT

I, _____ son/ daughter/ wife of _____
am competent to sign this declaration and execute this RFP document.

I have carefully read and understood all the terms and conditions of the RFP and undertake to abide by the same.

The information and documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the facts that furnishing of any false information/fabricated documents would lead to rejection of my/our proposal at any stage besides liability towards prosecution under appropriate law.

Date:

Place:

Signature of authorized person

Full Name:

Seal

DOCUMENTS TO BE SUBMITTED

1. Forwarding letter
2. Technical Bid
3. Financial Bid
4. Bid Processing Fees in form of Demand Draft
5. Firm Registration Certificate with validity date
6. Photocopies of PAN & GST Registration Number
7. List of organizations audited (Internal/Concurrent/Statutory) with supporting documents
8. Bio-data of all the Proprietor/ Partners/ Directors with Institute Membership Number and Certificate of Practice Number
9. Bio-data of proposed Team Leader and two Associates proposed for APICOL work
10. Last three years audited accounts i.e. 2018-19, 2019-20 and 2020-21
11. Income Tax return for the said periods
12. Declaration affidavit to the effect that there are no pending legal cases against the Firm and Proprietor/ Partners/ Directors
13. Authorization letter to execute/sign the RFP documents.