



Panchasakha Shikhya Setu Sangathan

Government of Odisha Initiative under
School & Mass Education Department

A1 Block, 6th Floor, Toshali Bhawan,
Satya Nagar, Bhubaneswar, Odisha, PIN - 751007

**SELECTION OF AUDITOR - REQUEST FOR PROPOSAL FOR HIRING SERVICES OF A
CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF Panchasakha Shikhya
Setu Sangathan for THE FINANCIAL YEAR 2025-26**

Panchasakha Shikhya Setu Sangathan (PSSS) invites **Proposals for Audit** from firms of Chartered Accountants (CA) for the Financial Year 2025-26. The applicant firms must fulfill the following conditions:

- Preferably have their Head Office/Branch Office at Bhubaneswar functioning for not less than five years.
- Be empaneled with the Comptroller and Auditor General (C&AG) of India for the year 2024-25.
- Have experience in audit of Trusts, Societies, NGOs, and primarily Educational Institutions.

Detailed RFP: Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be downloaded from the website <https://pss.odisha.gov.in>

Important Dates:

Advertisement Date:	Latest by 01.05. 2025
Date of Issue of RFP:	01.05. 2025

Last date for submission of RFP to PSSS	: 22.05.2025 at 5 P.M.
Date of opening of technical bid:	: 23.05.2025 at 3.30 P.M

Venue for Opening of bid: Conference Hall of the Panchasakha Shikhya Setu, Bhubaneswar, Odisha.

S/d

**SPD, OSEPA & Member Secretary,
Panchasakha Shikhya Setu Sangathan**

Request for Proposal(RFP)

**For Appointment of Statutory Auditor for Panchasakha Shikhya Setu Sangathan,
Government of Odisha (An Initiative under School & Mass Education Department)**

Panchasakha Shikhya Setu Sangathan, Bhubaneswar invites proposals from AG-empaneled Chartered Accountant (CA) firms that are having experience in audit of Trusts, Societies, NGOs, and primarily Educational Institutions & have their Head Office/Branch Office at Bhubaneswar functioning for not less than five years, for conducting the Statutory Audit of Panchasakha Shikhya Setu Sangathan, Odisha for the Financial Year 2025-26.

The details regarding the background of the audit, units to be covered, scope of work, terms of reference, and eligibility criteria for selection of the CA firms are outlined in the following paragraphs.

Terms of Reference (ToR)

1. Introduction:

Panchasakha Shikhya Setu Sangathan (PSSS), formerly known as Mo School Abhiyan Parichalana Sangathan, is a pioneering initiative that aims to create a platform for people to connect, collaborate, and contribute towards revamping government and government-aided schools across Odisha. State Government of Odisha received overwhelming expressions of interest from alumni and well-wishers who were keen to contribute to their alma maters — the schools they or their relatives once attended. Carrying forward the vision of Mo School, PSSS continues to strengthen the bond between the alumni community and their alma maters, ensuring that every school becomes a hub of excellence and innovation. A robust and vibrant school education system is key to building a progressive and cosmopolitan Odisha.

2.A. Vision:

a. The vision of Panchasakha Shikhya Setu Sangathan (PSSS) is to provide a philanthropic platform for alumni and well-wishers to contribute towards catalyzing a healthy, inclusive, and creative environment in schools. Through sustained community engagement and innovation, PSSS aims to nurture holistic development among school children, empowering them to become architects of a bright and dynamic Odisha.

b. Panchasakha Shikhya Setu Sangathan is a Society constituted with an Executive Body & a Governing Body. Presently, the following Programmes /Schemes/Components are being implemented under Panchasakha Shikhya Setu Sangathan:

- A. Alumni Programme
- B. Watch, Ward & Housekeeping
- C. Mukhyamantri Shikhya Puraskar
- D. Aitihya Vidyalaya

c: Funding & Accounting Arrangements:

Funds for the implementation of the Alumni Programme come primarily from two sources: contributions from donors and matching grants (2x) provided by the State Government against each such contribution. Donors to the programme may include, but are not limited to, individuals, groups of persons, or institutions. Contributions from donors may be in the form of money, materials, and/or services. Funds for the implementation of other programmes are primarily provided by the State Government.

2 B. Objective of audit services:

The objective of the audit is to ensure that Panchasakha Shikhya Setu Sangathan (PSSS) receives adequate, independent, and professional audit assurance that the grant proceeds provided by the State Government and Donor contributions are used for the purposes intended, in line with the approved PSSS programmes, and that the annual financial statements are free from material misstatements.

The objective of the audit of the Financial Statements — i.e., Balance Sheet, Income & Expenditure Account, Receipts & Payments Account, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Fund Position, and Reconciliation of Expenditures as per Audited Financial Statements with the expenditure reported as per the Financial Monitoring Report (FMR) — is to enable the auditor to express a professional opinion as to whether:

1. The financial statements give a true and fair view of the financial position of the Panchasakha Shikhya Setu Sangathan (PSSS) at the end of each financial year and of the funds received and expenditure incurred for the accounting period ended 31st March 2026.
2. The funds were utilized for the purposes for which they were provided.

The books of accounts as maintained by the Panchasakha Shikhya Setu Sangathan (PSSS) shall form the basis for the preparation of the financial statements for the Society as a whole.

Standards:

The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

2. Eligibility and Selection Criteria for Appointment of Statutory Auditor for PSSS:

1. Eligibility of Chartered Accountant Firms:

Chartered Accountant (CA) firms empaneled with the Comptroller & Auditor General (C&AG) for the year 2024-25 that are having experience in audit of Trusts, Societies, NGOs, and primarily Educational Institutions & have their Head Office/Branch Office at Bhubaneswar functioning for not less than five years, for conducting the Statutory Audit of Panchasakha Shikhya Setu Sangathan, Odisha for the Financial Year 2025-26. Firms must mandatorily submit firm details in **Form T-2** along with their proposal.

2. Selection through Open Tender System:

The selection of the Statutory Auditor shall be made strictly through an open tender system.

3. **Firm having Head Office / Local Branch Office in the State Capital:**
 Firm must have their Head Office (H.O.) or a Local Branch Office in Bhubaneswar.
- Such office must have been functioning for not less than 5 years as on the date of issue of this tender, supported by a Certificate issued by the Institute of Chartered Accountants of India (ICAI).
 - In case of a branch office, firms must submit a self-attested certificate clearly indicating:
 - The date of establishment of the branch in Bhubaneswar
 - Address of the branch
 - Name(s) of the local head(s) of the branch office and partner(s) with ICAI membership number(s)
 - Authorized official(s) and their contact telephone numbers
4. **Audit Team Composition & Duration:**

Firms must provide an undertaking confirming that:

- The audit team, headed by a Chartered Accountant shall include a Semi-qualified Assistant and or other Assistants.
- Frequency:
- Four visits in a financial year (once each quarter)
- Duration per Visit: minimum 3 days during 1st 3 quarters & minimum 7 days during last quarter.

Selection Process of Statutory Auditor:

1. **Review and Oversight**

The selection process of the Statutory Auditor shall be subject to review by the designated Committee of the Panchasakha Shikhya Setu Sangathan (PSSS) or any other authorized person/body of the Sangathan.

2. **Method of Selection (Evaluation Method):**

The selection shall follow the Quality and Cost-Based Selection (QCBS) method. After evaluating the technical proposals, a combined score shall be determined by assigning 70% weightage to the technical score and 30% weightage to the financial bid. The firm achieving the highest combined score will be selected for appointment, subject to fulfilling all eligibility criteria.

Formula for QCBS (Quality and Cost Based Selection):

Final Score = (Technical Score × Technical Weightage) + (Financial Score × Financial Weightage)

Where:

- Technical Weightage = 70%
- Financial Weightage = 30%
- Financial Score = (Lowest Financial Bid / Financial Bid of the bidder) × 100

Example:

- Technical Weightage = 70%, Financial Weightage = 30%
- Bidder A:
 - Technical Score = 80/100

- Financial Bid = ₹10 lakh
- Bidder B:
 - Technical Score = 90/100
 - Financial Bid = ₹12 lakh
- Lowest Financial Bid = ₹10 lakh

Now,

- Bidder A's Financial Score = $(10/10) \times 100 = 100$
- Bidder B's Financial Score = $(10/12) \times 100 = 83.33$

Final Scores:

- Bidder A = $(80 \times 0.7) + (100 \times 0.3) = 56 + 30 = 86$
- Bidder B = $(90 \times 0.7) + (83.33 \times 0.3) = 63 + 25 = 88$

👉 **Bidder B** wins even though their financial bid was higher, because of a higher technical score.

The evaluation of the technical bid will be carried out as per the following criteria: (Chartered Accountant firms must provide all necessary supporting documents along with their RFP submission)

Firm Name & addresses	No. of Years of Firm Existence: (Maximum Marks)	Turnover of the Firm in last three years (FY 2021-22, 2022-23 & 2023-24): (Maximum Marks)	Audit Experience of the Firm : (No. of audit in either in FY 2021-22 / 2022-23/ 2023-24) Number of Assignments in Commercial/ Externally Aided Projects/Social Sector Project Institutions & NGOs (supported by relevant documents) (Maximum Marks)	No. of FCA, No. of ACA: (Maximum Marks)	Total Marks
	(>5 years <=10 years -5 marks)	(Maximum Marks)		(>1 FCA – 5 marks)	100
	(>10 years <=20 years -10 marks)	(Avg. T/O <1 Cr. - 10 marks)		(>2 FCA & >2 ACA- 10 marks)	
	(>20 <=30 years -15 marks)	(Avg. T/O >1 Cr. <=2 Cr. -15 marks)	(Existing SA >10 & IA >5- 10 marks)	(>3 FCA & >3 ACA- 15 marks)	
	(>30 years -20 marks)	(Avg. T/O >2 Cr. <=3 Cr. -20 marks)	(Existing SA >15 & IA >10 – 15 marks)	(>4 FCA & >4 ACA- 20 marks)	
		(Avg. T/O >3 Cr. -30 marks)	(Existing SA >20 & IA >15- 20 marks)		
			(Existing SA >25 & IA >20- 30 marks)		

Avg=Average, SA=Statutory Audit, IA=Internal Audit

Eligibility for Financial Bid Opening:

Only those Chartered Accountant firms that score **60 marks or above** in the Technical Evaluation shall be considered eligible for opening of the Financial Bids. Firms scoring below the qualifying mark will be disqualified from the further selection process. The firm achieving the highest combined score (H1) will be selected for appointment.

In case of Tie in Bids:

In case two or more Chartered Accountant firms secured the H1 score, the selection shall be made based on the following criteria, in order of priority:

- Preference 1: Firm securing the highest marks in the technical evaluation.
- Preference 2: If a tie still persists, selection shall be made through a random lottery system conducted in the presence of the authorized committee members.

3. Award of Contract:

Upon final selection, a Letter of Award (LOA) shall be issued to the selected firm. The firm must provide confirmation within three (3) days of receipt of the LOA. A formal Contract Agreement between the firm and Panchasakha Shikhya Setu Sangathan (PSSS) must be executed within two (2) weeks from the date of issuance of the LOA.

4. Eligibility Restriction:

At the time of selection, the Society shall ensure that the selected firm has **not been engaged** as a **Concurrent Auditor or Internal Auditor** of the Society during the financial year for which the statutory audit is being undertaken.

5. Right to Reject:

In case the selected or bidding firm is later found unsuitable for any valid reason—such as adverse reports/information from ICAI or any Government body—**PSSS reserves the right to reject the proposal** without assigning any reason.

Fees, Appointment, and Re-appointment Guidelines for Statutory Auditor of PSSS:

4 (i) Consolidated Audit Fees:

- **Minimum payable fees fixed is Rs.1,00,000/- excluding GST.** Other than the audit fee, no separate payment towards TA, DA, or any other incidental expenses shall be made. Bidders quoting below minimum fee will be disqualified or not considered.
- After the audit assignment is awarded, the firm must submit details regarding the composition of the audit team, including the name, qualification, designation, and contact number of each member.

4 (ii) Re-appointment of Auditor:

- An auditor once appointed may continue for **two additional years**, subject to satisfactory performance (i.e. **total 3 FYs**).
- The re-appointment will require:
 - Approval from the Executive Body or the Governing Body of PSSS.
 - Consent of the auditor firm.
 - Confirmation that the firm remains empaneled with the C&AG for the concerned year.
 - Satisfactory Performance in previous year/years

4(iii) Other Important Conditions for Audit Completion and Reporting:

a. Preparation for Audit:

- To ensure timely completion of audit, the Society must ensure that the books of accounts are fully prepared before the commencement of the audit.
- Timely availability of information to the auditors must be ensured so that the audit process is not delayed.

b. Exit Conference:

- After completion of the audit, the Society must organize an exit conference with the auditors to discuss and deliberate upon the audit observations.

c. Timeline for Appointment of Auditor:

- The process for appointment of the auditor must be completed by 31st May 2025.
- An intimation of the appointed auditor, along with the fees fixed and the evaluation sheet for the appointment, must be submitted to the Executive Body / Governing Body at the immediate next meeting following the appointment.

d. Timeline for Completion of Audit:

- The audit must be completed before 30th September 2026.
- The Audit Report must be issued and submitted to the Society on or before 31st October 2026.

e. Submission of Audit Report:

- The Audit Report must be submitted both offline (spiral-bound hard copy) and online (PDF/Scanned soft copy) to the Society.

Tender Fee & Performance Security:

1. Tender Fee:

- A non-refundable tender paper cost of **Rs. 500/-** (Rupees Five Hundred only) must be paid by the bidder at the time of submission of the tender.
- The payment shall be made through a Demand Draft in favor of **Panchasakha Shikhya Setu Sangathan**, payable at **Bhubaneswar**
- Tenders submitted without the prescribed fee shall be rejected.

Earnest Money Deposit (EMD):

The bidder must submit an Earnest Money Deposit (EMD) of **₹ 2000** along with the bid.

- The EMD must be submitted in the form of a Demand Draft / Banker's Cheque drawn in favor of **Panchasakha Shikhya Setu Sangathan**, payable at **Bhubaneswar**.
- EMD will be refundable to unsuccessful bidders after finalization of the tender process, without any interest.
- The Earnest Money Deposit (EMD) of the selected bidder shall be refunded only after the execution of the contract agreement.
- Bids submitted without EMD shall be summarily rejected.
- The EMD may be forfeited if the selected firm fails to accept the Letter of Award (LOA) or execute the agreement within the stipulated time.

2. Performance Security:

- The successful bidder shall be required to furnish a Performance Security of **5%** of the total contract value.
- The Performance Security should be submitted in the form of a Demand Draft in favor of **Member Secretary, Panchasakha Shikhya Setu Sangathan**, payable at **Bhubaneswar** within 15 days of issuance of the Letter of Award (LOA).
- The Performance Security shall remain valid for a period of 60 days beyond the completion of all contractual obligations, including audit report submission and any necessary clarifications.
- The Performance Security may be forfeited in case of non-compliance with the terms of the contract or unsatisfactory performance.

5. A. Scope & Coverage of audit:

- While conducting the audit, the auditor shall pay special attention to the following areas:"
- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter;
 - b) Funds have been spent in accordance with the condition laid down by the Panchasakha Shikhya Setu Sangathan from time to time and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
 - c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the State Government.
 - d) All necessary supporting documents, records and accounts have been kept in respect of the project.
 - e) **Quarterly Review Visits:** The selected Chartered Accountant (CA) firm shall conduct

quarterly review visits at the office of Panchasakha Shikhya Setu Sangathan (PSSS). The objective of these visits is to assess interim fund utilization, verify compliance with accounting norms, and provide early identification of any irregularities or issues.

Deliverables:

- o Submission of a brief Quarterly Audit Observation Report within 14 days of completion of each visit (The review should be completed within 30 days from the end of each quarter)
- o Points to be covered: Fund utilization, voucher checking, statutory compliance (GST, TDS), bank reconciliation, internal controls, etc.

Note: These quarterly reports shall be in addition to the **Annual Statutory Audit Report** which will include the audited financial statements, audit certificate, and utilization certificate as applicable.

g) Any other work related to Financial Statements as may be required by the Office of Panchasakha Shikhya Setu Sangathan (PSSS) from time to time.

3. B. Financial Statements: Financial Statement shall include the following

- i. Audit Opinion on financial statement
- ii. Balance sheet showing accumulated funds, other assets of the project, and liabilities
- iii. Income & Expenditure account for the year ending on 31st March, 2026.
- iv. Receipt and Payment Account for the year ending on 31st March, 2026.
- v. Other Schedules to the Balance sheet as appropriate, but which shall include
 - a. Statement of Fixed Assets in the form of a Schedule,
 - b. Schedule of Loans and Advances (Age-wise analysis), if any
 - c. Schedule of all Cash & Bank Balances (supported by bank reconciliation statements),
 - d. Programme wise statement of expenditure.
- vi. **Separate report certifying utilization of funds under any project/ programme, if required by any donors.**
- vii. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the Panchasakha Shikhya Setu and any other significant observation of the auditor.
- viii. Auditor shall have to specify the significant observations, including internal control weaknesses for each program and also specify the institution to which these relates to enable/ facilitate appropriate follow up action.

Representation by Management:

Panchasakha Shikhya Setu should sign the financial statements and provide an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

4. Financial Monitoring Reports (FMR)

The auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. Where ineligible expenditures are identified as having been included in the financial reports, these should be separately noted by the auditors. The audit report should include a separate paragraph commenting on the accuracy and propriety of expenditures included in the financial statements and FMRs including whether procurement procedures have been followed.

In addition to the audit reports, the auditor will prepare a "Management Letter" in which the auditor should summarize the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- Report on the level of compliance with the financial internal control.
- Report procurements which have not been carried out as per the procurement manual/ guidelines of the state for the individual programme.
- Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project; and
- Bring to Society's attention any other matter that the auditor considers pertinent.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments/ response on the observations/ recommendations have to be obtained and reported along with the Audit report.

5. Reporting and Timing

The final Audit Report should be submitted to the Society by **31st October, 2026 in Spiral Bound and soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail** with audited financial statements.

In view of the above following measures need to be taken by the Society:

- The duty of the Society is to ensure that the process for appointment of the auditor is completed by 31st May 2025 and intimation of the auditor appointed along with the fees fixed & evaluation sheet for the appointment has to be submitted to Executive Body/Governing Body immediately after appointment. Also, timely availability of information to the auditor needs to be ensured. The same needs strict compliance.
- The Society should make sure that complete cash book, ledgers, vouchers and other financial statements are ready at the time of visit of auditors latest by 31st July.
- **Penal provision on failure to complete the Audit on time:** In order to ensure timeliness on the part of the Auditor, if the Society feels that in spite of providing all information, documents, and updated books of accounts, there was delay in submission of Audit Report from the auditor, the Society may deduct the audit fees @ 5% per month from the due date of completion of audit, the Chairperson of Executive/Governing Body of the Society has the right to waive off the penalty. Further, before imposing penalty, the firm may be given an opportunity to be heard.

6. Additional Instructions to Auditors

- a. Audit Report of the Society shall include audit of all the transactions of each year
- b. Audit for the financial year will include all the components under Society.
- c. The auditor appointed shall be required to issue audit report for the Society for each year, comprising all programmes.
- d. Financial Statements and relevant schedules shall be prepared in accordance with the format as applicable.
- e. However, specific programme requirements may also be incorporated in the separate schedule of the programme.
- f. The Auditor shall verify all Utilization Certificates (UCs) related to various programs of the

- Society and ensure that the UCs submitted to the Government are accurate, properly supported by records, and in the prescribed format as required
- g. Management Letter along with the comments/reply.

7. General Provision:

The auditor shall be given access to any information relevant for the purpose of conducting the audit, in addition to all financial and procurement records, instructions issued by Society regarding scheme guidelines, administrative orders issued by the Society.

Guidelines for Submitting the Proposals:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED**". The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.
- Single Proposal (Multiple Firms):** It is decided that only one CA firm from among the eligible bidding CA firms would be finally selected and appointed as Statutory Auditor. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- ii. The Technical Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
 - iii. Financial proposals submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm.
 - iv. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
 - vii. The Panchasakha Shiksha Setu reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.
 - viii. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written). The auditors must have the H.O/ Branch Office in the Bhubaneswar. It must also be ensured by the firm that such office existed within the state of Odisha for not less than three years as per ICAI certificate (Attested copy of Certificate of ICAI to be enclosed to the proposal).

Technical & Financial Proposal will consist:

- i. Letter of Transmittal (**Form T-1**)
- ii. Technical Proposal format (**Form T-2**)
- iii. Financial Bid format (**Form F-1**)
- iv. Undertaking of presence of HO/Branch offices in State (**Form U**)

Letter of Transmittal

To

The Member Secretary
Panchasakha Shikhya Setu Sangathan
A1 Block, 6th Floor, Toshali Bhawan
Satya Nagar, Bhubaneswar, Odisha
PIN - 751007

Sir,

We, the undersigned, offer to provide the audit services for the Panchasakha Shikhya Setu Sangathan in accordance with your request for Proposal dated..... We are here by submitting our proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The fees quoted by us is valid till 3 months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Panchasakha Shikhya Setu Sangathan is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,
()

Format for Technical Proposal

Form T-2

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile number of each Branch Office In-charge:
	Mention the date of establishment of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card (up to date clearance certificate)
4	GST Registration Certificate	Attach copy of Registration
5	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
6	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the F.Y. 2024-25
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last 3 FYs (FY 2021-22, 2022-23 & 2023-24)	Attach a copy of Balance Sheet and P & L Account of the last three years with ITRs or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.
9	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments of Externally Aided Projects/Social Sector Project Institutions & NGOs	Copy of the Offer Letter or the Fee Charged for each assignment. (Relevant evidences to be given of turnover and fee)
10	Details of Partners: Provide following details: Number of Full Time Fellow Partners associated with the firm Name of each partner Date of becoming ACA and FCA Date of joining the firm Membership No. Qualification Experience Whether the partners are engaged full time or part time with the firm Their Contact Mobile No., email and full Address (Attested copy of Certificate/letter of ICAI)	Attested copy of Certificate of ICAI

FORMAT FOR FINANCIAL BID**(Please provide the break-up of Firm's quoted fees for each work and unit)**

Particulars	Total Amount (in Rupees)
Consolidated Audit Fees:	Both in Numeric and in Words.
a. Audit fees (Excluding GST) -----	Rs. _____/-
Total Fees -----	(Rupees _____)
Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	

(Letter of undertaking for having the local office in the state capital)

Form U

To

The Member Secretary
Panchasakha Shikhya Setu Sangathan
A1 Block, 6th Floor, Toshali Bhawan
Satya Nagar, Bhubaneswar, Odisha
PIN - 751007

Sir,

We, the undersigned offer to provide the audit services for Panchasakha Shikhya Setu Sangathan in accordance with your Request for Proposal dated [insert date]. We hereby submit our Proposal, having details about the firm and proposed audit fees.

We hereby declare that our firm is having Head/ Branch offices in the State of and is situated at address proof (photocopy of letter for incorporation of firm, lease agreement, phone connection, Electric Connection etc..) in regard of this office in the state is enclosed herewith for needful.

We hereby also give an undertaking that the firm's staff deputed for the audit is proficient in State local language, both in oral and written form.

We, hereby understand that any information given here if found to be false or misleading will be treated as fraud and appropriate action can be taken in this regard.

Yours faithfully
()

Encl:

- 1.....
- 2.....

For the purpose of the appointment of the statutory auditor for 2025-26, following points should be taken into account-

1. Open advertisement in leading newspapers at State level and National level for inviting proposals from CAG empaneled Chartered Accountant firms for statutory audit of State implementing agencies should be issued first. Advertisement along with the detailed RFP shall also to be uploaded on the website of Panchasakha Shikhya Setu.

The detailed scheduled in regards to the tendering process shall be as under-

Advertisement Date:	Latest by 01.05. 2025
Date of Issue of RFP:	01.05 2025
Last Date and Time for Submission of RFP:	22.05.2025 by 5:00 PM
Date and Time of Opening of Technical bid:	23.05.2025, at 3:30 PM
Date and Time of Opening of Financial bid will be intimated later.	

The dates mentioned above are subject to change. Applicants are advised to refer to the official advertisement published in local/national newspapers and the electronic media, including the official website of Panchasakha Shikhya Setu Sangathan (<https://pss.odisha.gov.in>), for the most accurate & updated schedule.