

NIT No. 794/10-F-CAMPA-17/13 Dated 02.07.2016

Notice Inviting Request for Proposal from C&AG Empanelled Chartered Accountants firms for preparation and compilation of Accounts of the State CAMPA and its units under Double Entry Accounting System.

The State CAMPA, Odisha invites Request For Proposal, in sealed cover, from Comptroller & Auditor General of India empanelled Chartered Accountant firms for preparation and compilation of Accounts of the State CAMPA for its office at Bhubaneswar and of all its units as per list annexed at Annexure- II of the Terms of Reference on Double Entry Accounting System (Uniform Format of Accounts applicable to the Central Autonomous Bodies) along with generation of Cash Books, preparation of Assets Register and other subsidiaries Books of Accounts as may be required under Double Entry System of Accounting for each unit including head quarter office for the seven Financial years 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.

Detail of Information and Terms of Reference can be seen in the official website www.odishaforest.in or www.odisha.gov.in (all Tenders Section) can be obtained from the Office of the Additional P.C.C.F, CAMPA at 3rd Floor, Office of the P.C.C.F, Odisha, Aranya Bhavan, Chandrasekharpur, Bhubaneswar-23 in any working days till 3rd of August 2016 during the business hours free of cost. The bidder is required to deposit a sum of Rs.25,000/- as Earnest Money Deposit (EMD) payable in shape of Demand Draft drawn in favour of P.C.C.F, Odisha payable at Bhubaneswar. Completed proposals should reach office of the Additional P.C.C.F, CAMPA on or before **3rd of August 2016 upto 17.00 hours.**

For any query regarding scope of work, other requirements and conditions that the assignment entails, a pre-bid meeting will be held on **19th July 2016 at 11.00 AM** in the office of the Additional P.C.C.F, CAMPA at 3rd Floor, Office of the P.C.C.F, Odisha, Aranya Bhavan, Chandrasekharpur, Bhubaneswar-23 may be contacted in any working day during the business hours. The Authority reserves the right to accept or reject all or any of the bids without assigning any reasons thereof.

Sd/-

Additional P.C.C.F, CAMPA
Office of the P.C.C.F, Odisha
Aranya Bhavan, Chandrasekharpur,
Bhubaneswar, Odisha-751023
Ph-0674 – 2302036 (Off)
Email: campa.pccfodisha@gmail.com

General Information

1. General Instruction to bidders

(I)

- a. The CA firms are expected to travel throughout the state of Odisha and to all the Forest Circles/Divisions offices in particular where the office of the DDOs of the State CAMPA, Odisha are located.
- b. The CA Firms are expected to liaise with the field functionaries viz, RCCF, CCFs, CFs and DFOs of various Circles regarding their visits. The State CAMPA, Odisha on its part will instruct all the field functionaries to render all possible assistance especially production of Cash Books, all connected vouchers and other documents and papers, Progress Reports, Bank Statements etc. required for preparation of the Accounts. No TA/DA shall be paid by this Department for such visit by the firm.
- c. The CAMPA Cell will provide the formats for preparation of Uniform Formats of Accounts applicable to the Central Autonomous Bodies on Double Entry Accounting System on which the accounts of State CAMPA, Odisha will be prepared.
- d. The State CAMPA, Odisha shall provide the detail of funds received by it and the APOs approved for different components as also funds released under such components of CAMPA
- e. The CA firm will have to prepare the accounts of each unit as also of the State CAMPA giving therein the sector-wise details of expenditure.
- f. The last date for the submission of bids is **3rd August 2016 by 5.00 P.M.**
- g. The bids will be submitted in the office of the Additional P.C.C, F, CAMPA, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-23.
- h. Pre-bid clarifications, if any shall only be hosted in websites www.odishaforest.in and www.odisha.gov.in (All Tenders Section) after PBQ Meeting.

(II) Pre-Qualification Criteria:

The bidders shall have to meet all the following minimum criteria in order to be eligible for consideration of his Technical Bid:

- a. **Earnest Money Deposit:** The bid should accompany with a Demand Draft from a nationalized bank for Rs.25,000/- drawn in favour of P.C.C.F, Odisha payable at Bhubaneswar towards EMD.
- b. **C&AG Empanelment:** the firm should be empanelled with the Comptroller & Auditor General of India and the copy of the registration letter should be furnished.
- c. **Past Experience of the Firm:** the firm should have post qualification experience of working for the last 20 years and must have undertaken at least three works of similar nature for Government/ Semi Government/ autonomous bodies in last 10 years.
- d. **Available manpower:** The firm should have strength of at least 10 qualified accountants to undertake the job by deploying teams so as to complete the assignment in the specified time.
- e. **Annual Turnover:** the average annual turnover of the firm in last three financial years should be in excess of Rs.25 lakhs.

Evaluation of Bids

The process of evaluation of bids will consist of two stages- evaluation of Technical Bids and evaluation of Financial Bids. Only bidders who score minimum 70% points in the Technical Bid will be eligible for consideration of their financial bid. The selection will be made through the Quality Cost Based Selection (QCBS) method by giving 65% weightage to the Technical Bid and 35% to Financial Bid. The breakup of weightage assigned to each parameter will be as per Annexure-I.

2. Formats for submission of Detailed technical and Financial Bids

The technical and financial bids are to be submitted in two separate envelopes. The first envelop would contain the detailed technical proposal for carrying out the assigned task on double entry accounting system giving therein the detailed information with respect to their qualification on the criteria given in para-1 above and also additional criteria of having experience in preparation and compilation of accounts of any state CAMPA in India, if any.

The second separate envelope should be super scribed "Financial Bid which would contain the Financial Bid containing a lump sum single quote for the entire assignment.

3. Security Deposit:

The successful bidder should deposit with the PCCF, Odisha 5% of the bid value towards bid security in shape of Demand Draft from any Nationalized Bank in favour of PCCF, Odisha payable at Bhubaneswar. No interest will be paid on the security deposit amount. The EMD amount of the successful bidder shall be refunded after receipt of the deposit. The security deposit will be returned after 90 days from the date of completion of the assignment.

4. Payment Schedule

The Payment Schedule would be as under:

- a. 90 % of the contract price will be released upon completion and submission of CAMPA accounts for each Financial Year for all the 7 financial years of all the units including Head office from the year starting from the FY 2009-10. The installment would be released upon receipt of authenticated and signed accounts from concerned DDOs and to the complete satisfaction of the Addl. P.C.C.F, CAMPA that the accounts are ready for submission to the Auditor General.
- b. Balance 10% to be released after three months of completion of assignment. In case of any additional information sought and/or any shortcoming noticed or pointed out by AG or any other Authority at any stage, the Chartered Firm will have to rectify the same at the earliest.

5. Other terms and conditions

- i. The successful bidder would be required to deposit a sum of 5% of the Contract Value as security deposit for the contract before signing of the contract, which will be released after expiry of 90 days of completion of assignment. No interest will be paid on said amount deposited as performance Guarantee.
- ii. The offer shall remain open for a period of Six months allowing for processing and vetting of contract.

- iii. The State CAMPA, Odisha reserves the right to reject any or all the bids without assigning any reason.
 - iv. The selected firm will procure and install appropriate accounting software in the computers of Head Office as well as in all the units for the preparation of accounts on the Double Entry Accounting System and will be part of the Financial Bid. The software will be the property of the State CAMPA.
6. **Penalty:** In case of delay in completion of the assignment beyond the contracted period, daily penalty @ 0.25% of the contract price would be imposed and deducted from the payable amount.

Signature of the Bidder with Seal

Terms of Reference

1. Introduction:

The Odisha "State Compensatory Afforestation Fund Management and Planning Authority was notified by the Government of Odisha vide Notification No. 10F(Cons)-41/07 (pt-III) – 13995/F&E dated 14.08.2009. The State CAMPA Odisha is intended as an instrument to accelerate activities for compensatory afforestation, forest resource management preservation of natural forests, management of wildlife, infrastructure development in the sector and allied works. State CAMPA provides an integrated framework for utilizing multiple sources of funding and activities relating to protection and management of forests and wildlife. Its prime task is regenerating natural forests and building up the institution engaged in this work. The State CAMPA Odisha executes the work through the existing field offices of the Odisha Forest Department.

2. Operations:

At present the State CAMPA Odisha operates through 8 Territorial Circles and their 37 Territorial Forest Divisions, 13 Wildlife Divisions, Director, Nandankanan, 8 Working Plan Divisions, Silviculturist Bhubaneswar, Rayagada, Dy. CF (Hqrs), O/o PCCF, Odisha, Training Schools, Angul, Bhubaneswar, Champua & G. Udayagiri. A list of Designated Implementing Agencies and concerned DDOs is at Annexure II.

State CAMPA receives funds form Ad-hoc CAMPA. Gol for implementation of the approved State Level Annual Plan of Operations (APO). These funds are released to the executing units (DDOs) from the main account of State CAMPA Odisha , as per requirement of different DDOs in accordance with their approved APOs in predetermined instalments. The State CAMPA Odisha began implementation of field operations from the month of February, 2010. The accounts of 2009-10 APO to 2015-16 APO are required to be prepared under this contract. The accounts of each financial year starting from the FY 2010-11 upto 2015-16 are required to be completed and submitted within 6 months of the award of contract whereas the accounts of APO 2015-16 (FY 2016-17) will have to be

compiled concurrently on monthly basis and submitted by the time co-terminus with the expiry of APO.

3. Accounting Procedure:

State CAMPA is presently following the accounting procedure prevalent in the Odisha Forest Department. Majority of vouchers are generated at the Forest Division office level and accounted for in the cash-book of the Forest Division/Range Officer. Quarterly Progress Report (QPR) of physical and financial progress (against the APO) is prepared at Divisions level and finally compiled at the State level. The QPR of the relevant years which have become due shall be provided for this assignment. The Accountant General has desired that account of the State CAMPA should be prepared on the 'Uniform Format of Accounts' applicable to the Central Autonomous bodies.

4. Scope of work:

- a) CA firm will need to convert all transactions covering all the aspects of accounting of the organization at division levels and integration of the Accounting process at the Circle Level as well as Head Office Level.
- b) Compilation of Accounts: CA firm shall have to compile the accounts of each financial year separately starting from the FY 2010-11 and prepare Balance Sheet. Income & Expenditure, Receipt and Payment Account along with all the subsidiary schedules.
- c) The cash books of all the units as also at the State Level will have to be generated on Double Entry System.
- d) Since the financial year 2015-16 is already over, the accounts of this year will have to be completed within 6 months of the award of the contract. The accounts of 2016-17 will be completed and updated concurrently on monthly basis and annual account will be submitted complete in all respects co-terminus with the expiry of APO 2015-16.

- e) Authentication of Accounts: CA firm will authenticate the account and the balance sheet of each year, before the same are forwarded to the Accountant General.

5. Expected Outputs

The expected outputs of this assignment are:

- (i) Division-wise monthly and yearly Receipt and Payment Account along with relevant schedules applicable to State CAMPA Odisha for each year starting from APO 2009-10 to APO 2015-16 in hard copies (two) and soft copies.
- (ii) Division-wise and Circle-wise monthly and yearly Income and Expenditure Account-along with relevant schedules applicable to State CAMPA Odisha for each year starting from APO 2009-10 to APO 2015-16 in hard copies (two) and soft copies.
- (iii) State level monthly and yearly Receipt and Payment Account and Income and Expenditure account along with relevant schedules applicable to State CAMPA Odisha for each year starting from 2009-10 to 2015-16 in hard copies (two) and soft copies.
- (iv) Division-wise and State level Balance Sheets for each year starting from 2009-10 to 2015-16 in hard copies (two) and soft copies.
- (v) Cash books of all the units as also of the main account at State level are to be prepared under Double Entry Accounting System.

Weightage Assigned to Each Parameter for the Evaluation of Technical Bids

Maximum Marks = 100

Qualifying Score = 70%

Sr. No.	Criteria/Parameter	Maximum Marks
I	ASSESSMENT OF PAST EXPERIENCE:	20
a	Past experience of minimum 15 years	14
b	Past experience of more than 15 years up to 20 years	16
c	Past experience of more than 20 years up to 25 years	18
d	Past experience of above 25 years	20
II	ASSESSMENT OF WORKS undertaken in Government/Semi-government/ Autonomous Bodies/Organizations in last 10 years:	20
a	For Minimum Three works undertaken	14
b	For Four works undertaken	16
c	For five works undertaken	18
d	For Six & above work undertaken	20
III	ASSESSMENT OF PAST EXPERIENCE of Preparation and Compilation of Accounts of any State CAMPA in India	10
a	Past Experience of Preparation and Compilation of Accounts of any State CAMPA in India	10
IV	STATUS OF AVAILABLE MANPOWER (to be deployed for the assignment)	40
A	Availability of Chartered Accountants:	15
a	For availability of One CA	10
b	For availability of Two CAs	12
c	For availability of Three & above CAs	15
B	Availability of Accountants:	25
a	For availability of Minimum 15 Accountants	21
b	For availability of 15-20 Accountants	23
c	For availability of 20 & above Accountants	25
V	POSITION OF ANNUAL TURN OVER:	10
a	For Average Annual Turn-over of minimum Rs.25 Lakh	8
b	For Average Annual Turn- over of Rs.25 to 40 Lakh	9
c	For Annual Turn over of Rs.40 Lakh & above	10
	Grand Total	100

List of Filed Functionaries/Implementing Agencies under State CAMPA, Odisha with
Concerned DDOs/Ranges .Functioning under their Control

Sr. No.	Name of Implementing Agency	No. of Units	Name of DDO/ Division
1	2	3	4
1	Regional Chief Conservator of Forests, Angul		DFO, Angul
			DFO, Athagarh
			DFO, Athamalik
			DFO, Dhenkanal
			DFO, Cuttack
			DFO, Satakosia WL
			DFO, Mahanadi WL, Nayagarh
			WPO, Angul
2	Regional Chief Conservator of Forests, Bhubaneswar		DFO, Khordha
			DFO, Nayagarh
			DFO, City Forest
			DFO, Chandaka WL
			DFO, Chilika WL
			DFO, Puri WL
			DFO, Rajnagar WL
			DFO, Bhadrak WL
			WPO, Bhubaneswar
3	Regional Chief Conservator of Forests, Bhawanipatna		DFO, Kalahandi(N)
			DFO, Kalahandi (S)
			DFO, Khariar
			DFO, Subarnapur
			DFO, Bolangir
			DFO, Sunabeda WL
			WPO, Bhawanipatna
4	Regional Chief Conservator of Forests, Berhampur		DFO, Boudh
			DFO, Ghumsur (S)
			DFO, Ghumsur (N)
			DFO, Parlakhemundi
			DFO, Berhampur
			DFO, Phulbani
			DFO, Balliguda
			WPO, Bhanjanagar
5	Regional Chief Conservator of Forests, Koraput		DFO, Rayagada
			DFO, Koraput
			DFO, Malkangiri
			DFO, Nawarangapur

			DFO, Jeypore
			WPO, Koraput
6	Regional Chief Conservator of Forests, Baripada		DFO, Baripada
			DFO, Karanjia
			DFO, Rairangpur
			DFO, Balasore WL
			Dy. Director, STR
			WPO, Balasore
7	Regional Chief Conservator of Forests, Rourkela		DFO, Rourkela
			DFO, Sundergarh
			DFO, Bonai
			DFO, Deogarh
			DFO, Keonjhar
			DFO, Keonjhar WL
			W.P.O, Keonjhar
8	Regional Chief Conservator of Forests, Sambalpur		DFO, Sambalpur
			DFO, Jharsuguda
			DFO, Rairakhol
			DFO, Bargarh
			DFO, Hiraakud (WL)
			DFO, Bamra (WL)
			W.P.O, Sambalpur
9	Chief Conservator of Forests, Training & Development, Cuttack		DFT, OFRC, Angul
			DCF, FTS, Champua
			DCF, FTS, G Udayagiri
			DCF, FTS, BBSR
			State Silva, BBSR
			Silva, Rayagada
10	Other		DCF (Hqrs) O/O PCCF, Odisha
			PCCF (WL) & CWLW, Odisha
			PCCF (Projects)- cum- PD, OFSDS

Financial Bid

(To be furnished under the Letter Head of the Firm)

To

The P.C.C.F, Odisha
Aranya Bhawan
Chandrasekharapur
Bhubaneswar- 751023

Sub: Financial Bid to the RFP No _____ dated _____ for preparation and compilation of Accounts of the State CAMPA and its units under Double Entry Accounting System

Dear Sir,

I/we, the undersigned, offer this financial bid in response to the RFP for preparation and compilation of Accounts of the State CAMPA and its units under Double Entry Accounting System in accordance with your RFP document, Terms & Conditions, Scope of Work and after being clarified in the pre-bid meeting held on 19.07.2016. (Pease refer clause-3 of the Bid document.)

Sl. No	Description of Work	Lump sum Amount Quoted in Rs
1	Preparation and compilation of Accounts of the State CAMPA and its units under Double Entry Accounting System for Seven Financial years 2009-10, 2010-11,2011-12,2012-13,2013-14, 2014-15 and 2015-16	

(The cost of services shall be mentioned in both figures and words, and if there is a difference in the cost mentioned in figures & words, the cost in words shall be considered as the quoted amount. All the expenses in relation to tour to different offices as per Annexure-II and staying is to be included in the quoted cost above)

I/We undertake that prices quoted is firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, on any account whatsoever..

Signature of the Bidder with Seal

Date: