

**MINUTES OF THE PRE-PROPOSAL MEETING FOR ENGAGEMENT OF INTERNAL AUDITOR, HELD ON 17.05.2016 at 11 A.M. IN THE BOARD ROOM, ODISHA STATE MEDICAL CORPORATION LTD. (OSMC), BHUBANESWAR**

[RFP Reference No. OSMC/2016-17/SER-HR/02 dt.05.05.2016]

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**Members Present:**

1. Sri Sanjay Kumar Pramanik, General Manager (Finance & Accounts)
2. Sri Ashwini Kumar Mishra, General Manager (HR & Admn.)
3. Dr. Bijay Kumar Swain, General Manager (Logistics & Supply Chain)
4. Dr. Krushna Chandra Sahoo, General Manager (Procurement)
5. Sri Pravat Kumar Sahu, Company Secretary
6. Sri Maheswar Dash, Asst. Manager (Finance)
7. Sri P. Tripathy, Financial & Procurement Consultant

**Representatives of Participating Firms:**

1. Sri M.R. Mishra, PAMS & Associates
2. Sri Satyajit Mishra, PAMS & Associates
3. Sri Anil Kumar Agarwal, DM Associates
4. Sri Sudhakar Pani, Laldash & Co.
5. Sri C.K. Prusty, C.K. Prusty & Associates
6. Sri B.K. Mishra, Singh Ray Mishra & Co.
7. Sri Akshaya Kumar Samal, SRB & Associates
8. Sri Venugopal, Tej Raj & Pal
9. Sri R.N. Satapathy, Raghunath Rai & Co.

As scheduled, the pre-proposal meeting was held on 16.05.2016. The participants were invited to discuss about their doubts/ queries on the RFP document for Engagement of Internal Auditor. The response to the queries of the prospective bidders is appended as **Annexure A**. Modifications in the relevant provisions of the bid document are appended as **Annexure B**.

The prospective bidders were requested to participate in the bidding process after careful reading and understanding of the provisions of the RFP Document published and possible amendment (s) subsequent to the present pre-proposal Meeting.

**Annexure A**

**Queries during Pre-Proposal Meeting and Response thereon for  
Engagement of Internal Auditor**

<b>Sl. No.</b>	<b>Clause Reference</b>	<b>Queries raised by the prospective bidders</b>	<b>Response to the Queries</b>
1.	Page 5: Point No. 2.1	In view of the notification dt.07.04.2016, issued by the ICAI read with subsequent clarification by EIRC of ICAI, "A member of the Institute in practice shall not respond to any tender issued by an organization or user of professional services in areas of services which are exclusively reserved for chartered accountants, such as audit and attestation services. However, such restriction shall not be applicable where minimum fee of the assignment is prescribed in the tender document itself or where the areas are open to other professionals along with the Chartered Accountants".	<b>Amended.</b> Pl. see Amendment No.1.

**Amendment to****A.) Related Dates:**

<b>Sl. No.</b>	<b>Provision in published RFP Document</b>	<b>Modification now made</b>
<b>1.</b>	Last date and time for receipt of RFP: <b>31.05.2016 up to 4 P.M.</b>	Last date and time for receipt of RFP: <b>16.06.2016 up to 4 P.M.</b>
<b>2.</b>	Date and time for opening of RFP (Technical): <b>31.05.2016 at 4.30 P.M.</b>	Date and time for opening of RFP (Technical): <b>16.06.2016 at 4.30 P.M.</b>

**B.) Terms of Reference:**

<b>Sl. No.</b>	<b>Provision in published RFP Document</b>	<b>Modification now made</b>
<b>1.</b>	<b>Page 5: Point No. 2.1</b>	
	<p>The interested Bidders shall have to comply to the following criteria to participate in the tendering process -</p> <p>a) Must have either its registered office or branch office in Odisha for at least 3 years. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)</p> <p>b) Must be registered with the Institute of Chartered Accountants of India for not less than 10 years as on the last date of submission of this RFP. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)</p> <p>c) The firm must be empanelled with Comptroller &amp; Auditor General of India. (Self-Attested copy of latest Comptroller &amp; Auditor General of India Empanelment Letter to be furnished.)</p> <p>d) Must be having minimum three FCA partners as on 1st January, 2016 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)</p> <p>e) Must be having a minimum three years of experience (as on 31<sup>st</sup> March, 2016) in Concurrent Audit and/ or Internal Audit of Public Sector Undertakings (PSU) with annual turnover/ capital expenditure exceeding Rs.20 Crores. Out of the total experience during the above period, the firm must be having at least</p>	<p>The interested Bidders shall have to comply to the following criteria to participate in the tendering process -</p> <p>a) Must have either its registered office or branch office in Odisha for at least 3 years. (Self-Attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India to be furnished.)</p> <p>b) Must be registered with the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India for not less than 10 years as on the last date of submission of this RFP. (Self-Attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India to be furnished.)</p> <p>c) In case of CA Firm, the firm must be empanelled with Comptroller &amp; Auditor General of India. (Self-Attested copy of latest Comptroller &amp; Auditor General of India Empanelment Letter to be furnished.)</p> <p>d) Must be having minimum three partners as on 1st January, 2016 (Self-Attested copy of latest Constitution Certificate from The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India to be furnished.)</p> <p>e) Must be having a minimum three years of experience (as on 31<sup>st</sup> March, 2016) in Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or</p>

<p>one year in Odisha (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with extract of Audited Financial Statements in support of turnover or expenditures to be furnished.)</p> <p>f) Must have conducted Concurrent Audit and/ or Internal Audit of at least two Public Sector Undertakings during the last 3 financial years i.e. 2013-14 to 2015-16. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished).</p> <p>g) Must be registered under Service Tax Act. (Self-Attested Service Tax Registration Certificate to be furnished.)</p> <p>h) Must be having minimum Average Annual Turnover of Rs.75 Lakh during the last 3 Financial Years i.e. 2012-13, 2013-14 &amp; 2014-15 <b>or</b> 2013-14, 2014-15 &amp; 2015-16. (Self-Attested copies of Audited Profit &amp; Loss Accounts and Balance Sheets to be attached. Provisional Profit &amp; Loss Accounts and Balance Sheets will not be considered.)</p>	<p>Cost Audit of Public Sector Undertakings (PSU) with annual turnover/ capital expenditure exceeding Rs.20 Crores. Out of the total experience during the above period, the firm must be having at least one year in Odisha (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with extract of Audited Financial Statements in support of turnover or expenditures to be furnished.)</p> <p>f) Must have conducted Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or Cost Audit of at least two Public Sector Undertakings during the last 3 financial years i.e. 2013-14 to 2015-16. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished).</p> <p>g) Must be registered under Service Tax Act. (Self-Attested Service Tax Registration Certificate to be furnished.)</p> <p>h) Must be having minimum Average Annual Turnover of Rs.75 Lakh during the last 3 Financial Years i.e. 2012-13, 2013-14 &amp; 2014-15 or 2013-14, 2014-15 &amp; 2015-16. (Self-Attested copies of Audited Profit &amp; Loss Accounts and Balance Sheets to be attached. Provisional Profit &amp; Loss Accounts and Balance Sheets will not be considered.)</p>
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**C.) ANNEXURE 1: Profile of the Applicant**  
**(To be furnished along with the Technical Proposal Cover “A”)**

Sl. No.	Provision in published RFP Document		Modification now made			
<b>1.</b>	<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
	<b>1.</b>	Name and Address of the CA Firm		<b>1.</b>	Name and Address of the CA Firm	
	<b>2.</b>	Constitution and Date of Incorporation/ Registration (Self-attested copy of Certificate of Incorporation/ Registration to be furnished.)	Date of Incorporation/ Registration:  Date of Opening of Main Office or Branch Office in Odisha:	<b>2.</b>	Constitution and Date of Incorporation/ Registration (Self-attested copy of Certificate of Incorporation/ Registration to be furnished.)	Date of Incorporation/ Registration:  Date of Opening of Main Office or Branch Office in Odisha:
	<b>3.</b>	Date of Registration with Institute of Chartered Accountants of India (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	Date:	<b>3.</b>	Date of Registration with The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India (Self-Attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India to be furnished.)	Date:
	<b>4.</b>	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)		<b>4.</b>	In case of CA Firm, year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	
	<b>5.</b>	No. of FCA Partners as on 1st January, 2016 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)		<b>5.</b>	No. of Partners as on 1st January, 2016 (Self-Attested copy of latest Constitution Certificate from The	
	<b>6.</b>	Name, Designation, Contact No.				

		and Address of the Contact Person/ Local Representative			Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India to be furnished.)		
	7.	Years of experience (as on 31 <sup>st</sup> March, 2016) in Concurrent Audit and/ or Internal Audit of Public Sector Undertakings (PSU) with annual turnover/ capital expenditure exceeding ₹ 20 Crores. (Self- Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with extract of Audited Financial Statements in support of turnover or expenditures to be furnished.)	1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)		6.	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative	
	8.	Experience in conducting Concurrent/ Internal Audit of Public Sector Undertakings during the last 3 financial years i.e. 2013-14 to 2015-16. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished).			7.	Years of experience (as on 31 <sup>st</sup> March, 2016) in Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or Cost Audit of Public Sector Undertakings (PSU) with annual turnover/ capital expenditure exceeding Rs.20 Crores. Out of the total experience during the above period, the firm must be having at least one year in Odisha. (Self- Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with extract of Audited Financial Statements in support of turnover or expenditures to be furnished.)	1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
	9.	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)					
	10.	Date of Registration under Service Tax Act. (Self-Attested Service Tax Registration Certificate to be attached.)					
	11.	Annual Turnover of the Firm for last 3 Financial Years i.e. 2012-13, 2013-14 & 2014-15 or 2013-14, 2014-15 & 2015-16. (Self-Attested	<b>F.Y. Turnover (Rs. in Lakh)</b>		8.	Experience in conducting Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or Cost Audit of Public Sector Undertakings during the last 3 financial years i.e. 2013-14 to 2015-16. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished).	

		copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.)							
	12.	Registration/empanelment details with different Authorities	(i) Authority (s): (ii) Date of Registration						
	13.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)							
	9.	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)							
	10.	Date of Registration under Service Tax Act. (Self-Attested Service Tax Registration Certificate to be attached.)							
	11.	Annual Turnover of the Firm for last 3 Financial Years i.e. 2012-13, 2013-14 & 2014-15 or 2013-14, 2014-15 & 2015-16. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.)				F.Y.	Turnover (Rs. in Lakh)		
	12.	Registration/empanelment details with different Authorities	(i) Authority (s): (ii) Date of Registration						
	13.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)							

**D.) ANNEXURE 3: Standard Format for Evaluation of Technical Proposal**

Sl. No.	Provision in published RFP Document					Modification now made				
1.	Name & Address of the CA Firm:					Name & Address of the Chartered Accountant/ Cost Accountant Firm:				
	(For office use only)					(For office use only)				
	Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks	Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks

1.	<b>No. of years of Registration with the Institute of Chartered Accountants of India:</b> a) Between 10 to 12 years: 5 marks b) Above 12 years, up to 15 years: 7 marks c) Above 15 years: 10 marks	10			1.	<b>No. of years of Registration with the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India:</b> a) Between 10 to 12 years: 5 marks b) Above 12 years, up to 15 years: 7 marks c) Above 15 years: 10 marks	10			
2.	<b>No. of FCA Partners:</b> a) Between 3 to 5 nos.: 10 marks b) Between 6 to 8 nos.: 12 marks c) Above 8 nos.: 15 marks	15			2.	<b>No. of Partners:</b> a) Between 3 to 5 nos.: 10 marks b) Between 6 to 8 nos.: 12 marks c) Above 8 nos.: 15 marks	15			
3.	<b>Years of Experience in Concurrent Audit and/ or Internal Audit of PSUs with annual turnover/ capital expenditure exceeding Rs.20 Crores:</b> a) Between 3 to 5 years: 15 marks b) Above 5 years, up to 10 years: 20 marks c) Above 10 years: 30 marks	30			3.	<b>Years of Experience in Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or Cost Audit of PSUs with annual turnover/ capital expenditure exceeding Rs.20 Crores:</b> a) Between 3 to 5 years: 15 marks b) Above 5 years, up to 10 years: 20 marks c) Above 10 years: 30 marks	30			



4.	<b>Experience in Concurrent Audit and/ or Internal Audit of PSUs:</b> a) Between 2 to 3 nos.: 15 marks b) Above 3 nos., up to 5 nos.: 20 marks c) Above 5 nos.: 30 marks	30			4.	<b>Experience in Concurrent Audit and/ or Internal Audit and/ or System Audit and Management Audit and/ or Cost Audit of PSUs:</b> a)Between 2 to 3 nos.: 15 marks b)Above 3 nos., up to 5 nos.: 20 marks c)Above 5 nos.: 30 marks	30		
5.	<b>Annual Turnover (last three Financial Years i.e. 2012-13, 2013-14 &amp; 2014-15 or 2013-14, 2014-15 &amp; 2015-16):</b> a) Between Rs.75.00 Lakh to Rs.100 Lakh: 10 marks b) Above Rs.100.00 Lakh, up to Rs.150 Lakh: 12 marks c) Above Rs.150.00 Lakh:15 marks	15			5.	<b>Annual Turnover (last three Financial Years i.e. 2012-13, 2013-14 &amp; 2014-15 or 2013-14, 2014-15 &amp; 2015-16):</b> a) Between Rs.75.00 Lakh to Rs.100 Lakh: 10 marks b)Above Rs.100.00 Lakh, up to Rs.150 Lakh: 12 marks c)Above Rs.150.00 Lakh:15 marks	15		
<b>Total</b>		<b>100</b>			<b>Total</b>		<b>100</b>		

**Note: The amendments mentioned above are to be treated as amendments in the terms and conditions of the RFP. All other terms & conditions of the published RFP will remain same.**

**The bidders have to sign and submit a copy of this Minutes and Amendments along with the RFP Documents. Each page of the RFP Document as well as this Minutes and Amendments are to be signed by the authorized Signatory of the bidder.**

Sd/-  
**Managing Director, OSMC**