

Request for Proposal (RfP) for
“Selection of Chartered Accountants/Cost Accountants Firms for Conducting Internal Audit of OMC”

Request For Proposal (RfP) No: 01/OMC/Finance/2023, Dated. 12/04/2023

Last Date for submission of PROPOSAL: 02/05/2023 Up to 15.00 Hrs.

Odisha Mining Corporation Ltd.
(A Gold Category State PSU)
Registered Office: OMC House, Bhubaneswar-751001, India
Tel: 0674-2377445/2377539
Website: www.omcltd.in
CIN : U13100OR1956SGC000313

Request for Proposal (RfP) for

“Selection of Chartered Accountants/Cost Accountants Firms for Conducting Internal Audit of OMC”

RfP No. 01/OMC/Finance/2023, Dated. 12.04.2023

Sl. No.	Particulars	Details
1.	Name of the Work	Appointment of Chartered Accountants/Cost Accountants Firms for Conducting Internal Audit for various Regions & Head office of OMC
2.	Availability of RfP document in OMC Website (www.omcltd.in)	12/04/2023 to 02/05/2023 Up to 3.00 PM
3.	Start Date for submission of Proposal.	12/04/2023
4.	Last Date & Time of Submission of Proposal.	02/05/2023 up to 3.00 PM
5.	Date of opening of Proposal.	02/05/2023 at 3.30 PM

All other details can be seen from the RfP document available at OMC website i.e. www.omcltd.in. OMC reserves the right to reject any or all proposals without assigning any reason thereof.

Sd/ 12/04/2023
CHIEF GENERAL MANAGER (FIN.)

Odisha Mining Corporation Ltd.
(A Gold Category State PSU)
Registered Office: OMC House, Bhubaneswar-751001, India
Tel: 0674-2377445/2377539
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**RfP FOR SELECTION OF CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FIRMS FOR CONDUCTING INTERNAL
AUDIT OF ODISHA MINING CORPORATION LIMITED, BHUBANESWAR**

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1. NOTICE INVITING RFP:

Sealed RfP (Documents) are invited for the Appointment of Chartered Accountants/Cost Accountants Firms for conducting Internal Audit at various Regional offices & Head office of Odisha Mining Corporation Limited in the State of Odisha. The appointment shall be for 3 (three) years, but it shall be initially for a period of 12 (twelve) months from the date of initial appointment. The appointment shall be extended on year to year basis by the Management of the Corporation as per the requirement and on the basis of performance of the firms during the immediately preceding year (Refer Clause-18 for selection and tenure of the assignment). The Chartered Accountants/Cost Accountants Firms shall be paid as per Corporation's approved scheduled rate mentioned at Clause-7 below.

2. An Introduction - Odisha Mining Corporation Limited (OMC):

The Odisha Mining Corporation Limited (OMC) incorporated on 16th May, 1956 as a Joint venture Company of Government of Odisha and Government of India to explore and harness mineral wealth of the State of Odisha and make value addition. Subsequently on 17th November, 1961, OMC became a wholly State Owned Corporation of Government of Odisha. The major minerals mined by OMC are Iron Ore, Chrome Ore and Bauxite which cater to the requirement of Mineral based Industries. OMC has been classified as a Gold Category State PSU. The Authorized Share Capital of the Corporation is Rs.100 Crore and the paid up capital is Rs.31.45 Crore as on 31.03.2022. OMC achieved the highest Turnover of Rs. 17035.25 Crore during the Financial Year 2021-22. OMC has its Registered and Head office at OMC House, Unit-5, Bhubaneswar-751001, Khurda, Odisha.

3. Objectives :

In order to enhance the operational efficiency, internal control and Internal Financial Control through Internal Audit and assisting OMC management in decision making process, it wishes to empanel Chartered Accountants Firms/Cost Accountants Firms for providing Internal Audit services. Within the overall period of 3 years the Corporation may at its discretion assign the audit work of various regions in favour of the selected firms / change in the regions based on performance of the firms.

4. Deliverables, Timelines and Payment Scheduling :

Sl. No.	Deliverable/Output (for Package)	Timeline from the date of work order (Cumulative)
1.	Quarterly Audit Report	Within 30 days of end of each Quarter.
2.	Quarterly Audit Checklist	Within 10 days of meeting with the officials of the Corporation.
3.	Quarterly Executive Summary Report	Within 30 days of end of each Quarter.
4.	Annual Pending Observations	Within 31 st May of succeeding year
5.	Certification on Compliance of Internal Financial Control	Within 31 st May of succeeding year
Payment Schedule		
Submission of Audit Report & Audit Checklist in prescribed format as indicated in 4.1, 4.2 & 4.3 above.		100% payment within 15 days on submission of Tax Invoice

5. Reporting :

The firm will submit its Reports both in hard and soft form to OMC.

6. Audit Period :

The total audit period shall be for three years. However based on final list of selected firms (based on combined score of marks in the Technical Evaluation with 60% weightage and Interface with the Committee with 40% weightage), management reserves the right to assign audit of any regions to any of the selected firms / inter change of the regions among the selected firms on the basis of the satisfactory performance of the firms within the entire period of three years.

7. Audit Fees :

Amount of audit fees quarterly payable has been indicated below –

SL. NO.	LOCATION	QUARTERLY FEES (IN RS.)
1	JK Road (incl. IFCAL plant)	90,000/-
2	Daitari	90,000/-
3	Gandhamardan	90,000/-
4	Barbil – I (Regional office, Guali mines, Roida-C mines, SBBK mines & Serenda Prospecting camp)	90,000/-
5	Barbil – II (Jhiling, Tiringpahar, Khandabandh, Unchabali, Banspani, Dubuna, BPJ Mines and Joribar Prospecting camp and including IKIWL)	90,000/-
6	Bangur	60,000/-
7	HO & Paradeep (including erstwhile IDCOL & OMECL)	90,000/-
8	Rayagada, South Zone	90,000/-
9	Koira	90,000/-

Note : The fees are exclusive of applicable GST which will be paid extra.

8. Terms of Payment :

The payment towards audit fees will be made on quarterly basis on receipt of Tax Invoice, after successful rendering of service during the respective quarter as per corporations approved scheduled rates mentioned above at Clause-7.

Lodging & Boarding will be provided at the OMC Guest House at ROs & Mines as per availability on priority basis. Conveyance/Transportation is to be borne by the Audit Firms. However, local conveyance at Regional Office to visit the Mines Office shall be provided by the Corporation. While making the payments any applicable/required deductions will be made by OMC. Applicable TDS under Income Tax Act/GST Act shall

be deducted and necessary Certificates will be issued to the Firm as per the applicable Act.

9. Process of Selection :

Technical bids shall be opened for eligible bidders in the pre-qualifying proposals. Based on marks secured as per the scoring patterns provided on the EOI, Firms having marks of 60 or more shall be called for the interface with the Committee of the Corporation and the firms thus selected by the Corporation shall have to do the assigned job with the predetermined fees of the allotted Regions / H.O & Paradeep S.O.

10. **SALIENT FEATURES OF RFP DOCUMENT :**

10.1. DATA SHEET

1	Name of the Assignment	Selection of Firms for conducting Internal Audit of OMC located at various units of Odisha and H.O at Bhubaneswar
2	Description and the Objectives of the Assignment	Enable the auditor to appraise the client on meeting the Objectives of the Corporation.
3	Availability of RfP Document	OMC Website : www.omcltd.in
4	Language of documentation	English
5	Method of Selection	As per OMC selection procedure (Refer Clause No.15)
6	No of Copies of Technical Proposal	1 copy of Technical Proposal
7	Address for submission of RfP	Chief General Manager (Finance) Odisha Mining Corporation Limited OMC House, Post Box No. – 34 Bhubaneswar – 751001, Odisha
8	Contact person	Chief General Manager (Finance) 0674-2377424, 0674-2377445
9	Date of Issue of RfP	12/04/2023
10	Cost of RfP Document	N/A
11	EMD	N/A
12	Mode of Submission	Proposals complete in all respects should be submitted to the inviting authority i.e. Chief General Manager (Finance) through Speed Post/Registered Post / dropped in the drop box at OMC HO, Bhubaneswar only. Authority will not be responsible for postal delay or any other delay.
13	Last Date and Time of Submission of written queries for clarifications on RfP document to OMC.	26/04/2023 Up to 3.00 PM
14	Last Date and Time for Submission of RfP	02/05/2023 up to 3:00 PM. The RFPs received beyond the stipulated date and time will be liable for rejection.
15	Date and time for opening of Technical Proposal.	02/05/2023 at 3:30 PM.

10.2. GENERAL INSTRUCTIONS AND TERMS & CONDITIONS:

A. General Instructions to the Applicant Firms –

- i. This enquiry is in the nature of Request for Proposal (RfP) intended for appointment of qualified CA/CMA firms as Internal Auditors of Odisha Mining Corporation Limited, Bhubaneswar for undertaking Internal Audit services of the Corporation at various localities in the State of Odisha.
- ii. The Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this RFP at Clause 13.
- iii. Costs of preparing the proposal, presenting the same if any, including visits to the Client etc. are not reimbursable.
- iv. The Firm shall be deemed to have full knowledge of the roles and responsibilities of the work, where the work needs to be carried out, whether it is inspected by them physically or not.
- v. The Applicant firm shall have to depute appropriate number of audit teams for timely submission of Audit Report and to maintain quality of audit. Each audit team shall have to be headed by a qualified CA /CMA.
- vi. The Applicant firm is expected to carefully examine the RfP Document, including all the instructions, guidelines, terms and conditions, specifications and formats in the RfP Document. Failure to furnish all the necessary information as required by the RfP or submission of a proposal not substantially responsive to all the requirements of the RfP shall be at the applicant firm's own risk and is liable for rejection.
- vii. OMC shall not be responsible for any expenses incurred by applicant firms in connection with the preparation and delivery of their proposals, reports & site visit, participating in the discussion and other expenses incurred during the RFP process.
- viii. Clarifications, if any, in respect of this RfP can be obtained from C.G.M (Finance). The responses to applicant firm's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the RFP Document, which may become necessary as a result of the applicant firms query, shall be uploaded in the Corporation's Website (www.omcltd.in) through the issue of an Addendum/ Amendment.
- ix. No applicant firm is allowed to modify, substitute the PROPOSAL after its submission.

B. General Instructions for filling and submission of RFP –

- i. Applicant firm shall, as part of their proposal, submit a written Authorization Letter in the given format in RFP from the Managing Partner of Applicant Firm, if the signatory is other than the Managing Partner.
- ii. The proposal should be complete in all respects and must contain all the required information and documents. Incomplete proposals are liable for rejection.
- iii. The proposal and all the associated correspondence shall be in writing and in English only and shall conform to the prescribed formats as per Annexure-II of the RfP.
- iv. The proposal shall be neatly typed or written in indelible ink (if required) and shall be signed and stamped by the applicant firm or its duly authorized person with membership No. to bind the applicant firm to the contract.

- v. The Letter of Authorization shall be indicated by written power of attorney and shall accompany the proposal.
- vi. The envelopes containing the proposal shall be superscribed as “Proposal for Appointment of Chartered Accountants/Cost Accountants Firms for conducting Internal Audit at various offices of The Odisha Mining Corporation Limited in the State of Odisha” mentioning the name and address of the applicant Firm.
- vii. The proposal shall be submitted by Registered Post/Speed Post (not through private courier)/ dropped in the drop box at OMC HO, Bhubaneswar within the stipulated time and date and place specified in the data sheet.
- viii. Proposals received by facsimile shall be treated as defective, invalid and liable for rejection.

C. General Terms & Conditions –

- i. Submission of a proposal by an applicant firm shall mean that they have read this notice and RFP documents and is aware of the scope of work and terms and conditions of the work to be done that may be required by the firm in carrying out the work, laws and by laws of the Government, OMC and other factors bearing influence on the execution of the service so proposed.
- ii. Applicant firm shall ensure that, there should not be any conflict of interest for their carrying out this assignment as per ICAI guidelines.
- iii. Applicant firm shall not be under liquidation, court receivership or similar proceedings.
- iv. RFP documents shall at all times remain the exclusive property of OMC Ltd.
- v. OMC reserves the right to accept or reject any proposal and to annul the RfP process and reject all proposals at any time prior to or award of assignment without assigning any reason whatsoever, without thereby incurring any liability to the affected applicant firm or applicant firms or without any obligation to inform the affected applicant firm or applicant firms of the grounds or the reasons for the said action.
- vi. In case any applicant firm is found to be involved in any cartel formation, its proposal will not be considered for evaluation/placement of order. Such applicant firm will be debarred from participation in future.
- vii. The applicant firm shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- viii. The proposal(s) received after proposal submission due date and time shall not be considered and out rightly liable for rejection.
- ix. OMC reserves the right to cancel/alter the RFP requirement without assigning any reasons thereof.
- x. Competent Authority reserves the right to open or not to open any or all proposal documents without assigning any reason thereof.
- xi. Competent Authority reserves the right to accept one or to reject all bids without assigning any reason thereof and which shall be binding to the firm(s). No dispute whatsoever in this regard shall be entertained.
- xii. Dispute if any shall be discussed and mutually settled and in case of disagreement, the same shall be resolved through common law courts under the jurisdiction of Bhubaneswar in the state of Odisha.
- xiii. The successful applicant firm shall indemnify the OMC against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this engagement.
- xiv. Competent Authority reserves exclusive rights to modify/increase scope of the selected firm and will be informed accordingly to the selected applicant Firm.
- xv. The successful applicant firm shall be notified of the award of work by the Competent Authority through

Registered letter/Speed post or by E-mail. The Firm shall acknowledge in writing and shall send its acceptance within seven (7) days from the issue of Letter of Intent by Registered Letter/Speed Post/E-mail or by Fax.

- xvi. All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful firm by the concerned authority.
- xvii. Failure to abide by the work: The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to the rights of concerned authority with such penalties as specified in the RFP Document and the Agreement and the firm will be black listed and debarred from any further bidding process under OMC.

10.3. Disqualification :

A. OMC may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Applicant Firm in the following cases:

- i. The firm has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ii. The firm has filed cases against the Corporation (OMC Limited) and the cases are still pending in any court of law as on the date of submission of the proposals.
- iii. Exhibited a record of abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the three preceding years by the concerned applicant firm.
- iv. The firm is blacklisted/declared as ineligible by Gol/State Govt. of Odisha/ UT/Central PSUs/State PSUs for corrupt or fraudulent practices.
- v. The firm or any of its partner is engaged in corrupt, fraudulent or unfair trade practices.
- vi. The firm proposes any alteration in the works specified or any conditions stipulated in this RfP.
- vii. Any alteration made in the RFP is unauthenticated or any page or pages is/are removed or replaced.
- viii. In-complete PROPOSAL document.
- ix. Validity period of the PROPOSAL is less than the required validity period as stated in the RfP.
- x. The PROPOSAL is conditional.
- xi. Does not submit the signed and stamped RfP with enclosure documents on or before the stipulated time and date.
- xii. Does not attach the required self-attested documents along with the PROPOSAL.
- xiii. Canvassing in any form by the applicant firm or by any other agency on their behalf to influence the Authority may lead to disqualification of the proposal.

B. Withdrawal of the PROPOSAL submitted by the applicant firm after the submission due date shall lead to black listing and debarring the applicant firm in all the future assignments.

10.4. Amendments and Clarification for RFP :

OMC during the process of evaluation of proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further, OMC reserves the right to modify/amend the contents of the RfP before the last date of submission of PROPOSAL

by issuing a corrigendum. The interested firms are requested to visit the OMC website (www.omcltd.in) regularly for any update(s) on the RfP. In order to provide the prospective applicant firms reasonable time to take the amendments into account in preparing their proposals, OMC may, at its discretion extend the last date for submission of proposal.

10.5. Pre-Proposal Queries:

Applicant firms are requested to forward their written queries to Chief General Manager (Fin.) on or before /03/2023 (up to 3.00 PM).

10.6. Validity of the RFP:

RfP proposals submitted by applicant firms shall remain valid for a minimum period of 90 days from the date of opening of the Proposal. Applicant firms without the consent in writing of the OMC, shall not be entitled during the said period of 90 days, to revoke or cancel their proposal or to vary the proposal given or any term thereof.

10.7. Conflict of Interest:

The Firms at all times shall hold the Corporation's interests paramount important and shall avoid conflicts with its other assignments.

10.8. Right to Accept or Reject Proposals:

OMC reserves the right to annul the RfP process, or to accept or reject any proposal, in whole or part without assigning any reasons and without any obligation to inform and without incurring any liability to any of the applicant firms.

11. MAKING AND SUBMISSION OF PROPOSAL:

All documents of the proposal shall be signed and stamped by the Managing Partner/Authorized Person (with membership No.) having valid authorization letter at the time of proposal submission. Any consequences resulting due to such signing shall be binding on the applicant firm. The applicant firm shall submit proposal as per details mentioned below:

- a) The proposal documents shall be submitted by **Registered Post/Speed Post (not through private courier) / dropped in the drop box at OMC HO, Bhubaneswar** only within the stipulated time and date and place specified in the data sheet of the RfP. The envelope containing the proposal shall be super scribed with "Proposal for Appointment of Chartered Accountants/Cost Accountants Firms for conducting Internal Audit at various offices of Odisha Mining Corporation Limited in the State of Odisha".
- b) Proposal documents received after stipulated time line specified in the data sheet of the RfP shall not be considered and out rightly liable for rejection.
- c) The Proposal documents containing the following must be bound, indexed, completely page numbered and arranged in the order:

- Covering letter of proposal on Applicant firm's letter head as per **Form- A** of the RfP.
- Anti-Collusion Certificate in **Form-B** of the RfP.
- Applicant firm General Information as per **Form - C** of the RfP. In case Applicant firm is a partnership firm, certified copy of the Partnership Deed and Registration Certificate to be provided.
- Documents/information relating to relevant qualification and experience of eligible partners, employees, staffs, etc. to be submitted as per **Form-D** of the RfP.
- Documents/information relating to experience of applicant firm to be submitted as per **Form-E** of the RFP.
- Applicant firm's Bank Account details as per **Form-F** of the RfP.
- Undertaking for compliance to RfP requirement as per **Form-G** of the RfP.
- Letter of Authorization, wherever applicable, in favor of signatory(ies) of the proposal as per **Form-H** of the RfP.
- Average audited annual turnover of last three financial years of the applicant firm i.e. 2019-20, 2020-21 and 2021-22 in **Form-I** of the RfP.
- Staff Strength Certificate as per **Form-J** of the RfP.
- The RfP document and subsequent Amendments/Addendums to the RfP document duly signed and stamped by the applicant firm in token of having received and read all parts of the RFP document and having accepted and considered the same in preparing and submitting the proposal.
- Any other information required in the RfP Document or considered relevant by the applicant firm.
- All documents furnished by the applicant firm as per the requirement of Technical Proposal Evaluation Criteria shall be duly signed and stamped by the applicant firm or authorized signatory of applicant firm.

12. OPENING OF THE RfP PROPOSAL:

OMC will open the proposals to the RFP in the presence of applicant firms' designated representatives at date and time as stipulated in the Data Sheet, but their absence shall not debar the opening of the proposal. The applicant firm's representatives who are present shall sign Proposal-Opening Statement evidencing their attendance. Applicant firm's names and any other such details as OMC may consider appropriate will be announced by OMC.

13. SCOPE OF WORK FOR INTERNAL AUDIT: ENCLOSED AS ANNEXURE-I.

14. ELIGIBILITY CRITERIA:

The applicant firm must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with other documents/information as specified below.

Technical bids of only those bidders who qualify in the pre-qualification criteria given below will be considered for opening.

PRE-QUALIFICATION CRITERIA

SL. NO.	ELIGIBILITY CRITERIA	DOCUMENTS TO BE FURNISHED ALONG WITH THE PRE- QUALIFICATION PROPOSAL
1.	The applicant firm must be registered with The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India having certificate of practice.	Self Attested Copy of Certificate of Practice/ Registration Certificate of Firm & Constitution Certificate of the Firm, if any.
2.	The applicant firm should have its Head office (HO) in Odisha and the HO/a Branch Office in Bhubaneswar/Cuttack	Self Attested Copy of Registration Certificate indicating the HO/Branch Office's location and address issued by the respective Institutes as on 31.03.2022.
3.	The applicant firm should have minimum professional work experience of 5 years as on 31.03.2022 in handling the Internal audit matters.	Details to be furnished in FORM-E with Self Attested copies of concerned work orders and Certificates of performance from the clients in support of minimum 5 years Experience in Internal Audit matters.
4.	The average annual turnover of the applicant firm in last three financial years i.e. 2019-20, 2020-21 and 2021-22 should not be less than Rs. 50 Lakhs (Rupees Fifty Lakhs).	Details to be furnished in FORM-I with Self Attested copies of audited Balance Sheet and Statement of Profit & Loss for the given periods.
5.	The eligible applicant firm should have minimum four partners with atleast two Fellow CA/CMA members.	Details to be furnished in FORM-D with self-attested copies of membership certificates.

In addition to the above, the applicant firms have to furnish the following Self Attested documents along with the RfP:

- GST Registration Certificate
- PAN Certificate
- Covering letter (FORM-A) (in official Letter head)
- Anti-collusion Certificate (FORM-B) (in official Letter head)
- Registration with ICAI/CMA Firm Constitution Certificate/Peer review Certificate (if any) (FORM-3)
- Format for Letter of Undertaking (FORM-4) (in official Letter head)
- Undertaking that the staff/other personnel deputed for the assignments are proficient in the State language (Odia & English) both oral and written (in official Letter head)

Non-submission of any of the above documents along with pre-qualification proposal, leads to outright rejection of the proposal.

15. SELECTION PROCESS :

Technical proposal of eligible applicant firms (Qualified in Pre-Qualification Criteria) shall be evaluated. The scoring pattern for technical proposals shall be as follows:

SL. NO.	SUB SL. NO.	CRITERIA	MAXIMUM MARKS	SUPPORTING DOCUMENTS REQUIRED TO BE FURNISHED ALONG WITH THIS FORM
1		No. of years of experience of the firm. 5 years-5 marks, for every additional 2 year-1 mark subject to maximum of 15 marks	15	Firm constitution certificate from respective institute as on 31.03.2022.
2		Average Audited Turnover of the CA/CMA Firm during last three Financial Years-2019-20, 2020-21 and 2021-22 having Turnover of Rs.50 Lakh – 5 marks. For every additional turnover of Rs.5 lakh-1 mark subject to maximum of 15 marks.	15	Copies of Self certified Audited Balance Sheets and Statement of Profit & Loss for the financial years- 2019-20, 2020-21 and 2021-22.
3		No. of Partners (FCA/FCMA) @ 2 Marks for each partner, maximum upto 10 marks	10	Copies of Firm constitution certificate along with Fellow Certificate of Practice of the Partner from respective Institutes as on 31.03.2022.
4		No. of Partners (ACA/ ACMA) @ 1.5 Marks for each partner, maximum upto 10 marks	10	Copies of Firm constitution certificate along with Associate Certificate of Practice of the Partner from respective Institutes as on 31.03.2022.
5		Older partner having association for <1 Yr – 0 Mark 1 to 5 Yrs – 4 Marks 6 to 10 Yrs – 6 Marks 11 to 15 Yrs-8 Marks 16 to 20 Yrs-10 Marks >20 Yrs -12 Marks Maximum upto 12 marks	12	Copies of Firm constitution certificate along with Associate/Fellow Certificate of Practice of the Partner from respective Institutes as on 31.03.2022.
6		Number of Staff :		
	(i)	Qualified (CA/CMA)- 1 Mark per Staff, maximum upto 5 marks	5	Copies of Final Pass Certificate issued by CA/CMA Institute duly certified by the Applicant Firm.
	(ii)	Semi Qualified (Inter CA/CMA): 1 to 5 Staff-2 Marks 6 to 10 Staff-3 Marks >10 Staff-4 Marks	4	Copies of the Intermediate Pass Certificate issued by the concerned Institute and the copy of the appointment letter and CV of the concerned staff duly certified by the Applicant Firm.

	(iii)	Other Staff (Article Staff/Auditor) 1 to 10 Staff – 2 Marks > 10 Staff- 3 Marks	3	CV of the concerned staff along with copy of the certificate of highest qualification hold by the concerned staff duly certified by the Applicant Firm.
7		Experience in Commercial Sector in Last 3 Years (2019-20, 2020-21 and 2021-22) for Statutory Audit/Cost Audit/Internal Audit. The turnover of the audited organization (other than branch audit of banking organization/finance companies) should not be less than Rs.50 Crore in each year. 1 to 2 nos. - 6 Marks 3 to 4 nos. - 8 Marks 5 to 6 nos. - 10 Marks 7 to 8 nos. - 12 Marks 8 to 14 nos. -14 Marks 15 to 18 nos. - 16 Marks >19 nos. - 20 Marks	20	Copies of Letter of Engagement/Work Order and Certificate of Completion issued by the organization. Copies of the Auditors' Report, Balance Sheet, Statement of Profit & Loss of the client Organization for the respective financial years duly self-attested by a partner of the CA/CMA Firm. Details to be furnished in Table B of Form – E.
8		The partners / qualified assistants having certified IAS (CISA) or Diploma in IAS (DISA) qualifications-3 marks per person.	6	Copies of CISA/ DISA certificate.
TOTAL			100	

A firm has to secure at least 60 % of marks out of 100 in Technical proposal to qualify for formal discussion/interaction with the management for Selection of Internal Audit Firms. However, securing 60% marks do not confer any right of the firm to get selected for the assignment. The Management reserves the right to invite the eligible firms for an interface with the Committee securing above 60 marks. 60% weightage shall be given for scores in the Technical Proposal and 40% scores for interface with the Committee in form of presentation.

Note :

- **Corporate Sector:** Corporate Sector means a Company registered under Companies Act, 1956/2013.
- The experience of the Individual Partner will not be considered. Only the experience of the Applicant Firm shall be considered.
- In case of merger, the experience of the old firms whose majority partners are also partners in the new firm shall only be considered along with the experience of the new firm.
- The period for completed one year may be considered with regard to a financial year, for e.g. 01.04.2021 to 31.03.2022.

16. EVALUATION OF PROPOSALS TO RFP :

- a) No stipulation, deviation, counter terms and conditions, presumptions, basis etc. shall be stipulated in the proposal. Any conditions, if stipulated, shall be treated as null and void and may render the proposal liable for rejection.
- b) OMC, if necessary, will obtain clarifications on the RFP by requesting for such information/clarifications from any or all applicant firms, either in writing or through personal contact. All responses shall be in writing only.
- c) OMC reserve the right to assess applicant firm's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance , inquiries etc.

17. PRESENTATION :

- The eligible firms who have scored 60% or more marks in the Technical Evaluation as per Selection Criteria mentioned at Clause-15 will be invited for interface with the Evaluation Committee where they may have to deliver a presentation.
- 40% weightage in Final Scoring shall be given for interface with the Committee.
- The date of such interface will be communicated beforehand.

18. SELECTION :

The final selection of firms will be based on combined score of marks in the Technical Evaluation (with 60% weightage) as per Clause-15 and Interface with the Committee (with 40% weightage) as per Clause-17.

Management reserves the right to assign audit of any regions to any of the selected firms / inter change of the regions among the selected firms on the basis of the satisfactory performance of the firms within the entire period of three years.

The Combined Score shall be computed as follows:

$(60\% \times \text{Score obtained in Technical Evaluation as per Clause No-15}) + (40\% \times \text{Score Obtained as per presentation before Committee as per Clause No- 17})$

19. AWARD OF ASSIGNMENT :

OMC will notify the successful applicant firm in writing for finalizing the assignment conditions and communicate the same through speed post/e-mail as per details given by the Applicant firm. The successful applicant firm will be requested to accept the Appointment Letter if any, in writing and communicate the same to OMC within 7 days of the intimation. After acceptance of the assignment, no variation or modification of the terms of the engagement shall be made except by written amendment signed by both the parties. The selected applicant firm have to start the work within 15 days or within such time as intimated by OMC from the date of award of the contract.

20. LEGAL JURISDICTION :

All legal disputes arising out of this RfP between OMC & the Firm are subject to the jurisdiction of civil court of Bhubaneswar only.

21. CONFIDENTIALITY :

Undue use of any confidential information related to the process by any of the applicant firm may result in rejection of the proposal. Confidential Information shall mean and include any and all 'confidential' or 'proprietary' information furnished in whatever form or medium or disclosed verbally or otherwise by the OMC to the applicant firm and not limited to financial data, personal statistics, and plans whether or not marked as confidential or proprietary.

22. TERMINATION OF ENGAGEMENT :

A. Termination for Default : OMC/Designated Authority may, without prejudice, to any other remedy for breach of agreement, by serving 30 days prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

1. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the scope of work, or any extension thereof granted by OMC or Authority Designated in this behalf.
2. The qualified firm fails to perform any other obligation(s) under the assignment.
3. If the firm is in material breach of the representations and warranties contained in this assignment.
4. Termination for Insolvency, Dissolution etc.: OMC/Designated Authority may at any time terminate the assignment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy.
5. If the selected firm fails to start the work within 15 days or within the time stipulated by OMC from date of allotment of the work/assignment without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other subsequent merit holder firm.

B. Upon termination of this assignment, OMC shall have the right to enter into an agreement with any third party.

(ANNEXURE – I)

SCOPE OF WORK FOR AUDIT

SCOPE OF INTERNAL AUDIT

1. Production & Sales :

- a. Study the method of production, method of measurement of quantity and quality of ore produced, booked, dispatched and available stock, related daily/quarterly reports and record maintained for the purpose both physical and in the SAP..
- b. Report on the defects in the system and suggest methods to be followed in each stage with effective internal control measures for improving the existing system. This will be a one-time report to be submitted within six months of the assignment.
- c. Verify all the monthly/annual IBM returns and its accuracy.

2. Sales Billing and Realisation :

- a. Check quantitative reconciliation of finished product, ensuring timely involving of correct quantity of ore dispatched to different buyers in the billing section.
- b. Check the accuracy of each individual bill with respect to sales contract terms and conditions on price, discount, applicable GST, incidence of royalty, freight, analysis and handling charges. Whether bills have been raised in time and for the entire quantity dispatched during the month.
- c. Check for all the debit/credit notes issued to customers in SAP.
- d. Comment on receipt of advances from buyers/amount received against credit invoices against BG/LC through CIMS portal. Timely and quantity dispatched and billed within that limit. In case of credit sales against LC/BG, whether bills with appropriate interest if any preferred and collected while LC/BG in vogue. In case of credit sales without any security whether bill raised timely and entire bill amount collected as per agreement. Deviation may be reported quarterly.
- e. Verify the up to date maintenance of sales records, bills and challans, registers etc. as prescribed by the company and maintenance of buyers individual accounts in SAP and clearing of the un-cleared debit & credit entries timely and submit a sundry debtors statement at the end of each quarter indicating debts and outstanding for more than six months/ a year / two years/others and action taken by management.
- f. Verify the assessment orders for Royalty, Additional royalty, DMF & NMET etc and its quarterly reconciliation statements.
- g. In depth study & report on entire system flow in CIMS, starting from receipt of advances, issue of Sale orders, issue of Delivery orders, mapping of quality reports, raising of invoices and settlement of refund requests to buyers and suggestion of any improvement in the system if any.

3. Contracts :

- a. Ascertain the types of contracts currently under execution by the company such as contract for ore-raising, ore and over burden excavation, transport of ore, loading and unloading, wagon loading, watch & ward, labour supply, supply of medicines, project works, civil works etc.
- b. In case of each type of contract verify the stages of processing of the same, covering initiation of proposals, floating of tenders and quotations comparative analysis of tenders taking in to account technical bidding and price bidding rate negotiation and acceptance of tender for awarding the contracts through management approval as applicable. Point out their irregularity observed in the above process quarterly on contracts awarded in the previous quarter.
- c. Whether all the terms and conditions as per contract / agreements have been fulfilled before release any running bill/adhoc payments made under various contract.
- d. Examine whether penalty clause is effectively enforced and recovery made from the bills of the contractors.
- e. Whether escalation / de-escalation, if applicable, has been calculated as per contract stipulations.
- f. Ensure - (i) recoveries as applicable from the contractors' bill such as advance payments, supply of

- material by the units, hire charges of machines and equipment, quarter rent, electricity charges. (ii) deduction and timely deposit of statutory dues like EPF, ESI etc. as may be applicable.
- g. In case of release of earnest money deposits, SD, ISD etc. check whether same is done as per the terms of contract and approval of appropriate authority.
- h. Verify the maintenance of contracts files, registers, records, measurement books, WIP registers etc. for progress of each work.
- i. Quarterly report on irregularities observed relating to contract payments is to be submitted.
- j. Report on submission of evidence or a certificate from the security agencies towards payment of gratuity and earned leave to their employees under the statute.
- k. To report on obtaining certified utilization certificate for the payment made under CSR scheme to different organizations.
- l. Report on timely submission of bills by the respective agencies after completion of services or supply of goods.

4. Cash and Banks Transactions & Accounting activities:

- a. Vouching of each cash and bank transaction, checking their timely recording in SAP under proper head of A/C.
- b. Checking of Bank Reconciliation statement with reference to each bank account including inoperative bank account. Ensure that balance as per bank book is tallied with balance as per general ledger vis-à-vis balance as per trial balance.
- c. Checking of balance confirmation certificate obtained from various banks with bank balance as per bank reconciliation statement at each quarter end.
- d. Accounting effect of bank reconciliation statement to be verified ensuring passing of J Vs for Bank charges adjustments etc.
- e. Checking of all types of advance accounts including imprest and temporary advance accounts if any covering the posting in individual accounts. Report on unadjusted advances against parties/employees outstanding for longer period indicating the age of the outstanding.
- f. The Internal auditors have to check the time taken during the entire process of initiating a transaction and effecting its payments. The number of tables a particular file of an agency moves may be indicated by studying some cases and suggest the redundant tables where the file need not go in order to expedite the payments to the agencies and report, if any delay is noticed in processing & releasing vendor bills/payment.
- g. The Internal auditor has to check the validity of the Bank Guarantee document from time to time and its timely extensions etc.
- h. While checking the expenditure incurred, the emphasis is to be given on the following: -
 - The propriety of expenditure and no excess payments in any event
 - Correctness of the entitlement and billing.
 - Proper booking to Heads of Accounts.
- i. Checking of any unadjusted advance against the employee transferred during the year whether intimated in his/her LPC.
- j. Comment on timely deposit of CPF, EPF, LIC, TDS under IT Act, GST, TDS under GST Act & Central Excise within due dates and their clearing against collection / deductions in respective SAP A/C. and timely filing of e- Returns of TDS etc.
- k. Check & report in regards to submission of e-invoices with IRN by the vendors wherever applicable & whether due to non-submission of e-invoices by any such vendors, OMC is not able to avail eligible ITC amount.
- l. Checking of prior period expenditure/receipts and prepaid expenditure, provisions, outstanding

liabilities etc.

- m. Checking of correctness of salary and wages bills drawn every month along with recoveries.
- n. Ensure maintenance of earnest money, security deposit & payable Accounts indicating party name & amount & clearing such A/C after release of payment in SAP.
- o. Checking of correctness of interest calculation on various loans/advances.
- p. Ascertain the extent to which company's assets are properly safeguarded and accounted and highlight the areas of financial impropriety, wasteful and uneconomic transactions for ensuring effective control.
- q. Act as a support to statutory auditors and ensure effective functioning of all internal control systems.
- r. Checking of proper and timely investment of surplus fund in fixed deposits at H-1 rates, ensuring timely furnishing of funds after maturity, getting proper interest on fixed deposits including timely obtaining of appropriate TDS Certificates from various Banks.
- s. Proper scrutiny of the transactions by the Internal Auditors in Dummy/ Un-reconciled Accounts to ensure whether they are properly authorized or not.
- t. Checking of any surplus idle funds in current bank accounts if any.
- u. Processing of vendor invoices through VIMS only.
- v. Report on strict compliance of Delegation of Power while carrying out day to day operations by units.
- w. Verification of fixed assets register & current assets etc. at the year end.
- x. Booking of provisions for various expenses & income G/Ls on quarterly & annual closing of books.
- y. Adjustment of old provisions in books against actual expenses.

5. Purchase and Stores:

- a. Study the relevant Accounting Manual, stores and purchase SOP and circulars of the company and delegation of power files to ensure effective audit checking.
- b. Check the justification for each purchase with respect to materials indent/requisition, available stock at that time, pending purchase orders, consumption norm, delivery time etc.
- c. Check whether approval to purchase has been obtained from appropriate authority.
- d. Whether tender/quotation has been obtained from approved vendor list if maintained and party quoting the lowest rate has been selected. The regional purchase and contract committee has approved such purchase. Budget provision and concurrence from finance has been obtained.
- e. Purchases are to be checked whether purchase order issued after observing above formalities on the party selected with approved rate and terms and conditions. Checking of quantity and quality with respect to Inspection report and Goods receipt sheet before making payment against each purchase order. Ensure whether timely Goods receipt is made in SAP or not for the receipt of various goods.
- f. Adjustment of advances paid to Parties/staff for purchase should be monitored and stated in their timely adjustment. A quarterly report on irregularities observed on purchases of each month has to be submitted. A quarterly report on party wise / individual purchase advance statement has to be submitted with remark for advances not adjusted for long time indicating the age of outstanding.
- g. Comment on conditions & use of assets of a region and their timely completion and capitalization.
- h. Verification of transactions of all prospecting offices and also the scrutiny of the Fixed Asset register, Capital Work in progress of all the Mines/ROS/H.O. as applicable.
- i. Review of indenting procedure with reference to available stock, pending orders live indents under process, consumption norms, delivery time issue of materials & accumulation of stock etc.
- j. Timely recording of all receipts & issues of stores in SAP.
- k. Reviewing the slow & non-moving stores, genesis of their procurements /re-order levels, accumulations and consumption pattern.
- l. Physical checking of at least 60 items of major/vital store items on rotation in the store every month & report variation from the book quantity. Stores reconciliation statement for major stores / stock in

respect of purchase, issues and closing balance to compare with physical verification reports at the year end.

6. Internal Financial Control (IFC) :

The following points need to be complied for Internal Financial Control under Clause (i) of Sub-section 3 of section 143 of the Companies Act, 2013:

- Operation of IFC for ensuring the orderly and efficient conduct of its business, including adhering with the Companies policies.
- Safeguarding of Assets.
- Prevention and detection of frauds and errors.
- Completeness of the accounting records.
- The timely preparation of reliable financial information.

Further, the Internal Audit Firm should comment on compliance of the IFC policy adopted by OMC.

7. Ind-AS Compliance :

The Internal Audit Firm should check and comment on whether applicable Ind-AS provisions are complied with or not.

The firm is also required to submit a summary of checklist where deviations are found.

8. Companies Act-2013 Compliance :

The Internal Audit Firm should check and comment on whether provisions of Companies Act- 2013 are complied with or not. The firm is also required to submit a summary of checklist where deviations are found.

9. Audit Checklist :

Audit Checklist has been framed by OMC. The firm will audit and submit their findings in the filled-in checklist and also report in case of deficiency/deviation separately in Quarterly Audit Statement.

10. General Remark :

- The quarterly report will contain a para on their general observation which may cover functions/activities not in the scope of the present assignment.
- Management may require in depth scrutiny of any case/accounts after receipt of regular report, which the audit has to comply during course of their assignment. Besides, Management may assign any other area from time to time to be covered in the Internal Audit.
- Their observation of a quarter under audit has to be discussed with respective Regional Managers / Sectional Heads before finalization of report & submission at H.O.
- The corporation has made revised delegation of power (DOP) and circulated vide Memo No. 5184/OMC/Persnl./2017 dated 18.04.2017 and as amended from time to time (Recent Amendment done vide 438th Board of Directors Meeting held on 15.09.2020). The Internal Auditors in the respective Region and H.O. may be verified whether the same has been followed strictly or not. Any deviation to the DOP may be reported to H.O. in their report.
- The Internal Auditors have to check and verify the no. of vehicles engaged by the corporation at different Regions/Mines and H.O. as per the requisition and its utilization as per the approval of the management and report every month.

- The Internal Auditors have to give an action taken report in their quarterly reports on their previous observations made in addition to their last month of the tenure of assignment should submit a review report for the entire period of assignment on major issues and its status and the R.Ms. will also submit the compliance report for the same.
- The Internal Auditors have to certify on the existence of proper Internal Financial Controls on their areas of audit.
- The Internal Auditors have to check and verify all the transactions relating GST & its monthly compliances including filling of all applicable returns.
- The internal auditors have to verify the process of allocation of corporation quarters to employees / outsiders & whether proper records are maintained at unit, whether proper rules are followed & whether appropriate rent is recovered on monthly basis wherever applicable.

The above scope of work is indicative only, which will undergo a change depending upon the requirements of the Corporation without any additional financial outgo from the Corporation.

(ANNEXURE – II)

PROPOSAL FORMS

Form-A

**(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)
COVERING LETTER FOR SUBMISSION OF OFFER**

From:

Our Ref: _____ Dated _____

SUBJECT: Appointment of CA/CMA Firms for conducting Internal Audit at various offices of OMC Ltd.

Dear Sir,

Please find herewith our offer in line with requirement of OMC RFP document. We confirm that the :

1. Offer is in complete compliance with the requirements of RFP Document and there is no deviation in the offer.
2. We understand that any deviation in the proposal shall render our offer liable for rejection.
3. Our proposal shall remain valid for a period of 120 days from the date of opening of proposal.

We declare that the statement made and the information provided in our proposal is true and correct in all respects. In case, it is found that the information/ documents provided by us are incorrect / false, our application shall be rejected by OMC without any reference to us.

Thanking You,

Yours Sincerely,

(Signature of Authorized person)

Full Name:

Membership No.

Designation:

Date:

FORM –B

ANTI-COLLUSION CERTIFICATE

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

We certify that, this proposal is made in good faith and that we have not fixed or adjusted the Proposal by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not taken, and we will also not take any activities as stated below :

1. Enter into any agreement or arrangement with any person/firms that they shall restrain from participation, that they shall withdraw the proposal once offered or amend the contents of any proposal to be submitted.
2. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other proposal or proposed proposal or the work.

Signature (Authorized signatory)

For and on behalf of

Full Name:

Membership No.

Designation:

Date:

Form-C

Applicant Firm's General Information

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

1. Applicant firm Name: _____
2. Lead Partner/Managing Partner of the firm : _____
3. Date of Birth /Registration / Incorporation:_____
4. Address of Registered Office:

5. Address of Local Office in Bhubaneswar / Cuttack:

6. Telephone No. _____
7. E-mail address _____
8. Website _____
9. Fax number _____
10. CA/CMA firm Registration Number _____
11. GST Registration No. (GSTIN) _____
12. Permanent Account Number (PAN) _____

Signature of applicant firm:

Firm No.

Full Name of authorized person:

Membership No.

Note: The self-attested copies of documents at Sl. No. 3, 10, 11 and 12 to be attached.

Form-D

DETAILS OF ELIGIBLE PARTNERS, OTHER QUALIFIED PROFESSIONAL(S) AND STAFF(S), IF ANY

1. Partners:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 31/03/2022)	DATE OF INDUCTION IN THE FIRM	QUALIFICATION	MEMBERSHIP NO. & DATE OF REGISTRATION AS FCA/ACA/FCMA /ACMA	RELEVANT EXPERIENCE IN AUDIT MATTERS	DISA/CISA CERTIFIED (YES/NO)

2. Qualified Professional:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 31/03/2022)	QUALIFICATION	MEMBERSHIP NO. & DATE OF REGISTRATION AS FCA/ACA/FCMA /ACMA	RELEVANT EXPERIENCE IN AUDIT MATTERS	DISA/CISA CERTIFIED (YES/NO)

3. Semi-qualified Staff:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 31/03/2022)	QUALIFICATION (INTER CA/INTER CMA)	INTERMEDIATE (OR EQUIVALENT) CERTIFICATE NUMBER AND DATE OF CERTIFICATE	RELEVANT EXPERIENCE IN AUDIT MATTERS

Form-D

DETAILS OF ELIGIBLE PARTNERS AND ANY OTHER QUALIFIED PROFESSIONAL(S) AND STAFF(S), IF ANY

4. Other Staff:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 31/01/2022)	HIGHEST QUALIFICATION	HIGHEST DEGREE CERTIFICATE NUMBER AND DATE	RELEVANT EXPERIENCE IN AUDIT MATTERS

Note :

1. Applicant firms are required to furnish the complete and correct information for evaluation of their proposals. If any information furnished is found to be false/misleading/ incomplete, the same shall be considered as adequate ground for rejection of the proposals.
2. Applicant firms are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. OMC reserves the right to seek additional information or ask for supporting documents from applicant firms for verifying/ evaluating their credentials whenever required.
3. Proper proof must be provided to support minimum 5 years of experience of eligible Partners/Qualified Professionals dealing with Audit matters as per Clause 14 'Eligibility Criteria' of RFP document.

Stamp with Signature of Authorised Person -

Full Name of Authorised Person -
Membership No.

Date -

Form-E

RELEVANT EXPERIENCE OF THE FIRM IN INTERNAL AUDIT MATTERS FOR THE PURPOSES OF EVALUATION

GOVT./BANK/PSU EXPERIENCE

SL. NO.	NAME OF THE CLIENT AND ADDRESS	WORK ORDER/ ASSIGNMENT LETTER NO. AND DATE	NAME OF THE ASSIGNMENT	PERIOD OF ASSIGNMENT FROM ____ TO ____	SCOPE OF WORK	TURNOVER OF THE CLIENT ORGANISATION DURING THE PERIOD OF ASSIGNMENT	PROFESSIONAL FEES	WAS THE ASSIGNMENT SUCCESSFULLY COMPLETED

Authorized Signatory [In Initials and Seal] :

Full Name of Authorised Person

Membership No.

Note:

1. Please attach copies of the work order & contract work completion certificate issued by competent authority from the client in support of documentary proof.

Form-F

E-PAYMENT FORM

BANK ACCOUNT PARTICULARS

1. Applicant firm's name -
2. Address of applicant firm -
3. Particulars of bank account -
4. Name of the bank -
5. Branch code -
6. Address of the bank branch -
7. Type of account (SB, Current, Credit) -
8. Account number -
9. Bank's IFSC code for RTGS/NEFT -

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and OMC will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)

Seal & Signature of the authorized signatory(ies) & Designation

Full Name of Authorised Person:

Membership No.

Place:

Date:

BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp

Place:

Date :

Stamp & Signature of the authorized official of the bank
Membership No.

Form-G

UNDERTAKING

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

We hereby confirmed that all the documents submitted in this proposal are authentic, genuine copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated.

We hereby confirm that our proposal complies with the total requirements/ terms and conditions of the RFP Document and subsequent addendum/corrigendum (if any), issued by OMC, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that, we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that, any Partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / OMC Limited.

We also confirm that the contents of this proposal have not been modified or altered by us. We agree that if any such acts, noticed in future, our proposal may be rejected / terminated.

We hereby confirm that we have gone through and understood the RFP Document and that, our proposal has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of RFP Document as part of our proposal duly signed and stamped on each page in token of our acceptance and as a part of the Contract in the event of award of Contract to us.

Authorised Signature of applicant firm:

Membership No.

Full Name of Authorised Person:

Name of applicant firm:

Firm No.

NOTE: To be stamped and signed by the authorized signatory on letterhead of applicant firm.

Form-H

LETTER OF AUTHORIZATION

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

To

OMC Limited

SUBJECT: Appointment of CA/CMA Firms for conducting Internal Audit at various offices of OMC Ltd.

Dear Sir,

We _____ hereby authorize following representative(s) to sign all PROPOSAL/Proposal documents/attend Technical Proposal opening against your RfP Document No.

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Full Name & Designation

Membership No.

For and on behalf of (Applicant firm)

Firm No.

NOTE :

- a) This letter of authority should be on the letterhead of the applicant firm and should be signed by a person competent and having the power of attorney to bind the applicant firm.
- b) Not more than one person is permitted to attend proposal opening.
- c) Applicant firm's authorized executive is required to carry this authority letter while attending the RFP proposal opening and submit the same to OMC. Representatives should carry their id proof.

Form – I

**FINANCIAL TURNOVER OF THE APPLICANT FIRM DURING LAST THREE FINANCIAL YEARS
(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)**

SL. NO.	FINANCIAL YEAR	TURN OVER IN INR	NET WORTH OF THE FIRM
1.	2019-20		
2.	2020-21		
3.	2021-22		
Average Audited Annual Turnover for the last three financial years (INR)			

Authorized Signatory

Full Name of Authorised Person :

Name of the Firm :

Membership No. :

(Please provide the copies of the IT Return, Audited Balance Sheet and Statement of Profit & Loss for the corresponding period along with the proposal).

Form J

STAFF STRENGTH CERTIFICATE

Authorized Signatory [In Initials and Seal] :

Name of the Organization :