



Odisha Livelihoods Mission

(Department of Mission Shakti, Govt. of Odisha)

DMMU-OLM, Zilla Parishad, Malkangiri

E-mail – malkangiridpm.olm@gmail.com , ori-malkangiri@nic.in

Tel-06861-230409, Mob- +918144052945



Notice No: 34 /OLM

Date: 17 /06/2025

REQUEST FOR PROPOSAL

Sealed Quotations are invited from Odisha Based reputed Chartered Accountant Firms approved panel of CAG 2023-24 for Audit of 111 Gram Panchayat Level Federations (GPLFs) of Malkangiri district. The quotations completed in all respect should reach on or before date. 08-07-2025 at 1.00 PM during office hour through Speed/Registered post only address to the CDO-cum-Dist. Mission Coordinator, DMMU-OLM, ZP, Malkangiri and will be opened on 09-07-2025 at 10.00 AM. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the RFP Notice along with terms & conditions and the evaluation form can be viewed/downloaded from the district website i.e. <https://malkangiri.odisha.gov.in>

Sd/

CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Memo No: 35 /2025

Date: 17 /06/2025

Copy forwarded to District e-Governance Manager, Malkangiri for information with a request to upload the RFP Notice & the Bid paper from 17-06-2025 to 08-07-2025 in the District website for wide publication and use of prospective bidder.

CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Memo No: 36 /2025

Date: 17 /06/2025

Copy forwarded to the Joint Director (Advertisement), I & PR Deptt. , Govt. of Odisha with a request to advertise above RFP Notice in a local Odia news paper for wide publicity and submit the bill in favour of CDO-cum-Dist. Mission Coordinator, DMMU-OLM, ZP, Malkangiri as per I & PR rate.

CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

REQUEST FOR PROPOSAL

Sealed Quotations are invited from Odisha Based reputed Chartered Accountant Firms approved panel of CAG 2023-24 with the following terms and conditions for Audit of 111 Gram Panchayat Level Federations (GPLFs) of Malakngiri district. The quotations completed in all respect should reach on or before date. ~~08-07-2024~~ at 1.00 PM during office hour through Speed/Registered post only address to the CDO-cum-Dist. Mission Coordinator, DMMU-OLM, ZP, Malkangiri and will be opened on ~~09-07-2024~~ at 10.00 AM in the office chamber of CDO-cum-Dist. Mission Coordinator, DMMU-OLM, ZP, Malkangiri in the presence of the Bidders or their authorized representatives. The outer envelope is to be superscribed with "QUOTATION FOR HIRING OF AUDITOR FOR GPLFs AUDIT UNDER OLM" along with the contact details of the bidder. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the RFP Notice along with terms & conditions and the evaluation form can be viewed at the district website i.e. <https://malkangiri.odisha.gov.in>

Terms & Conditions

- The bidders must be a reputed Chartered Firm & empaneled of CAG 2023-24.
- The bidder can submit only one bid. Multiple bids submitted by any bidder may result in rejection of all his bids.
- The Bidder must have registered under Goods & Services Tax (GST) and must have a valid GSTIN number & PAN (Permanent Account Number).
- IT Returns for last 3 years (2021-22, 2022-23 and 2023-24) & last GST return file March -2025.
- The bidders selected have to complete the Audit within 02 month from the date of issuance of work order.
- Quotation shall remain valid for a period not less than 180 days after the deadline date specified for completion of Audit.
- The Bidder will be awarded the contract whose quotation has been determined to be substantially responsive and offered the lowest evaluated quoted price.
- The price quoted includes all taxes & charges and Audit should be conducted at GP point with Auditors transportation cost.
- The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time as fixed. i.e. ~~09-07-2024~~ at 10.00 AM or if modified will be intimated later.
- The cost of the Tender paper **Rs. 1000/- (Rupees One thousand)**, entire tender paper is available in district website. The bidder have to furnish tender paper along with the non refundable cost of tender paper of Rs. 1000/- (Rupees OneThousand) deposited in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Malkangiri"** payable at SBI, Malkangiri Town.
- A sum of Rs. 45,000/- (Rupees Forty FiveThousand) only shall be deposited by the intending bidders in shape of **Demand Draft in favour of "Odisha Livelihoods Mission-NRLM, Malkangiri"** payable at SBI, Malkangiri as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders.

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- The 2nd lowest bidder will be offered for Audit of GPLF if the 1st Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted as per the rate quoted by L1 bidder.
 - The bidders have to conduct Audit of GPLF as per the price quoted without any conditions, else the bid will be rejected and the EMD will be forfeited.
 - The Audit will be conducted at GPLF point with all the transportation cost bear by the bidder.
 - The detail audit period, Eligibility, Evaluation and Selection criteria and other procedure available in ToR.
 - The interested Bidders are required to submit the Technical and Financial bids separately. The bids in sealed cover-I containing 'Technical Bid' and sealed cover-II containing 'Financial Bid' should be placed in Third sealed cover superscribe on cover of the envelop ' QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM' **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, ZillaParishad, Malkangiri** latest by ~~08-07-2024~~ **by 1.00 PM.** Any legal dispute arising out of this is subject to Malkangiri jurisdiction only.
 - The authority reserves the right to cancel or reject one or all tender/Quotation without assigning any reasons thereof.

The Bid documents to be attached

- CAG Empanelled certificate for the year 2023-24.
- Certificate of Establishment of Firm.
- Last three-year financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24).
- Copy of Latest GST Return March 2025.
- Certificate that the firm have not been black listed (Format enclosed at Annexure-3) & certificate regarding no criminal case is pending (Format enclosed at Annexure-4)
- Details of partner and staff.
- Proof of address of branch office in the applied zone if any.
- Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.
- Rs 45,000/- (Rupees Forty Five Thousand) only in shape of **Demand Draft in favour of "Odisha Livelihoods Mission (NRLM), Malkangiri"** payable at SBI, **Malkangiri** from any scheduled commercial bank towards EMD.
- Rs 1000/- (Rupees one thousand) only in shape of **Demand Draft in favour of Odisha Livelihoods Mission (NRLM), Malkangiri"** payable at SBI, **Malkangiri** from any scheduled commercial bank towards cost of tender paper (nonrefundable).
- The financial bid shall be submitted in specific prescribed format which is enclosed at Annexure-2 in the bid document 111 GPLF Audit.

BID Evaluation Method

BID shall be evaluated in two phase i.e. Technical & Financial based on minimum eligibility criteria and financial proposal.

1- Evaluation of Technical BID

The firm should submit technical bid in the prescribed format which is enclosed at Annexure-1

The firm which qualifies the minimum eligibility criteria shall be given mark based on the table -1 of this RFP.

Sl. No.	Description	Marks	Maximum marks
1	Previous similar work order from Govt. sector		30
i	Minimum 4 work order in Govt. Sector	20	
ii	Each additional work order from any Govt. sector	02	
2	Turnover(last year)		30
i	Minimum turnover of Rs. 20 lakh	20	
ii	Each additional turnover of Rs. 10lakh	02	
3	Year of Experience (Establishment of Firm)		30
i	At least 4 year experience	20	
ii	Each additional year 1 year of experience	02	
4	ISO or any other similar certificate		10
	Total Mark		100

As per the above mark who will secure minimum 75 marks, The Bidder will be eligible for financial bid.

Financial BID

1. After opening of technical proposals all the RFPs shall be evaluated and scored as per the criteria given in RFP. Firm those have scored minimum 75 marks out of 100 marks, their financial proposal shall be opened.
2. On opening of financial proposal, the firm quoted low cost shall be awarded with the contract. Firm quoted below minimum price as given in ToR shall not be considered.
3. In case two bidders quote the same lowest price, then the firm with the highest mark in the technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

Bid Price Conditions

- The transportation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.

- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Price should be quoted inclusive of all taxes & charges in INR only.
- The Detail GPLFs list for Audit is enclosed at Annexure-5


CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Memo No: 37 /2025

Date: 17 /06/2025

Copy to notice board of Collectorate, Malkangiri/ Sub-Collector/ PA, ITDA/ Zilla Parishad, Malkangiri to display the RFP Notice on the notice board for wide publication.


CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Memo No: 38 /2025

Date: 17 /06/2025

Copy to All BDOs/CDPOs, Malkangiri to display the RFP Notice on the notice board for wide publication.


CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Terms of Reference (ToR)
 (CONSULTING SERVICES – CA FIRMS SELECTION)
Odisha Livelihoods Mission
 Department of Mission Shakti, Government of Odisha

Assignment Title: “Hiring of CA Firm for GPLF (Gram Panchayat Level Federation) Audit”

1. Audit Standard

The audit shall be carried out in accordance with the “Standard on Audit” promulgated by the Institute of Chartered Accountants of India (ICAI). The auditor should accordingly consider methodology when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of audit. Although the responsibility for preventing irregularity, fraud or the use of fund for the intended purpose remains with the mission, the audit should be carried out in such a way that a clear opinion can be formed regarding any material misstatement in the mission financial statement.

2. Audit Scope:

The audit shall be carried out in different GPLFs of District. The scope of the audit is described below:

Initial collection of information about the GPLF	<ul style="list-style-type: none"> • Age of GPLF • Component wise fund transferred to the GPLF (Start-Up & IB Fund, CIF, Livelihoods fund etc). • Fund utilised and utilization certificate submitted to BMMU
Comments on performance of GPLF (Governance System) (For detailed qualification ref-Annexure-2)	<ul style="list-style-type: none"> • Ensure that GPLFs are conducting regular meeting of GB, RGB, EC and Sub-committee. (Frequency of meeting of GB, RGB, EC and Sub-committee are annually, half yearly, monthly and monthly respectively) • Verify whether regular saving, lending and repayments are followed by GPLFs. • Ascertain the quantum of lending to SHG out of the funds given to that GPLF. • Ascertain whether loan has been disbursed as per approved Micro Investment Plan (MIP), based on the priority of needs. • Ensure that the loans given to members are utilized properly. • Ascertain whether the Community Support Staff like CRP-CM/MBK/Bank Mitra/Prani Mitra/Krushi Mitraetc. are placed and getting their remuneration regularly. • Report of any other innovative work taken by the GPLF on discussion with Executive Committee.
Verification of Books of Accounts and records.	<p><u>Maintenance of Books of Accounts</u></p> <p>Ascertain whether proper books of accounts have been maintained (A check list has been prepared which may be refereed Checklist to be signed by GPLF office bearer)</p>

	<p><u>Vouching</u></p> <ul style="list-style-type: none"> • Verification of cash book, pass book & cheque issue register etc. • Verification of payment details with supporting vouchers. • All expenditure made must have been passed for payment in minute book • Grant received from BMMU has been utilized under the head for which it was sanctioned and as per the approved conditions. • Whether procurement procedures have been followed. (whether procured from lowest quoted supplier, budget, community procurement manual) • Whether loan recovered (Both principal and interest) within prescribed time limit. • Whether expenditure as mentioned in the cash book is in conformity with the UC submitted to BMMU. • Last but not the least; audit has to verify any fraud, deviation from standard operating procedure etc. <p><u>Preparation of Financial Statement</u></p> <ul style="list-style-type: none"> • Receipt & Payment Account(annexure-4) • Income and expenditure Account (annexure-5) • Balance sheet (annexure-6) • SHG wise Savings at GPLF (annexure-7) • SHG wise GPLF Loan Outstanding (annexure-8)
Others	<ul style="list-style-type: none"> • The auditor may prepare a management letter (GPLF wise)containing recommendations for improvement in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including the following matters; <ol style="list-style-type: none"> a. Observations on the accounting systems and controls that were examined during the course of audit. b. Deficiencies and weakness in the systems and controls, together with specific recommendations for improvement. c. Compliances with financial covenants. d. Matters that might have significant impact on the implementation of the project. e. Any other matter that the auditor considers pertinent.

3. Details procedures to be followed during audit

During the course of GPLF audit, if the auditor notices any defalcations or misappropriation of fund, the auditor shall immediately bring the fact to the notice of the Block and District office for necessary action.

4. Deliverables:

Before submission of final report, the audit report and finding may be discussed with the auditable units including president and secretary of the GPLF and their views are obtained and discussions are recorded in the minutes of that GPLF. The report should be structured in a manner giving observations, the implementations of the observations, recommendations and the management comments and agreed actions. The audit observation should be supported by instances and quantified, as far as practicable.

- i. Filled in check list of performance audit of GPLF.
- ii. Filled in check list on maintenance of books of accounts
- iii. Individual audit report
- iv. Annual Financial Statement
- v. Observations on audit and final reporting.

5. Audit period

The audit of GPLF will be for the period from 1st April, 2017 to 31st March 2025 or from the date of last external audit of concerned GPLF. (Audit period will be decided accordingly by the DMMU)

6. Time Schedule

The audit shall be completed within two months from the date of award of the contract.

7. Audit Fee

The Maximum audit fee shall be Rs 2000/- per GPLF per financial year which will be asked during RFP.

8. Eligibility Criteria

Offer is invited from those Chartered Accountants Firms who fulfil the following requirements:

- i. The firm in the approved panel of the Comptroller and Auditor General of India (CAG of India) for the FY 2023-24.
- ii. The firm should have 5 years of experience in statutory audit/concurrent audit/internal audit in Government sector. Preference shall be given having more experience in Govt. audit. Each assignment value below 2 lakhs shall not be considered.
- iii. The firm having experience in GP or GPLF audit will be preferred. The preference shall be given to the firm having more assignments in GP or GPLF audit.

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- iv. The organization must have at least 02 FCA's who have 5 years post qualification experience, are competent and willing to work towards fulfillment of audit objectives in Odisha Livelihoods Mission.
 - v. Last 3 years average turnover of the firm should not be less than Rs.20 lakhs.
 - vi. The firm or any partner of the firm should not be black listed by any Government or any organization in respect of any assignment or behavior and also no criminal case is pending. Authorized Signatory(s) of the firm to submit an undertaking in this regard.
 - vii. The firm should have at least four semi-qualified CA having 2-year experience in Government Audit and four Audit assistants.
 - viii. The firm already been assigned for statutory audit/internal audit/concurrent audit in SMMU, OLM shall not be considered for this assignment.
 - ix. The firm shall submit relevant documents duly signed by the authorized signatory in support of the eligible criteria given above. Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected. Firms must refer and submit their information as per the format available at annexure-1.
 - x. Check list of documents to be submitted is given in Annexure-3.

9. Team Member:

The team should have one team leader/ Audit partner must be a CA with at least 5 years of post-qualification experience in external audit and three team comprising of following personnel in each team.

- i. One semi qualified auditor (CA/CMA inter) having 2 years of post-qualification experience.
- ii. One Support Staff (Minimum Commerce graduate) having 1 years of post-qualification experience.

10. Evaluation and selection criteria:

- i. On the basis of eligibility criteria all the Eols shall be evaluated. After qualifying in minimum eligibility criteria, marking shall be awarded based on the credential of the bidders.
- ii. Incomplete assignments or ongoing assignments shall not be considered.
- iii. Top six firms shall be asked for request for proposal (RFP). The marking criteria for RFP will be mentioned in RFP document.
- iv. After opening of technical proposals all the RFPs shall be evaluated and scored as per the criteria given in RFP. Firm those have scored minimum 75 marks out of 100 marks; their financial proposal shall be opened publicly.

- v. On opening of financial proposal, the firm quoted low cost shall be awarded with the contract. Firm quoted below minimum price as given in ToR shall not be considered.
- vi. In case two bidders quote the same lowest price, then the firm with the highest mark in the technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

11. Reporting

The firm shall prepare and submit report to GPLF, BMMU and DMMU as per annexure-2. Also, a copy of report will be kept by audit firm for future requirement. The firms will submit report of major issues (loopholes if any in GPLF fund management, manipulation of facts, and misappropriation of funds) to State Mission Management Unit, Odisha Livelihoods Mission, Mission Shakti Department, Government of Odisha.

12. Payment Schedule

Final Report submission in prescribed format	100%
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13. Dispute:

In case any dispute will be arise there, the parties touching to this agreement/complaint the same shall be decided mutually and if the dispute further arises the same shall be referred to the State Mission Director-cum-CEO, Mission Shakti Department whose decision will be treated as final and binding as the parties which cannot be challenged in any court of Law.


 CDO-Cum-Dist. Mission Coordinator
 OLM, Zilla Parishad, Malkangiri

Format-1**Information Format****A. Similar Experience (Statutory /Concurrent / Internal Audit)**

Sl No	Name of the Completed Assignment (Statutory or Internal audit)	EAP/Centrally Sponsored Scheme/ Govt Livelihood Project (Please Mention)	Name of the Client	Cost of the Assignment	Period of Completed Assignment	Supporting document annexed at page no
1	Ex: ABC	Livelihood	XYZ	5 Lakhs Approx.	2017-18	Page no 20
2						
3						

B. Average Annual Turnover during the last three financial years.

Sl No	Financial Years	Annual Turnover(In Rs)
1		
2		
3		

C. No of FCA and their Experience

Sl. No	Name of the FCA	Member Registration No.(*)	Date of Birth (*)	Period of post qualification Experience	Organizations
1					
2					
3					

NB: 1. Short Listing will be made on above information along with attached supporting documents with this format.

2. Only completed assignment, i.e statutory / concurrent / Internal Audit will be taken for evaluation

3. * marks are mandatory must be filled it up.

Performance Audit

Particulars (Marks Weightage)	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)
Governance and Meeting (20 marks)	GB Meeting since formation (to be conducted once in a year)	100 % meeting conducted	5	Minutes Book	
		75% -99% meeting conducted	3		
		Less than 75%	0		
	RGB Meeting since formation (to be conducted half yearly)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	EC Meeting during last 6 month (to be conducted every month)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	Subcommittee meeting	100 % meeting conducted	5		
75% -99% meeting conducted		3			
Less than 75%		0			
				Sub - Total (A)	
Financial Performance (25 marks)	Regularity in savings/ contribution by SHG (last 6 months)	0 to 10 % default	5	Loan Ledger, Cheque Issue Register, DCB	
		10% to 25 % default	3		
		Above 25%	0		
		More than 90% of total fund	5		
	Quantum of lending to SHGs	51% to 90%	3		
		30% to 50%	0		
		More than 80%	5		
	Loan Recovery Rate	50% to 80%	3		
		Less than 50%	0		
		Preparation of MIP and prioritization	More than 80%		
	50% to 80%		3		
	Less than 50%		0		
	Rotation of CIF	More than 100%	5		
		More than 75%	3		
		Less than or equal to 75%	0		
				Sub - Total (B)	
Office Setup & Training Infrastructure (15 marks)	GPLF Office	Has own/ rented office with required furniture/ fixture/ computer/ board	5	Physical Verification, Resolution for purchase of furniture and other equipments	
		Has own/rented office but without any required setup	3		

Particulars (Marks Weightage)	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)
		No own/rented office	0		
	Training Infrastructure	Has own/ rented training infrastructure with capacity of 50 persons with necessary setup like furniture, electricity, drinking water facility, training material, etc	5		
		Has own/rented training infrastructure but without any required setup	3		
		No own/rented training infrastructure	0		
	Loading and Boarding Facility	Has own/ rented lodging & boarding infrastructure with capacity of 30 persons with necessary setup like furniture, electricity, drinking water facility, etc	5		
		Has own/rented lodging & boarding facility but without any required setup	3		
		No own/rented lodging & boarding facility	0		
Sub - Total (C)					
Total Marks Scored (A + B + C)					

Format-3**Check list for submission of documents**

Sl No	Description	Yes/No	Page no
1	CAG Empanelled certificate for the year 2023-24		
2	Certificate of Establishment of Firm		
3	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24).		
4	Copy of Latest GST Return March 2025		
5	Certificate that the firm have not been black listed / Criminal Case.		
6	Details of partner and staff		
7	Proof of address of branch office in the applied zone if any		
8	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.		

Format-4**Receipts and payments statement**

Name of GPLF _____

Block - _____

District - _____

For the period of _____

	Receipts	Amount		Payments	Amount
A	Opening Balance		G	Capital & Corpus Fund	
A1	Cash in Hand		G1	Withdrawal of savings by SHGs	
A2	Cash At Bank (All Accounts)				
			H	Loans & Advances	
B	Capital & Corpus Fund		H1	Loan Disbursement from CIF Fund	
B1	Savings mobilized from member SHGs		H2	Loan Disbursement from Other Grants Received	
B2	Share Capital received from member organization	xxxxxx	H3	Advance Payment (if any)	
B3	Other receipt received as capital by GPLF		H4	Repayment of Loan (Bank, MFI, Other)	
B4	Grants/ Funds Received				
B4.1	Community Investment Fund (CIF)		I	Fixed Asset (from Grants/ Own Income)	
B.4.2	<u>Other Grant Received for Onlending</u>		I1	Furniture & Fixture	
B.4.2.1	<i>SVEP CEF Fund</i>		I2	Computer & Appliances	
B.4.2.2	<i>PVTG Empowerment Fund</i>		I3	Agricultural Equipments	
B.4.2.3	<i>Loans for PG</i>		I4	Other	
B.4.2.4	<i>Other</i>				
B.4.3	<u>Other Non- Capital Grant Received for Specific Purpose</u>		J	Current Assets (from Grants/ Own Income)	
B.4.3.1	<i>Start UP</i>		J1	Stock	
B.4.3.2	<i>IB Fund</i>		J2	Inventories	
B.4.3.3	<i>Livelihoods (CFC, Poultry, Goatery, OSF, PG Working Capital, Other)</i>		J3	GPLF Books/ Register	
B.4.3.4	<i>CoE Fund</i>		J4	SHG/ CLF Books/ Register	
B.4.3.5	<i>Other</i>		J5	Other	
C	Loans & Advances		K	Investments (from Grants/ Own Income)	
C1	CIF Loan Repayment (Principal)		K1	Fixed Deposit	

	Receipts	Amount		Payments	Amount
C2	Other Loan Repayment (Principal)		K2	Other	
C3	Advance received (if any)				
C4	Loan from Financial Institutions (Bank, MFI, Other)		L	Expenses (from own income)	
			L1	Depreciation on fixed asset	XXXXX
D	Sale of Asset/ Product		L2	Manager Salary	XXXXX
D1	Fixed Asset		L3	Accountant Salary	XXXXX
D2	Current Asset		L4	MIS Assistant Salary	XXXXX
D3	Other Product		L5	Master Trainers Salary	XXXXX
			L6	Other Staff Salary	
E	Incomes		L7	Community Cadres Remuneration	
E1	Annual renewal fee received from SHG during the year		L8	Travel Expenses	
E2	Admission/ registration fee received from SHG during the year		L9	Office Rent, Water, Electricity, Telephone, Internet, etc.	
E3	Recurring subscription fee received from member organization	xxxxxxx	L10	Meeting Expenses	
E4	Interest on CIF Loan		L11	Printing & Stationery	
E5	Interest on Loan given from other funds		L12	Bank Charges/ Commission (All Accounts)	
E6	Bank Interest received (all bank accounts)		L13	AGM Expenses	
E7	Fines & Penalty Collected		L14	Annual Audit Expenses	
E8	Resource Fee/ Institutional Charges Received (if any)		L15	SHG/ CLF/ GPLF Review & Monitoring Expenses	
E9	Service Fee received from member organization during the year		L16	Social Development Program Expenses (if any)	
E10	Other Income		L17	Annual Membership Fee Paid to Higher Level Federation (BLF)	
			L18	Subscription Fee Paid to Higher Level Federation (BLF)	
F	Other		L19	Service Charges Paid to Higher Level Federation (BLF)	
			L20	Other expenditure (if any)	
			L21	Loan Loss Provision (Provision of Bad Debts if any)	
			M	Expenses (from grants received for specific purpose)	
			M1	Community Cadres Remuneration	
			M2	Training & Exposure	

	Receipts	Amount		Payments	Amount
			M3	Office Rent, Water, Electricity, Telephone, Internet, etc.	
			M4	Manager Salary	
			M5	Accountant Salary	
			M6	MIS Assistant Salary	
			M7	Master Trainers Salary	
			M8	Other Staff Salary	
			M9	Printing & Stationery	
			M10	Bank Charges/ Commission (All Accounts)	
			M11	Fooding/ Guest Hospitality	
			M12	Travel Expenses	
			M13	Other	
			N	<i>Outflow from Livelihoods Fund (other than that covered in I, J, L & M above)</i>	
			O	Other	
			P	Closing Balance	
			P1	Cash in Hand	
			P2	Cash At Bank (All Accounts)	
	TOTAL			TOTAL	

Format-5**Income and Expenditure Statement**

For the period _____

Income	Amount
Annual Membership fee received SHG	
Admission/registration fee received from SHG	
Interest on CIF and other fund	
Service fee received from SHG	
Bank interest received	
Penalty collected	
Resource fees/Institutional charges received	
Other income	
Total operating income-(A)	
Non-operating income-(B)	
Recurring grant received from mission for operational expenditure of GPLF	
Total income-(A+B)	
Operational Expenditure	
Depreciation on fixed asset	XXXX
Manager salary	
Accountant salary	
MIS coordinator salary	
Community facilitators salary/cost	
Other staffs salary/cost	
Travel Expenses	
Office rent, water, electricity, telephone, internet etc	
Meeting expenses	
Printing and Stationary	
Bank charges/commission	
Annual General meeting expenses	
Annual audit expenses	
SHG/ CLF/ GPLF review and monitoring expenses	
Development program cost (if any)	
Annual membership to higher level federation	
Subscription fee paid to higher level federation	
Service charges to higher level federation	
Reimbursement of CLF operational cost	
Other expenditure -if any	
Loan loss provision	
Total operational Expenditure-(C)	

Income	Amount
Excess income over total expenditure (A+B-C) (D)	
Other Non-capital fund received	
Other Funds/grants received with specific purpose/directions about its use for CRPs payments, training funds, Community cadre remunerations, SBM, Special project etc.	
Payment from Non-capital fund received	
Unspent balance of non-capital fund received (E)	
Excess income over expenditure (as per I-E Statement) (D + E)	
(just to verify with audited financial report)	

Format-6

Balance sheet

Balance Sheet As On _____

Liabilities	Amount
Capital and corpus fund	
Corpus fund	
Savings mobilized from member SHG	
Community investment Fund (CIF) received from Mission	
Share capital received from SHG	XXXXX
Other receipt received by GPLF as capital	
Other grant received for onlending	
Total Capital and corpus	
Unspent balance of non capital grant (over expenditure)	
Balance of refund from member organisation	
Transfer from reserve (if any)	
Advance	
Other grants	
Suspense Account	
Reserve	
Opening balance	
Excess income over total expenditure	
Amount transferred to capital	
Balance reserve	
Loan loss reserve	
Total Liabiity	
Asset	
Fixed Asset Capital	
Opening balance	
Fixed asset purchased during the year	
Less depreciation	
Fixed asset value	
Opening stock	
Stock Inventories purchased during the year	
Stock issued during the year	
Balance stock	

Annexure-1

Ref-...../Date-

TECHNICAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Sir,

I / We do hereby submit the Technical Bid **FOR AUDITOR OF GPLF AUDIT UNDER OLM** for your kind consideration

Sl. No	Particulars	Details
1	Name of the Authorized Chartered Accountant	
2	Postal Address	
3	CAG Empanelled certificate for the year 2023-24	
4	Certificate of Establishment of Firm	
5	Last three-year Financial statement in support of Turnover achieved (2021-22, 2022-23 and 2023-24)	
6	Copy of Latest GST Return March 2025	
7	Certificate that the firm have not been black listed & certificate regarding no criminal case is pending.	
8	Details of partner and staff	
9	Proof of address of branch office in the applied zone if any	
10	ISO or any other similar certificate	
11	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.	

Signature with seal of the Bidder with date

Ref-...../Date-

FINANCIAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-Dist. Mission Coordinator
DMMU-OLM, ZP, Malkangiri

Sir,

I / We do hereby submit the Financial Bid price FOR AUDITOR OF GPLF
AUDITUNDER OLM, Malkangiri for your kind consideration.

SI no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per Financial year/Per GPLF in INR(Including all taxes and transportation)	Remarks
1	Malkangiri	07	111	111		

⇒ The above Prices are inclusive of all applicable taxes.

Signature with seal of the Bidder with date

DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Signature:

Date:

Name:

Address :

Designation:

On behalf of:

Annexure-3

UNDERTAKING

(On the stamp paper of appropriate value in shape of an affidavit from the Notary regarding Non- Blacklisting)

I/ we hereby undertake that, our organization/ firm has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Annexure-4

UNDERTAKING

(On the Bidders letter head regarding not having any pending judicial proceeding for any criminal offences)

I / we ,hereby undertake that there is no criminal case pending in any Court of Law against our CA firm or against the Proprietor/Director/Persons to be deployed by our firm.

I/we further certify that Proprietor/Director/Persons to be deployed by our firm of my CA firm have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address

Annexure-5GPLF list of Malkangiri District

SL No	Name of the Block	Name of the GP	Name of the GPLF
1	CHITRAKONDA	ANDRAPALLI	MAA DURGA GPLF ANDRAPALI
2	CHITRAKONDA	BADAPADA	ISWARA BABA GPLF BADAPADA
3	CHITRAKONDA	BADAPADAR	BHARAT MATA GPLF BADAODAR
4	CHITRAKONDA	CHITRAKONDA	CHITRAKONDA GPLF
5	CHITRAKONDA	DORAGUDA	DORAGUDA GPLF
6	CHITRAKONDA	GUNTHAWADA	GUNTHAWADA GPLF
7	CHITRAKONDA	JODAMBO	SUBASH BOSE GPLF JODAMBA
8	CHITRAKONDA	KAPATUTI	KOPATUTI GPLF
9	CHITRAKONDA	KURMANOOR	KURMANUR GPLF
10	CHITRAKONDA	NUAGUDA	NUAGUDA GPLF
11	CHITRAKONDA	PANASPUT	RANILAXMI BHAI GPLF PANASPUT
12	CHITRAKONDA	PAPERMETLA	SAHID LAXMANA NAYAK GPLF PAPERMETLA
13	CHITRAKONDA	POPULUR	POPULUR GPLF
14	CHITRAKONDA	RALEGADA	LAXMI BAI GPLF RALEGADA
15	CHITRAKONDA	TUNNEL CAMP	TONNELCAMP GPLF
16	CHITRAKONDA	JANTRI	JANTRI GPLF
17	CHITRAKONDA	DHULIPUT	DHULIPUT GPLF
18	CHITRAKONDA	GAJALMAMUDI	GAJALMAMUDI GPLF
19	KALIMELA	BHEJANGIWADA	BHEJENWADA GPLF
20	KALIMELA	BHUBANPALLI	BHUBANPALLI GPLF
21	KALIMELA	BADIGETA	BADIGHATA GPLF
22	KALIMELA	BADILI	BADILI GPLF
23	KALIMELA	CHINTALWADA	CHITALWADA GRAM PANCHAYAT STARYA SANGA
24	KALIMELA	CHITRANGPALI	CHITRANGPALLI GPLF
25	KALIMELA	GOMPHAKUNDA	GOMPHAKUNDA GPLF
26	KALIMELA	GUMUKA	GUMUKA GRAM PANCHAYATA STRAYA SANGA
27	KALIMELA	KALIMELA	KALIMELA GRAM PANCHYAT SEARIYA SANGA
28	KALIMELA	KANGURUKONDA	KANGURUKONDA
29	KALIMELA	KOIMETLA	KOIMETLA GRAMPANCHYAT STARIYA SANGA
30	KALIMELA	LUGEL	LUGEL GPLF
31	KALIMELA	MALAVARAM	MALAVARAM GPLF
32	KALIMELA	MANDAPALLI	MANNDAPALLI GPLF
33	KALIMELA	MANYAMKUNDA	MANYANKUNDA GPLF
34	KALIMELA	MAHARAJPALLI	MAHARAJPALLI GPLF
35	KALIMELA	MOTU	MOTU GRAM PANCHAYAT LEVEL FEDERATION
36	KALIMELA	NALAGUNTHI	NALAGUNTHI GP STARIYA SANGH
37	KALIMELA	PUSUGUDA	PUSUGUDA GPLF
38	KALIMELA	TANDABAI	TANDABAI GPLF
39	KALIMELA	TELERAI	TELARAI GRAMPANCHYATSTARYA SANGHA
40	KALIMELA	TIGOL	TIGAL GPLF

41	KALIMELA	VENKATAPALAM	VENKATAPALLAM GRAMA PANCHAYATA STARIYA SANGHA
42	KHAIRPUT	ANDRAHAL	JAI SIVA SHAKTI PANCHAYATH STARIYA MAHA SANGHA ANDRAHAL
43	KHAIRPUT	BADADURAL	BADADURAL GPLF
44	KHAIRPUT	GOVINDAPALLI	INDRA PANCHAYAT MOHASANGH GOVINDAPALLY
45	KHAIRPUT	KADAMGUDA	MATRUSHAKTI PANCHAYATSTARIA MAHASANGHA
46	KHAIRPUT	KHAIRPUT	KASTURI GPLF
47	KHAIRPUT	KUDUMULUGUMMA	RADHAKRISHNA GPLF KUDUMULUGUMA
48	KHAIRPUT	MADKAPADAR	MAHASHAKTI PANCHAYAT MAHASANGA MADAKAPADAR
49	KHAIRPUT	MUDULIPADA	JAY JAGARNATH PANCHAYATH MAHA SANGHA MUDULIPADA
50	KHAIRPUT	PADAGHAT	NARISAKTI PANCHAYAT MAHASANGHA
51	KHAIRPUT	PARKANMALA	MAHALAXMI GPLF PARKONMALA
52	KHAIRPUT	RASABEDA	PRESIDENT AND SECY RAMADEVI FEDERATION RASABEDA
53	KORUKONDA	CHITAPARI 03	CHITAPARI 03 GPLF
54	KORUKONDA	DUDAMETA	DUDAMETA GPLF
55	KORUKONDA	KAMWADA	KAMWADA GPLF
56	KORUKONDA	KORUKONDA	KORUKONDA GPLF
57	KORUKONDA	MARIWADA	MARIWADA GPLF
58	KORUKONDA	NILAKAMBERU	NILAKAMBERU GPLF
59	KORUKONDA	PURUNA CHIMTAPALLI	PURUNA CHIMTAPALLI GPLF
60	KORUKONDA	POTREL	POTREL GPLF
61	KORUKONDA	TARLAKOTA	TARLAKOTAGPLF
62	KORUKONDA	TUMSAPALLI	TUMSAPALLI GPLF
63	KORUKONDA	SOMNATHPUR	SAI BABA PANCHAYAT STARIYA MAHASANGHA
64	KORUKONDA	NAKAMAMUDI	MAHATMA GANDHI GPLF NAKAMAMUDI
65	MALKANGIRI	BIRALAXMANPUR	BIRALAXMANPUR GRAMPANCHAYATSTARIYA MAHASANGHA
66	MALKANGIRI	CHALLANGUDA	CHALLANGUDA GPLF
67	MALKANGIRI	GANGALA	GANGLA GRAMPANCHAYATSTARIYA MAHASANGHA
68	MALKANGIRI	GORKHUNTA	GORAKHUNTA GPLF
69	MALKANGIRI	GOUDAGUDA	GOUDAGUDA GRAM PANCHAYAT LEVEL FEDERATION
70	MALKANGIRI	JHARAPALLI	JHARAPALLYGRAMPANCHAYATSTARIYAMAHASANGHA
71	MALKANGIRI	MARKAPALLI	MARKAPALIGRAMPANCHAYATSTARIYA MAHASANGHA
72	MALKANGIRI	MATAPIKA	MATAPAKA GPLF
73	MALKANGIRI	PADMAGIRI	PADMAGIRIGRAMAPANCHAYATSTRIYAMAHASANGH
74	MALKANGIRI	PANDRIPANI	PANDRIPANIGRAMPANCHAYATSTRIYA MAHASANGHA
75	MALKANGIRI	PEDAKONDA	PEDAKONDA GRAM PANCHAYAT STARIYA MAHASANGHA
76	MALKANGIRI	PEDAWADA	PEDAWADAGRAMAPANCHAYATSTRAIYA MAHASANGHA
77	MALKANGIRI	SERPALLI	SERPALLY GRAMPANCHAYATSTARIYA MAHASANGH
78	MALKANGIRI	SIKHPALLI	SIKHPALLI GPLF
79	MALKANGIRI	SINDHRIMALA	SINDHIRMALGRAMPANCHAYATSTARIYA MAHASANGHA
80	MALKANGIRI	TAMASA	TAMSA GRAM PANCHAYAT LEVEL FEDERATION
81	MALKANGIRI	TANDAPALLI	TANDAPALLI GPLF
82	MALKANGIRI	TANDIKI	TANDIKI GPLF
83	MALKANGIRI	UDUPA	UDUPA GRAMPANCHAYATSTARIYA MAHASANGHA
84	MATHILI	AMBAGUDA	MAHASHAKTI PANCHAYAT MAHASANGHA GPLF

85	MATHILI	BHANDARIPANGAM	BHANDARI PANGAM GPLF
86	MATHILI	BHEJAGUDA	BHEJAGUDA GPLF
87	MATHILI	CHAULMENDI	NARISHAKTI PANCHAYAT MAHASANGHA GPLF
88	MATHILI	CHEDENGA	CHEDENGA GP STARIYA SANGH
89	MATHILI	DALAPATIGUDA	DALAPATIGUDA GPLF
90	MATHILI	DHUNGIAPUT	DHUNGIAPUT GPLF
91	MATHILI	KAMARPALLI	KAMARPALLI GPLF
92	MATHILI	KARTANPALLI	KARTANPALLI GPLF
93	MATHILI	KIANGO	KIANGA GPLF
94	MATHILI	KOTTAPALI	KOTHAPALLI GPLF
95	MATHILI	KUTUNIPALLI	KUTUNIPALLI GPLF
96	MATHILI	MATHILI	GYANA SHAKTI MAHASANGHA GPLF
97	MATHILI	MECCA	MECCA GPLF
98	MATHILI	MOHUPADAR	MOHUPADAR GPLF
99	MATHILI	NAYAKGUDA	DAIBASHAKTI GPLF NAYAKGUDA
100	MATHILI	PANGAM	SANGHAMITRA PANCHAYAT SANGHA PANGAM
101	MATHILI	SALIMI	SALIMI GPLF
102	MATHILI	TEMURUPALLI	TEMURUPALLI GPLF
103	MATHILI	UDULIBEDA	OMM SRI PANCHAYAT SANGHA
104	PODIA	BAPANPALI	BAPANPALLI GPLF
105	PODIA	GIRKANPALLI	GIRKANPALLI GPLF
106	PODIA	KALDAPALLI	KALDAPALLI GPLF
107	PODIA	MATTERU	MATTERU GPLF
108	PODIA	NILIGUDA	NILIGUDA GPLF
109	PODIA	PODIA	PODIA GPLF
110	PODIA	SEMILIBENCHA	SIMLIBANCHA GPLF
111	PODIA	UNDRUKONDA	UNDRUKUNDA GPLF


 CDO-Cum-Dist. Mission Coordinator
 OLM, Zilla Parishad, Malkangiri