



Mo school Abhiyan Parichalana Sangathan
An initiative under Dept. of School & Mass
Education, Govt. of Odisha



RFP No. 3221/msA/23 /Date: 27/09/23

REQUEST FOR PROPOSAL FOR INTERNAL AUDIT

The O/o Mo School Abhiyan Parichalana Sangathan invites **RFP(Request for Proposal)** from **firms of Chartered Accountants** which meet all the conditions and eligibility criteria mentioned in the Terms of Reference (ToR) hosted on the website www.moschool.in, for carrying out Internal audit of books of accounts of the Mo school for the financial year 2023-24 onwards.

The firms interested for the assignment of internal audit are to apply to the CEO, MO SCHOOL ABHIYAN PARICALANA SANGATHAN along with the technical and financial bids

Important Dates:

- I. Last date for submission of bid: 18th October 2023, before 5.30p.m.
- II. Date of opening of bid: 19th October 2023, 5p.m.

(In the presence of representative of firms)

Venue for Pre-bid Conference etc.: Opening of technical bids would be held at the Conference Hall of Mo School Abhiyan (MSAPS), 6 TH FLOOR, TOSHALI BHAWAN, A1 BLOCK, SATYA NAGAR, BHUBANESWAR.

Sd/-
CHIEF EXECUTIVE OFFICER,
MO SCHOOL

Handwritten signature/initials

Terms of Reference (ToR) for the Chartered Accountant Firms applying for undertaking internal audit of accounts/ records at the Mo School Abhiyan Parichalana Sangathan for the year 2023-24 onwards.

1. **Background:**

The Government of Odisha had received expressions of interest from alumni and others who were keen to contribute to their alma maters (schools that they or their relatives attended). The Honourable Chief Minister of Odisha - Shri Naveen Patnaik launched the Mo School campaign on November 14, 2017 – Children's Day – in response to this philanthropic interest from alumni of government schools in Odisha, residing in India and abroad.
2. Based on Resolution no. 4578/SME, School and Mass Education Department, dated 3rd March 2018, the 'Mo School Abhiyan Parichalana Sangathan' got registered under Societies Registration Act 1860 by IG, Registration, Cuttack on 17th May, 2018. The society is entrusted with running the Mo School Abhiyan under the leadership of Chairperson, appointed by State Government in the rank of a Minister of State. The Principal Secretary, School and Mass Education, Government of Odisha is ex-officio Vice Chairperson of the Society and acts as the Chairperson of the Executive Council along with the Member Secretary (SPD, OSEPA) & CEO of the Society. The government provides financial and operational support to the program while the Mo School Executive Council runs the everyday affairs supported by a Governing Council and a Board of Advisors comprising of eminent representatives from varied sectors.
3. **Sustainable transformation through partnerships:**

This unique initiative aims to reach out to everyone who connects to schools of Odisha and leverage emotional connections of alumni to their alma maters. The programme also inspires community action, facilitates stakeholder participation, and collaborates with various non-profits working in the area of education and child development to support schools in helping children evolve into happy, healthy & wholesome individuals. The initiative is catalyzing the development of public-school ecosystem, nurture talent in academics, sports, culture, arts, science & technology, and entrepreneurship.
4. **Visible presence across the state:**

Mo School has reached all Gram Panchayats, Blocks and Districts. More than 20 lakh alumni and community members have been associated with the 'Abhiyan' and contributed towards the holistic development of government and government aided schools. Mo School platform has enabled people to contribute to the schools not only in the form of financial aid, but also through service and kind contributions have been mobilized from alumni, communities, and corporate bodies through their corporate social responsibility departments. Under the alumni connect programme, Mo School has covered a total of 50,325 schools to date. Out of these, 14755 schools were covered through service contribution, 6609 schools through in-kind contribution, and 41270 schools through financial contribution.
5. The government provides operational and financial support to the programme while the Mo School Executive Body runs the everyday affairs supported by a Governing Council and a Board of Advisors, both of which comprise, among others, thought leaders, eminent educationists, social scientists, and notable people from the fields of art, architecture, design, advertising, communication film-making, literature, science, technology, sports and public administration.

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5.1 The emphasis under internal audit is not on certification of financial statements like Income & Expenditure and Balance sheet but on hundred *per cent* check to ensure adherence to the financial & programme management processes / norms /policies.It is an ongoing appraisal of the financial activities & position of an entity, i.e. to determine on **monthly basis** whether the financial management arrangements including internal control mechanisms are effectively working and identify areas of improvement to enhance efficiency and report the same to the stake holders every month.

5.1.1 For this, services of Independent Chartered Accountant is solicited for assignment of monthly Internal audit of accounts for the year **2023-24 onwards** at Mo School Abhiyan and to report on vital parameters which would depict the true picture of financial processes of the programmes under implementation. Those firms which are interested may apply to the Chief executive officer (CEO), Mo School Abhiyan Parichalana Sangathan (MSAPS).

The key objectives of the monthly Internal Audit among others include:

- To ensure voucher/ evidence based payments to improve transparency;
- To ensure accuracy and timeliness in maintenance of books of accounts;
- To ensure timeliness and accuracy of periodical financial statements & improvement in Financial Reporting;
- To ensure compliance with laid down systems, procedures and policies;
- To regularly track, follow up and settle advances on a priority basis;
- To assess and improve overall internal control systems.

6. Eligibility criteria:

Interested Chartered Accountant firms with the following prerequisites may apply for appointment of Internal Auditor to take up monthly internal audit at the State Office of MSAPS:

Sl. No. (1)	Criteria (2)	Supporting documents to be furnished (3)
1	The firm must have been empanelled with the Institute of Chartered Accountants of India (ICAI) for at least five years as on 1st September 2023 and should have at least equal years of auditing experience on that date.	Constitution certificate of the firm from the Institute of Chartered Accountants of India (ICAI) as on 1 September 2023 or thereafter. Please indicate Annexure number to the above copy.

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2	The firm must have undertaken at least 6 (Six) assignments of statutory audit & at least 6 assignments of Internal Audit in corporate sectors, Society & Trust other than audit of Branch and or Division accounts of banking and insurance companies during each last three financial years (2020-21, 2021-22 & 2022-23).	<p>Note 1: Copy of Auditor's report/ Balance sheet, Income & Expenditure for the respective years in respect of each unit audited substantiating conducting and completion of audit.</p> <p>Alternately, Copies of appointment letters and self attested certificate of commencement and completion of the assignments of the units audited in the format enclosed at Appendix-4 to the ToR. The details of offer letter and completion of audits, year of accounts audited etc. for each unit may be furnished in the prescribed format in the said Appendix for the units audited)</p> <p>Note-2: Please Annex/enclose the copies of letters of assignment of audits.</p>
3	The firm must have undertaken at least two (2) assignments of audit of accounts of organizations in the Social Sector like trusts, charitable organizations, Societies etc. relating to each of the financial years 2020-21, 2021-22 and 2022-23.	<p>Copies of appointment letters and self attested certificate of commencement and completion of the assignments of the units audited in the format enclosed at Appendix-4 to the ToR. The details of offer letter and completion of audits, year of accounts audited etc. for each unit may be furnished in the prescribed format in the said Appendix for the units audited). Annex/enclose the copies of letters of assignment of audits</p> <p>Note-2: Please assign Annexure number to the above copies.</p>
4	The firm should have an average turnover of Rs.10 lakh in the last 3 financial years i.e.(2020-21, 2021-22 and 2022-23).	<p>Copies of Audited Balance sheets and P&L a/c for the years as mentioned in previous column to be furnished in support of turnover.</p> <p>Note: Please assign Annexure number to the above copies.</p>
5.	The firm should have Income Tax Return acknowledgement for the Assessment years 2021-22, 2022-23 and 2023-24.	<p>Copy of the ITR acknowledgement of the relevant years is to be furnished along with the bid documents.</p> <p>Note: Please assign Annexure number to the above copies.</p>

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7. Method of selection of firm:

The selection will be done using Quality-cum-Cost Based System (QCBS) process, 70 per cent weightage would be given to the Technical evaluation and 30 per cent weightage would be given to Financial bid. The firm securing highest mark in the QCBS process would be awarded the assignment. However, in case of more than one firm securing the highest mark, then the selection would be made on the marks secured in the Technical evaluation. The firm securing highest mark in the Technical evaluation would be selected. Again, if there is a tie in the Technical mark, then the firm having highest average turnover in last 3 (three) financial years i.e. 2020-21, 2021-22, 2022-23 would be selected for the assignment.

8. The firms should submit their Technical and Financial bids in separate sealed envelopes and both the envelopes are to be packed inside one sealed envelope indicating 'Technical Proposal' and 'Financial Proposal' on top of the respective envelopes. The Financial Proposal is also to be marked as 'DO NOT OPEN WITH TECHNICAL PROPOSAL'. Similarly, the outer envelope is to be superscripted with 'Request for Proposal for Internal Audit of FY 2023-24 - TO BE OPENED ONLY IN THE PRESENCE OF THE COMMITTEE MEMBERS'. The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/Courier only latest by **18/10/2023 before 5.30 PM** in a sealed envelope. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Bid will be opened on **19th October 2023 at 5pm.** at Conference hall of Mo School Abhiyan.

8.1 Technical bid:

The firm should submit Technical bids having criteria on the following areas basing on which evaluation of bids will be made at the O/O MSAPS:

Sl N o	Criteria	Maxim um Marks	Supporting documents to be furnished in proof of claim
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1	No. of Partners (FCA) FCA @ 2.5 marks	12.5	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI) as on 1 st September 2023 or thereafter. (Note: A firm having FCAs in excess of five would be adjusted against if number of ACAs /ACMAs as the case may be as required under serial No. 2 below are less than five for marking purpose only). (Please assign Annexure number to the certificate).
2	No. of Partners ACA @ 2 marks for each ACA	10	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI) as on 1 st September 2023 or thereafter. (Please assign Annexure number to the certificate).

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3	Years of experience of the firm 0.5 marks per year (Experience would be calculated for completed years from the date of establishment of the firm up to 01.09.2023)	10	Constitution certificate of the firm from the ICAI as on 1 st September 2023 or thereafter. (Please assign Annexure number to the certificate).
4	Average years of Partners' association with the firm Less than one year- 0 mark one to 5 years - 2 marks 6 to 10 years - 4 marks 11 to 15 years - 6 marks 16 to 20 years - 8 marks > 20 years - 10 marks	10	Constitution certificate of the firm from the ICAI as on 1 st September 2023 or thereafter. (Please assign Annexure number to the certificate).
5	No. of Staff:		
i	Qualified Chartered Accountant -@ 1.5 marks per staff	7.5	Copy of Qualification Certificate from the Institute and copy of attendance sheet for the month of August 2023 .
ii	Semi Qualified Inter CA / Inter CMA 1 to 5 staff - 2 marks 6 to 10 staff - 4 marks >10 staff - 5 marks	5	Copy of Qualification Certificate from the Institute and copy of attendance sheet for the month of August 2023 (Please furnish separate list to each category of staff assigning Annexure number to each of the certificate and the attendance sheet enclosed).
iii	Other staff (Article staff and Audit Assistants) 1 to 5 staff - 1 mark 6 to 10 staff - 2 marks 11 to 15 staff - 3 marks 16 to 20 staff - 4 marks More than 20 staff -5 marks	5	Copy of attendance sheet of the staff for the month of August 2023 (Please assign Annexure number to the attendance sheet enclosed)
6	Location of Head office/ Branch office		
i	Head office in Odisha If Yes - 4 marks If No - 0 marks	4	Constitution certificate of the firm from the Institute of Chartered Accountants of India as on 1 st September 2023 or thereafter.

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ii	Branch Office in Odisha If Yes - 1mark If No - 0 marks	1	Certificate from Institute of Chartered Accountant of India as on 1 st September 2023 or thereafter.
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7	Nature of Experience Turnover / Project Cost / Years of Experience & Project audited		
i	STATUTORY / INTERNAL AUDIT OF GOVT. ORGANISATION	5	Offer letter/certificate of completion of assignment of audit of the unit(s) from the head of the organization. (Please assign Annexure number to offer letter (s) and completion certificate etc. enclosed to the bid document).
ii	No. of audit assignments: Experience of audit in relation to Social Sector like trusts, charitable organizations, Societies etc.) other than Mo School in last three years i.e. 2020-21,2021- 22and 2022-23 2 to 4 nos. - 4 marks 5 to 6 nos. - 6 marks 7 to 8 nos. - 8 marks >8 nos. - 10 marks	10	Offer letter in support of each assignment and self-attested certificate of completion of assignment of audit for each unit (Please refer Appendix-4 of the ToR for furnishing the details of offer letter and completion of audit in respect of each unit audited under social sector) (Please assign Annexure number to each offer letter etc., enclosed to the bid document).
iii	Experience of audit of units in Commercial Sector in last three years i.e., 2020-21, 2021-22and 2022-23 other than audit of branch / Division accounts coming under insurance and banking sectors. 6 to 10 nos. - 3.5 marks 11 to 12 nos. - 7 marks >12 nos. - 10 marks	10	Offer letter of audit of each assignment of the Commercial organization and self attested certificate of completion of assignment of audit for each unit. (Please refer Appendix-4 of the ToR for furnishing the details of offer letter and completion of audit etc. information in respect of each unit audited under Commercial sector.) (Please assign Annexure number to each offer letter etc., enclosed).
8	Average Turnover of the firm in last 3 financial years (2020- 21,2021-22,2022-23) Rs.10 lakh and upto Rs.20 lakh - 2 marks > Rs 20 lakh and upto Rs.30 lakh - 4 marks > Rs.30 lakh and upto Rs.40 lakh - 6 marks > Rs.40 lakh - 10 marks	10	Attach copies of audited Balance Sheets and P&L A/Cs of the last three financial years i.e. 2020-21,2021-22,2022-23. (Please assign Annexure number to each of the Balance sheet and P&L account enclosed).
Total		100	

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8.1.1 The firm has to furnish necessary documents (self attested) along with the bio-data in support of the above.

8.2 Financial bid:

A firm has to secure at least **30 per cent** of marks out of 100 in Technical bid to qualify for the financial bid.(Please refer & fill the **Appendix.1** for Financial Bid)

8.2.1 Minimum audit fee shall be Rs.1,80,000/- including TA/DA and accommodation cost(Excluding GST) per Annum. The **audit fees** may be released only after successful completion of the assignment.Firm may claim 50% of audit fees half yearly on the basis of furnishing of half yearly Internal Audit report.

8.3 A successful bidder who has been offered the assignment has to intimate Mo School Abhiyan of its acceptance of the offer in writing within **7 (seven) days** of the offer letter. Failure to accept the offer within the above stipulated days will be treated as the firm has no interest in accepting the offer and the next successful bidder would be offered the assignment.The firm has to sign the agreement within **30 days** thereafter with the Society.Failure to sign the agreement within the above stipulated period would entail the firm of forfeiting the offer and the next successful bidder would be offered the assignment.**The assignment is on yearly basis.The assignment may be renewed on yearly basis subject to satisfaction performance & review by management.**

8.4 Deployment of staff for audit-

The firm must provide at least one inter CA qualified personnel and two audit assistants every month for the said assignment and the audit staff deputed at the beginning of the year should not be subject to change during the audit of accounts records of the financial year 2023-24 for continuity.The monthly audits must be supervised by a full time partner/ qualified staff of the firm.

9. Adherence to Time line for carrying out monthly audits and submission of Audit Reports:

9.1 The audits shall be carried out on monthly basis. The auditor shall start the Internal audit of the accounts and other connected records relating to a month by 10th of the following month and complete the same latest by 24th of that month as per the prescribed format of audit.On completion of audit for a month, the auditor is to discuss the audit findings with CEO, OSD,FO &PM (FINANCE) for addressing the deficiencies on the spot.This discussion should precede the submission of audit report for the month.

9.2 **After completion of audit as indicated in paragraph above, the auditor has to submit one copy of the audit report and the soft copy** containing audit observations / findings as per the scope of audit mentioned below to the CEO, MO School Abhiyan by 10th of subsequent month.However,the Financial statements after preparation has to be submitted half yearly latest by 30th November along with audit report for the month of September, and 31th May of the succeeding year along with the audit report for March positively.

8 Scope of audit:

The responsibilities of the Internal auditor should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with the Finance Dept.Guidelines,Government of India along with delegation of financial powers and other orders issued from time to time by the O/o Mo School.

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The scope of work of "State Internal Auditor" is as follows:

- Audit of the accounts covering receipts and payment by Mo School dealing with different programmes.
 - Audit of the Provisional Utilization Certificates sent to Govt. of Odisha.
 - Verification of Bank Reconciliation Statements along with the cashbooks, bank pass books and cheque issue registers etc.,
 - Any other evaluation work, as desired by the Office of Mo School. Checklist may be provided by the Mo School.
 - Audit of all vouchers, maintenance of vouchers guard file, all programme cash books, Bank Reconciliation Statements of all the bank accounts, Asset Register, bank pass books, procurement records, TDS records, all cheque issue registers, stock registers, vehicle hire charges records etc., log books of vehicles, ledgers, journal books, sanction orders, sanction order register, funds transfer records / orders, and functioning of the internal control mechanism and Delegation of Financial Powers etc.,
 - Check of TDS (Income Tax and Professional Tax etc.,) and submission of quarterly returns in time
 - Check of all receipts and payments with reference to the cash books, bank pass books, cheque issue register, approvals for payments and sanction orders and delegation of financial powers, maintenance of sanction order register.
 - The auditor before taking up audit for a particular month must ensure compliance to the audit observation of the previous month and action taken on them. Position of action taken on the observations of the previous month(s) is to be indicated in the monthly Audit Reports.
9. **The coverage of audit and reporting there on shall include following programs.**
- A: Alumni Project
 - B: Mukhyamantri Shikhya Puraskar
 - C: HST Program
 - D: Other Programs

Audit and reporting on any other area as may be entrusted to the auditor by the Office of Mo School.

Reporting requirements:-

- 9.1 **Management letter:** The Internal Auditor is required to incorporate the audit findings every month in a letter addressed to the management which need immediate management attention to improve financial management and other internal controls such as the administrative, operational, procurement, etc. Management Letter Shall cover following matters:

- a) All deficiencies observed on the maintenance of accounts including classification of expenditure, income recognition, process compliance, documentation, if any.

- b) Specific areas of deficiency in the internal control system and recommendations for improvement.
- c) Any other matter that could have come to the attention during the audit which might have significant impact on the performance of the unit audited.
- d) Any other matter that the auditor considers significant for the management.
- e) Recommendations and suggestions including management compliance.

9.2 Contents of Audit Report:

9.2.1 Internal audit report of **MO SCHOOL ABHIYAN** should contain the following financial statements and documents.

- Duly filled in Checklist provided in the guidelines from time to time;
- Financial statements as prescribed;
- Trial Balance;
- Income and Expenditure Account
- Balance Sheet;
- Audited Statement of Expenditure;
- Bank Reconciliation statements;
- List of outstanding advances;
- Observations and recommendations of Auditor particularly covering the following aspects;
- Deficiencies noticed in internal controls;
- Suggestions to improve the internal controls;
- Extent of non-compliance with guidelines issued by Gol;
- Action taken by MSAPS(Society) on the previous audit observation along with his observation on the same.

9.2.2 **The Auditor is to adopt the format of Internal Audit Report (enclosed at Appendix - 2) in order to have uniformity in reporting requirements as provided in the Annexure.** The Auditor must sign the audit report mentioning the date of issue of the Audit Report and must obtain dated acknowledgement of the responsible officers of the respective Society.

10. **Penalty for delay in conducting monthly audits and submission of Audit Reports:**

THE OFFICE OF MSAPS must furnish the books of accounts and relevant records and Financial Statements before the auditor in due time. Similarly, the State Internal Auditor is to inform the non-submission of records to the Programme Officer(FINANCE) with a copy to the CEO, MO SCHOOL, Odisha in writing.

If for any reason beyond the control of auditor, in respect of the conducting or completion of audit gets delayed, then the firm has to communicate the same to CEO, MO SCHOOL Bhubaneswar stating the specific reason.

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In order to ensure timeliness in submission of audit reports on the part of the auditor, if the O/O MO SCHOOL feels that in spite of timely providing all information, documents and updated books of accounts, there was delay in carrying out of monthly audits and submission of Audit Report for any month relating to the financial year then the O/O MSAPS would deduct from the audit fees payable for the month at the rate of 5 (five) *per cent* per week of delay from the stipulated date of submission of Audit Report if the delay is attributable to the Auditor. However, submission of Audit Report of the month after 4 (four) weeks from the stipulated date of submission entails forfeiture of audit fee payable for that month and delayed submission of Audit Report as above for any two months relating to the financial year would attract action for termination of assignment thereafter and the next successful bidder would be offered assignment from that stage of audit. A firm whose assignment is terminated, its request for proposal will not be entertained in the next financial year.

The O/O MSAPS reserves the right to change /modify the evaluation criteria.

11. All the papers and supporting documents submitted along with the bid documents (RFP) must be signed by a partner or an authorized official with seal of the firm of the intending firm. In case the bid documents are signed by an official other than a partner of the firm, the formal and valid authorization letter by the partner of the firm in favour of the official signatory in original as above must also be submitted along with the bid documents.

Appendix-1:

Format for Financial Bid

Particulars	Amount (in Rs.)
Audit Fee:	Both in Numeric & in Word
A:Audit Fee(including cost of T/DA and other Misc.charges)	
B:GST	
C:Total Fees:	

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Appendix -2

(Refer para **9.2.2**)

Internal Audit Report for the month of _____ on the accounts records of MO SCHOOL ABHIYAN PARICALANA SANGATHAN

I Introductory:

SI No	Particulars	To be filled in by the Internal Auditor of the Society
1.	Name of the Society	MO SCHOOL ABHIYAN PARICALANA SANGATHAN
2.	Name and Address of the Auditor	
3.	Nature of assignment	Internal Audit of accounts records of the Society
4.	Month of accounts records audited	
5.	Time taken for conducting the audit Also Date of visit to the Society to be indicated.	
6.	Authority under which the audit was conducted	Audit assignment letter of the Society
7	Audit carried out by (Name, qualification and designation of each auditor)	1. 2. 3.
8	Audit supervised by	(Note: Name of a minimum one CA is obligatory)
9	Auditing standards followed	

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10	Scope of Audit	(i) Accounts records of the Programmes audited ,Names of Records audited, Cash Books, Bank Reconciliation Statements, Cheques issue Registers, Bank Pass books , Advance ledgers, TDS records, Vouchers guard file, vouchers etc. as mentioned in the scope of audit .(The above list is illustrative and not exhaustive.)
11.	Date of discussion of the audit findings with PM(Finance),F.O.,OSD & CEO before finalization of the Audit Report	
12	Position of submission of action taken reports (ATR) on the observations in previous month's Internal Audit Report and para wise recommendation.	
13	Comparison between financial and physical performance and analysis	
14	Position of funds reflected in FMR and the books of accounts for the month.	
15	Position of preparation of Bank Reconciliation Statements (BRS) in respect of all the Bank accounts under implementation	

II. Management letter containing the detailed audit observations arising out of scrutiny of programme wise accounts records like (i) the Cash Books, vouchers,Bank Reconciliation Statements, positions of advances and action taken to adjust the same, (ii) TDS- deductions,deposit and returns(iii) maintenance status of various records like the ledger, journal, cheques issue register, funds receipt register, Funds disbursement register, vouchers guard file,Stock registers, fixed Assets Registers, Field visit of District/ Block officials- reports- and follow up there on(iv) Procurement records-maintenance of records by following the procedure and other records like the (v) FMR (vii) physical and financial performance etc. as well as the position of adherence to internal control mechanism,delegation of financial powers etc. **(The list is illustrative and not exhaustive for which the check list may be referred to).**

III. Comments on persistent irregularities and Recommendations of the Auditor

IV. Preparation & Review of Financial Statement **(half yearly)**

V. Signature with dated seal of the Auditor

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Appendix-3 (Refer Para 11)

Letter of Transmittal

To
The CHIEF EXECUTIVE OFFICER
MO SCHOOL ABHIYAN PARICALANA SANGATHAN

Subject: Submission of Request for Proposal for providing the Internal audit services to MO SCHOOL ABHIYAN for the financial Year 2023-24

Dear Sir,

We, the undersigned, offer to provide the Internal audit services for MO SCHOOL ABHIYAN PARICALANA SANGATHAN, Bhubaneswar in accordance with RFP solicited through the advertisement by the MO SCHOOL ABHIYAN [Insert Date]. We are hereby submitting our Proposal for assignment of internal audit of accounts of the MO SCHOOL ABHIYAN PARICALANA SANGATHAN for the financial year 2023-24 having **details about the firm and proposed audit fees.**

Name and address of the firm (Please include Telephone contact No and mail address for communication):

We hereby declare that all the information and statements made in this Expression of interest/Proposal (enclosed) are true and accept that any misinterpretation contained in it may lead to our disqualification/ legal action at any time as may be deemed fit.

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

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

We understand that MO SCHOOL ABHIYAN PARICALANA SANGATHAN Bhubaneswar is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

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

Encl: Technical and Financial proposals in separate envelopes.

Yours faithfully,

Place:
Date:

(Name:)

Signature of the partner

Seal

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Appendix-4

Name of the Chartered Accountants firm:

Statement showing details of the units audited by the firm in the social sector and corporate/commercial sectors (other than audit of branch/ division accounts of banking and insurance companies), types of audit, year of accounts audited during last three years (2020-21, 2021-22 and 2022-23).

Sl No	Name and address including telephone Number(s) and e-mail id of the Accounts of the unit audited	Whether copy of audit assignment letter indicating letter No and date of the management / copy of Auditor's report/ Balance sheet/Profit and loss Account enclosed* (Yes/No)	Type of Unit (Social, Corporate or commercial Sector)	Type of audit carried out i.e. Statutory (Financial / Internal)	Year of accounts audited	Date of commencement of audit	Date of audit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							

*Please indicate the Annexure number.

Certified that the information on the details of types of audit i.e. Statutory (Financial) or internal audits carried out by the firm in respect of the audit of accounts of the units belonging to the social / corporate / commercial sectors furnished above is true and at any time if any of the above information found incorrect/false, that I shall be held responsible for the same for taking any legal action that may deem fit including disqualification.

Name and Signature of Partner

Seal of the firm

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