

**TERMS OF REFERENCE (TOR) FOR APPOINTMENT OF
CONSULTANCY SERVICES (INTERNAL AUDITOR) FOR FINANCIAL &
PROCUREMENT AUDIT OF OSDMA FOR A PERIOD OF ONE YEAR.
(from 01.07.2025 to 30.06.2026)**

1. Back ground: As a comprehensive strategy, Govt. of Odisha (GoO) constituted Odisha State Disaster Management Authority (OSDMA) as a nodal agency for disaster mitigation and preparedness. The immediate challenge before OSDMA is to coordinate Post cyclone restoration and reconstruction programme. It is to coordinate with different state departments in identification, screening, review, procurement, disbursement and monitoring of implementation of different project. OSDMA has implemented World Bank funded major projects like, NCRMP, NCRMP (Additional Financing) & ODRP. In addition to this, the Authority is also implementing Medium/Small projects out of CMRF/State Plan and undertakes different activities under SDRF, SDMF, CSR Fund, NDMA Fund, SDMC Fund, UNDP Fund & UNICEF Fund which includes various activities like construction of Multipurpose Cyclone shelters/Flood shelters, restoration and reconstruction of damaged roads, embankments, saline embankments, procurement of search and rescue equipment, training, awareness and capacity building programme etc.

2. Objective: The objective of the Internal Audit is to determine whether the financial management/arrangements including Internal Control mechanism as developed are working effectively and to identify areas for improvement and enhancing efficiency. The Internal Auditor shall conduct an assessment of adequacy of financial management of the projects and procurement system including internal control. This should also include other aspects such as adequacy and effectiveness of accounting, financial and operational control and need for revision, level of compliance with established policies, plans, procedures, reliability of accounting system, data and financial reports, method of remedying weak control or creating them where ever necessary, verification of assets and liabilities and effectiveness of the operation of the computerized system. The Internal Auditor shall also provide timely information and recommendation on the financial management and procurement of goods & Services etc., project assessment to enable the management to take corrective measures, wherever necessary. The Internal Auditor shall provide transfer of knowledge and training to the staffs of OSDMA to get the expected output.

3. The Scope of Work to be entrusted to the Internal cum Concurrent Auditor shall be as follows.

- A.i. checking of daily Cash Book, Bank Book and Journal transaction to ensure all transactions are recorded in principles of commercial accounting and booked to proper accounting heads.
- ii. Transactions are undertaken on the basis of proper authority.
- iii. Transactions are duly supported by proper supporting documents.
- iv. Propriety of the transactions.
- v. Adherence to World Bank guidelines in case of World Bank assisted Project, other funding agencies and financial procedures formulated by the OSDMA in Operation Manual.
- vi. All Vouchers are serially numbered and filed properly.



vii. Advances are classified separately and adjusted promptly.

- B. Checking the maintenance of Books of accounts and records.
- C. Preparation & Checking of the Bank Reconciliation statements on monthly basis.
- D. Preparation & checking of the un-reconciled Financial Statements (Accounts) of the previous period if found any, checking of investments, short term deposits etc., made by the authority from time to time. Also to ensure that all the fixed deposit investments are maintained grant wise and bank wise.
- E. Checking of component wise, category-wise and account head wise expenditures.
- F. Checking of various MIS and FMS reports generated along with statements and information submitted to various authorities.
- G. Checking of cost data with physical achievements data to monitor project progress.
- H. Checking of various contracts (TOR/Agreement) awarded under each project.
- I. Checking of running bills raised for payment under each project.
- J. Checking of various statutory compliances like Income Tax, GST, TDS on IT & GST, EPF, ESI etc.
- K. Assisting the Authority in preparing annual budget, timely fund utilization under Budget and other Funds as well assisting in monitoring of expenditure & submission of UC.
- L. Assisting on funds management of the Authority as per Finance Dept. guidelines from time to time.
- M. Ensuring adherence of accounting and auditing standards and advising the Management on framing of proper accounting policies required for proper maintenance of books of accounts as required by various authorities.
- N. Preparation of monthly scheme/project wise and half yearly (Consolidated) Receipt & payment, Income & Expenditure account with relevant schedule of advances and liability.
- O. Preparation of Receipts and Payments accounts, Income & Expenditure account, Balance sheet, all schedules to final statement of accounts, notes to accounts and accounting policies of OSDMA for the financial year taking into consideration all the Project/Scheme of OSDMA and helping in preparation of all statements required to be submitted to World Bank and all other authorities.
- P. Coordinating with the Statutory Auditors and helping in compliance of observations of Statutory Auditor and comments of CAG Auditors from time to time.
- Q. Comparison between budget vis-à-vis actual expenditure on monthly/quarterly/half yearly/ yearly basis.
- R. Conduct pre-payment audit, the accuracy and propriety of transactions.
- S. To ensure that funds are used with due regard to economy, efficiency and for the purposes they are provided.
- T. To prepare and file quarterly Income tax returns in time, annual Income tax return in time, to appear in tax assessment, to furnish certificates in Form-16/16A, 24Q, 26AS and to ensure correction if any detected subsequently. To prepare file Quarterly/monthly GST Return, all matters relating to IT be complied with IT Authority within the prescribed

timeline and to ensure correction if any detected subsequently and intimate OSDMA in time the progress of each such cases on regular & timely basis.

- U. To check whether there exists proper linkages between subsidiary records accounting records and financial reports generated.
- V. To check whether the agency who is supplying manpower to OSDMA is properly EPF &ESI complied.
- W. Preparation of Asset Register of OSDMA by taking details of assets, stock etc.
- X. All matters relating to GST to be complied with GST Authority within the prescribed time line along with following works:
 - a) The Retainer will look after all cases of registration, amendment, correspondence, appeal, other actions or omissions required under GST regime in relation to Authority (OSDMA).
 - b) They will verify all Books of Accounts in respect of all schemes, programmes and services of the Authority with a view to ascertaining various liabilities on its part under various provisions of GST Act and rules and for advising the Authority in light thereof.
 - c) GST Invoice submitted by the Contractors/Suppliers in respect of their works bills shall be verified and advice rendered to Authority.
 - d) Retainer shall prepare and file periodical, whether monthly or quarterly or annual, GST returns and shall take all actions or advise for actions within due date as required under the GST Act and rules basing on Books of Accounts/liabilities of the Authority.
 - e) In case of District Project Implementing Units (DPIUs) of Ganjam, Khurda and Puri under ODRP, the Authority shall provide to the Retainer required for filling of GST returns and other matters.
 - f) The Retainer shall furnish to the Authority the copies of monthly, quarterly and annual GST returns filed with GST Authority with lists of individual Tax payers.
 - g) The Retainer shall take appropriate actions with GST Authorities, following any correction/rectification which called for due to any reason by the GST Authorities/Contractors/Suppliers/Firms Persons.
 - h) The Retainer shall maintain, produce and handover when required, a register containing all data and return particulars on GST for reference of this office and Audit.
 - i) The Retainer shall be liable for any late fees and interest on accounts of delay in filing of GSTR return with GST Authority beyond the due date, if all data are provided by the Authority (OSDMA) before the due date.
 - j) The late fees and interest shall be adjusted against any dues payable by the Authority (OSDMA) in favour of Internal Auditor or shall be deposited by the retainer with the Authority (OSDMA).

Procurement:-

- A. Whether goods, works and services are being procured in accordance with the procurement plan and sanctioned Budgets & extant guidelines of Finance Department.
- B. Whether time schedule for procurement of goods, works and services is in line with the project procurement plan & extant guidelines of Finance Department.
- C. Whether required documentation for procurement activity and contract management is being maintained for all purchases made.

- D. Whether capacities for procurement as indicated in the Operations Manual have been followed.

Financial Management:

- A. Whether books of accounts are being maintained in the manner and formats defined by the Financial Management Manual of the project/operation manual of OSDMA/guidelines of respective.
- B. Whether the financial transactions are being accurately and completely recorded.
- C. Whether utilization certificates and FMRs submitted are prepared in time and reflect the correct status of utilization of funds as recorded in the books of accounts of the project.
- D. Whether the fund management is being done in compliance with Financial Management guidelines of the project.
- E. Whether funds have been used with due regard to economy, efficiency and for the purposes they were provided.
- F. Whether release of money is adequately supported.
- G. Understand the process of tagging and maintenance of assets acquired under the project. The auditors may perform physical verification of assets (If considered necessary).
- H. Checking of Asset Register of OSDMA by taking details of Assets, Stock etc. on half yearly basis.
- I. Reconciliation of discrepancies in OSDMA's Books of Account.
- J. Assist in Preparation of monthly scheme/Project wise & half yearly (Consolidated) Receipt & Payment, Income & Expenditure account with relevant schedule of advances & liability.

Project Management:-

- A. Whether the physical progress tracking mechanism defined for the project has been operationalised.
- B. Whether physical progress reports being submitted have been reviewed for their correctness and authenticity before submission.
- C. Whether physical progress reports are being submitted as per the timelines and formats defined by the project tracking framework.

Others:

- A. Whether appropriate internal controls as specified by the Financial Management Manual, Operations Manual, Procurement Manual and other relevant notifications, if any are operating satisfactorily. The auditor should suggest methods for improving weak controls or creating them where need be.
- B. Verifying compliance with recommendations of the earlier audit reports and commenting thereon.

- C. Deviations (if any) from project guidelines have been reported to the PMU in time and requisite approvals obtained.
- D. To guide OSDMA in preparation of Financial Manual & Review of Operation Manual.

4. Schedule for completion of Tasks:-

The present assignment will be for the period of one Year i.e. from **01.07-2025 to 30-06-2026**.

The input support/materials/data will be provided by the competent authority (OSDMA) to facilitate the Consultancy.

Reporting:

- A. The Internal cum Concurrent Auditors shall report directly to the Managing Director of the authority with all relevant schedules for all scheme /project wise along with a consolidated report of OSDMA.
 - B. Report for each month shall be submitted within the 15th of the succeeding months. Besides the half yearly report and annual report to be submitted with-in one month of completion of period.
 - C. Provide the authority with timely information on financial Management aspects of the projects to enable follow up action.
5. **Duration of Term:** The appointment shall be made for a period of one year i.e. from **01-07-2025 to 30-06-2026**. The terms & condition in the agreement will be modified or the whole agreement will be terminated at any time without assigning any reason thereof by the Authority.
6. **Selection and Cost:** There will be selection procedure by using Quality & Cost Based Selection (QCBS) as per the existing rules & provision.
7. **Minimum eligibility criteria for Internal Auditor:**
- (i) The firm should be a partnership firm with minimum 3 (three) nos. of FCA as on date of advertisement, partners having work experience in Externally Aided projects/ Multilateral/Bilateral funding for conducting audit work (Necessary documentary proof in this regard to be submitted).
 - (ii) The firm should have latest empanelment with C &AG for the year 2024-25.
 - (iii) The firm should have valid GSTIN (Necessary documentary proof in this regard to be submitted).
 - (iv) The average financial turnover of the firm considering year wise financial turnover in last 5 years audited accounts (i.e., 2020-2021 & 2021-2022 , 2022-23 2023-24 & 2024-25 (Provisional) should be minimum of Rs. 1.00 Crore (Necessary documentary proof in this regard to be submitted).
 - (v) One Sr. Partner of the CA firm having more than 10 years of experience needs to attend office for 1 day minimum in a month for supervision.
 - (vi) One professional qualified CA will attend the work at least once in a week or attend office as and when required.

- (vii) Two Assistants will assist the qualified CA in day to day work.
- (viii) As and when required, additional manpower with appropriate qualifications has to be deputed to cope up with the work pressure.
- (ix) The firm should have its head office at Bhubaneswar, Odisha and shall have at least 2 Chartered Accountant partners at Bhubaneswar.
- (x) One Partner of the C.A. Firm should have the expertise in Procurement procedure of Government Sector (Experience Certificate in this regard to be enclosed)
- (xi) C.A. Firm engaged as Internal Auditor for OSDMA for the last three consecutive years as on 31-06-2025 are not eligible to participate in the bid process.
- (xii) After qualifying the technical evaluation the eligible firms shall be called for presentation and on that basis the selection shall take place.
- (xiii) OSDMA Management reserves the right to select or reject any of the firm during selection Process & the decision of OSDMA Management is final and binding in this regard.
- (xiv) The Professional fees for Internal Audit will be Rs. 50,000/- (Excl. GST Applicable) per month.
- (xv) Criteria of evaluation of EOI.
Weightage of Technical Bid : Weightage of Financial Bid=80:20

A. Evaluation of Technical Bid of the firm (35 Points)

- (1) Specific experience of the Chartered Accountants relevant to the Assignments/
Relevant experience in similar audit assignments. (10 Points)
 - I. Less than 5 years -2 points
 - II. 5 to 10 years -5 points
 - III. 10 to 15 years -7 points
 - IV. More than 15 years -10 points
- (2) Adequacy of the proposed methodology and work plan in respect of ToR. (25 Points)
 - a) Technical approach & methodology (Presentation) -5 Points
General understanding of project requirement, key components in TOR, coverage of critical issues, presentation of effective, methodology to be adopted in audit as per World Bank guideline & Govt. guideline.
 - b) Work plan (Presentation) -5 points
Work plan in consonance with project requirement is to be shown through graphical presentation of activities involved including reporting. The work plan on the basis of logical sequence of events with appropriateness of time allocated to the auditing shall be the basis for assessment.
 - c) Organization & staffing (Presentation) -5 points
Completeness of the offer in terms of requirement of key personnel vis-à-vis the staffing proposed in staff schedule,

the personnel allocation and timing of key personnel's input are the factors to be considered in assessment.

d) Work Experience of the firm in terms of Internal Audit assignment. (10 points)

- (i) 05 to 10 Assignments - 02 Points
- (ii) 10 to 15 Assignments - 04 Points
- (iii) 15 to 20 Assignments - 06 Points
- (iv) 20 to 25 Assignments - 08 Points
- (v) 25 above - 10 Points

B. Key professional staff qualifications & competence for the assignments (65 Points)

1) Team Leader (Chartered Accountant) (30 Points)

a) General Qualifications (9 points)
(Fellowship in Chartered Accountancy)

- (i) 10 to 12 years - 3 Points
- (ii) 12 to 15 years - 5 Points
- (iii) 15 to 20 years - 7 Points
- (iv) 21 years & above - 9 Points

b) Adequacy of experience for the assignments (6 points)

(Minimum 10 years of post qualification experience in Auditing)

- (i) 10 to 15 years - 2 Points
- (ii) 15 to 20 years - 4 Points
- (iii) 20 year above - 6 Points

c) Experience in internal auditing of public sector/govt. agencies (7 points)

- (i) Up to 10 nos. of PSU/Govt. agencies - 3 Points
- (ii) 11 to 20 nos. of PSU/Govt. agencies - 5 Points
- (iii) 21 nos. of PSU/Govt. Agencies & above - 7 Points

d) Experience in auditing of projects funded by World Bank/Multilateral Agencies (5 points)

- (i) Up to 3 nos. per year - 2 Points
- (ii) 4 to 6 nos. per year - 3 Points
- (iii) 7 & above - 5 Points

e) Working Experience in Odisha & Odia language (3 points)

- (i) Working skill in Odia language - 1.5 Points
- (ii) Working experience in Odisha - 1.5 Points.

2) Audit Manager/Partner (25 Points)

a) General qualification (CA Qualification) (7.5 Points)

- (i) Less than 10 years of experience - 5 Points
- (ii) more than 10 years of experience - 7.5 Points

- b) Adequacy of Internal Auditing experience for the assignment (15 Points)
 - (i) 5 years of post-qualification experience in Auditing -5 Points
 - (ii) 5years of experience in internal auditing of PSU/ govt. Agencies -7 Points
 - (iii) Experience in World Bank/ Multi lateral Agencies - 3 Points
- c) Working Experience in Odisha & Odia language (2.5 Points)
 - (i) Working skill in Odia language -1.25 points
 - (ii) Experience of working in Odisha -1.25 Points
- 3. 02 Nos of Audit Assistants (10 Points)
 - a) General qualification (Inter in CA/ICWAI) -3 Points
 - b) Adequacy of experience for the assignment (7 Points)
 - (i) 02 years of post qualification experience in Auditing -3 Points
 - (ii) Experience in internal auditing of PSU/Govt. Agencies -2 Points
 - (iii) Working knowledge of Accounting Software/Tally -2 Points

Total points:100

The minimum technical score required to pass is 75 points.

On qualifying the technical evaluation, the financial bid of the qualified firms shall be opened.

On the top of price bid envelop, it is to be marked "OSDMA" (including NCRMP, NCRMP-A.F, ODRP & OSCRGF).

After qualifying the technical evaluation, the eligible firms shall be called for presentation and on that basis the selection shall take place.

The Selection will be done using Quality & Cost Based Selection (QCBS) process, 80 percent weightage would be given to the technical evaluation and 20 percent 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 basing on the points secured in the Technical evaluation. The firm securing highest mark in the Technical evaluation would be selected.

OSDMA Management reserves the right to modify/terminate the contract at any pint of time without assigning any reason thereof.


