



ODISHA STATE BEVERAGES CORPORATION LIMITED

(A GOVERNMENT OF ODISHA UNDERTAKING)
2nd FLOOR, FORTUNE TOWER, CHANDRASEKHARPUR,
BHUBANESWAR-751023 (ODISHA)
CIN: U51228OR2000SGC006372.

Notice inviting Expression of Interest (EOI) from C&AG empaneled Chartered Accountants Firms, Cost Accountants firms for engagement as Internal cum Concurrent Auditor of OSBC Ltd.

EXPRESSION OF INTEREST (EOI)

The Odisha State Beverages Corporation Ltd (OSBCL) invites Expression of Interest (EOI) from C&AG empaneled Chartered Accountant Firms, Cost Accountant Firms having registered office in Bhubaneswar for engagement of Internal-Cum-Concurrent Auditor of OSBC Ltd. for the financial year 2026-27 and further extension up to another two financial years subject to satisfactory performance.

The Expression of Interest (EOI) document prescribing the format of application along with information on terms of reference, selection criteria, areas of coverage etc. has been hosted in the official website of OSBC Ltd. i.e. (www.osbc.co.in). In case of any further update on the EOI documents, it shall be hosted in website.

Interested Firms may send their application in the prescribed format along with Annexure under sealed cover addressed to Chief General Manager (Accounts & Audit), OSBC by 23.03.2026 within 5.00 P.M.


Chief General Manager (Accounts & Audit)

Terms of Reference (TOR)

A. Introduction: The Odisha State Beverages Corporation Ltd. (OSBC) was incorporated on 2000 as a Govt. of Odisha undertaking for exclusive wholesale trading of liquor in the State. OSBC is working under the administrative control of the Excise Department, Government of Odisha. The main activities are Purchase and Sale of Liquors in the State of Odisha. The Corporation maintains its books of Accounts on accrual basis

B. Eligibility Criteria: The Firm shall have to meet the following criteria to become eligible to apply;

1. The Firm must be empanelled by C&AG and must have registered office in Bhubaneswar
2. The firm must have at least 5 (five) number of Partners
3. The firm must have average turnover of Rs.100 Lakh in last three preceding financial years.
4. The firm must have minimum 10 years of experience.

C. Monthly Audit fees: The minimum workable Audit fee shall be Rs.45,000 /- (Forty five thousand) per month plus applicable GST.

D. Scope of the work:

1. Verification of cash vouchers, Bank vouchers & journal vouchers with reference to day to day transactions on monthly basis.

2. Verification of cash/bank book, journal book, General ledger and all subsidiary ledgers on a monthly basis with vouchers.
3. Verification of all purchases / sales on monthly basis and ensuring the adherence to Supply Chain Management Policy of the Corporation.
4. Calculation and checking of monthly VAT statements etc. to be furnished to State tax authorities/ Government Departments.
5. Verification of bank reconciliation statement of all operative banks on monthly basis for follow-up wherever required. Suggestions regarding yield of funds placed in different Accounts of Banks and actions thereon.
6. Verification of short-term investments of funds in different banks as per the guidelines issued by the State Govt. duly adopted by the Corporation and suggestion for improvement of risk adjusted yields. Suggestion on availability of funds and their suitable deployment considering the future requirement of funds on monthly basis.
7. Assisting in physical verification of fixed assets as per procedure and policies laid-down by the Corporation.
8. Physical surprise verification of cash during the month.
9. Verification of internal reconciliation of head office and depots accounts on monthly basis and also assisting in rectification/adjustment on such reconciliation.
10. Review and report on the accounts of sundry debtors, sundry creditors and report thereon.
11. Assistance in compliance of statutory laws with regard to finance, accounts and taxation.
12. Assisting the management in improving systems and procedures for internal control and internal check.

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13. Review and report on the effective implementation of budgetary control with variances on quarterly basis.
14. Early detection of possible leakage of revenue and suggest steps to plug such possible leakage.
15. Assisting in Compliance reports on different objections raised by A.G. (Audit) for submission to A.G. (Audit) in time.
16. Complete verification of purchase, sale accounting and comment on adequacy of the present internal control mechanism at the depots and head office.
17. Pre-audit of almost all transactions including deposit of excise duty and sales tax. The Audit of transaction should be in the light of strict financial discipline and also in the light of the observations of A.G. (Audit).
18. Performance audit / appraisal of depots which contributes to overall efficiency of the Corporation and its profit pool.
19. Any other matter relating to financial management as may be referred from time to time.
20. The frequency of the report to the Managing Director will be on monthly basis and it will highlight the major loopholes and deficiencies, which require immediate action on the part of the management.
21. Submission of Internal Audit report within one month from the end of the quarters to the Audit Committee.
22. Calculation and suggestion for payment of VAT, IT, GST and other taxes etc.
23. Attend the Auditor during Statutory Audit and make compliances as and when required.

E . Evaluation of Technical and Price

The Technical bid evaluation criteria are set out below:

Sl. No.	Evaluation Criteria	Maximum Points
1	Years of experience of the Firm 5 points to be considered for 10 completed years of experience. Additional 1 point for additional one completed year experience subject to maximum 10 points	10
2	Number of Professionally Qualified Chartered Accountants in whole time engagement of the firm as on date. 5 points to be considered for minimum 5 nos. of qualified Chartered Accountants in whole time engagement. Additional 1 point for additional one Chartered Accountant subject to maximum of 15 points	15
3	Assignment as an Internal Auditor in handling State/Central PSU accounts 5 points for completed assignment of handling three nos. of Internal audits of accounts as Internal Auditor in State/Central PSU accounts (in last 10 year) and additional 2.5 points for additional one completed assignment (in last 10 years) subject to maximum 15 points.	15
5	Average Turnover of the Firm 5 points to be considered for bidders having average annual turnover Rs.100 Lakh during last three financial years. Additional 1 point for additional average annual turnover of Rs.20 Lakh subject to maximum 10 points	10
	Sub-Total	50
6	Bidders shall be invited to give a detailed presentation on approach and methodology for effectively executing the assignment.	25
	TOTAL	75

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(a) Bidders securing minimum 60 marks in Technical Evaluation as above will be declared as technically qualified bidders whose price bid shall only be opened. Bidder quoting lowest price among the technically qualified bidders shall be declared as successful bidder. In case of multiple bidders quoting equal lowest price, the bidder having highest technical score shall be considered as the successful bidder. If the technical score among such multiple bidders quoting equal lowest price are found to be equal, in that case the bidder having more exposure and experience than others in Internal Audit assignments shall be considered as the successful bidder. In the event selected L-1 firm does not turn up within 15 days of their engagement or fails to perform satisfactorily based on periodic review , instead of going into further tendering, L-2 bidder may be awarded the assignment at the L1 quoted price of the assignment or for remaining period of the assignment.

CHIEF GENERAL MANAGER (ACCOUNTS & AUDIT)

**FORMAT FOR TECHNICAL BID FOR INTERNAL CUM
CONCURRENT AUDITOR OF OSBC FOR FY 2026-27 TO BE
SUBMITTED BY THE FIRM**

- 1 Name of the firm :
2. Full Address of the firm.
 - (i) Head Office:
 - (ii) Branch Office (if any) :
3. Date of formation of the firm:
4. Whether Partnership firm:
5. If yes, Name and details of partners in the following format.

SL No	Name	Membership No	FCA Date	Additional Qualification if any
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7. Turnover of the firm in last 3 financial years. (Self attested Photocopy of audited balance sheet for the relevant years to be enclosed).

Financial Year	Turnover in Rs.
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2022-23

2023-24

2024-25

8. C&AG empanelled number (Self attested documentary proof to be enclosed)
9. ICAI Regd. No: (Self attested documentary proof to be enclosed)

10. PAN Number of the Firm. (Self attested photocopy of PAN card to be enclosed)
11. GST Registration Number of the firm: (self attested Photo copy to be enclosed)
12. No of Assignments of Internal Audit of State/Central PSU's during the last 10 years excluding Bank Audit. (Name of SPSU/CPSU and years of Internal Audit to be indicated with documentary proof.)
13. Details of Manpower available with the firm in the following format.

<u>SL No.</u>	<u>Name</u>	<u>Qualification</u>	<u>Working since.</u>
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Note:- Firm Status as per ICAI Records and copy of audited financial and other relevant documents in support of the above points may be enclosed.

Signature of Partner

Membership No.

Place _____

Date _____

DECLARATION

Certified that the information furnished above are true and correct.

Signature of Partner

Membership No.

