



**OFFICE OF THE  
NOTIFIED AREA COUNCIL, BALLIGUDA,  
KANDHAMAL**

Email Id.-eonacballiguda@yahoo.in

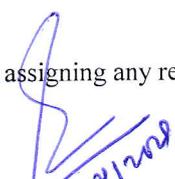
No. 92..

Date. 19/01/2021

**Proposal for Audit**

Balliguda NAC Invites "Proposal for Audit" from firms of Chartered Accountants (CA) for Statutory Audit of Balliguda NAC for the FY 2014-15 to 2019-20 so as to reach before the undersigned by 5.00 PM on dated 08.02.2021 through speed post / regd. Post/ courier/by hand, which will be opened on dt. 09.02.2021 in the office of the NAC, Balliguda in the presence of available bidders or their authorized representatives. Detailed proposal notice can be downloaded from kandhamal district's web portal, i.e. [www.kandhamal.nic.in](http://www.kandhamal.nic.in) from dt. 27.01.2021.

The authority reserves the right to cancel any or all tenders without assigning any reason thereof.

  
Executive Officer,  
NAC, Balliguda

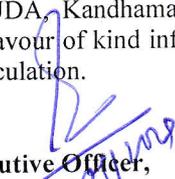
Memo No 93.....Date 19/01/2021

Copy submitted to the Director, Municipal Administration-cum-Ex-Officio Additional Secretary to Govt., H & U.D. Department, Odisha, Bhubaneswar for favour of kind information.

  
Executive Officer,  
NAC, Balliguda

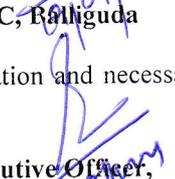
Memo No 94.....Date 19/01/2021

Copy submitted to the Collector, Kandhamal/Project Director, DUDA, Kandhamal/Sub-Collector, Balliguda/PA, ITDA, Balliguda/ Tahasildar, Balliguda/ BDO, Balliguda for favour of kind information with a request to display a copy of this notice in their office notice board for wide circulation.

  
Executive Officer,  
NAC, Balliguda

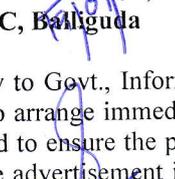
Memo No 95.....Date 19/01/2021

Copy to Office Notice Board for wide publication and for information and necessary action of all concerned.

  
Executive Officer,  
NAC, Balliguda

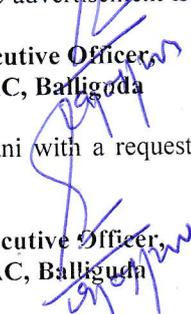
Memo No 96.....Date 19/01/2021

Copy submitted to the Deputy Director (Advt.) & Deputy Secretary to Govt., Information & Public Relation Department, Odisha, Bhubaneswar for information with a request to arrange immediate publications of the proposal of Audit in two leading odia daily newspaper. It is requested to ensure the publication of the above tender call notice on or before 27.01.2021. Copy of the papers where advertisement is published may please be sent to this office for reference & record.

  
Executive Officer,  
NAC, Balliguda

Memo No 97.....Date 19/01/2021

Copy to the District Informatics Officer, NIC, kandhamal, Phulbani with a request to publish the notice in the District Web Portal.

  
Executive Officer,  
NAC, Balliguda

**PROPOSAL FOR AUDIT FOR STATUTORY AUDIT  
OF  
BALLIGUDA NAC  
FOR THE FY 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 &  
2019-20**

Notice No.....<sup>୨୨</sup>  
Issue Date...<sup>୧୭/୦୧/୨୦୨୧</sup>



**Notified Area Council  
Balliguda  
Email- [eonacballiguda@yahoo.in](mailto:eonacballiguda@yahoo.in)**

## Request for Proposal

### Selection of Chartered Accountant Firm for Statutory Audit

Balliguda NAC Invites "Proposal for Audit" from firms of Chartered Accountants (CA) for Statutory Audit of Balliguda NAC for the FY 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20. Minimum payable Audit Fees fixed is Rs. 35,000/- (Thirty Five Thousand) Only per one FY.

#### Eligibility Criteria

Chartered Accountants Firms (CA Firms) fulfilling the following eligibility criteria as listed below should apply:

1. The CA (Chartered Accountants) Firm should be a Partnership Firm and head office is in Odisha.
2. The CA Firm should be in Practice for a period of 15 years or more and empanelled with CAG.
3. The CA Firm should have experience of working in more than 10 years in ULBs and at least in 10 ULBs in handling of accounting and financial management service/implementation of DEAS/Audit Assignment in Urban Local Bodies.
4. CA firm should not be blacklisted by any department of Govt. of Odisha.

The Firms may submit their offer, as per format provided in Annexure-1 & Annexure-2 along with required papers/documents in support of fulfilling the above criteria, in sealed cover within 5.00 PM of 01.02.2021 to the Executive Officer, NAC, Balliguda. The eligibility criteria and financial Bid should be submitted separately in two sealed envelopes packed in one sealed cover. Tenderer shall be required to deposit non-refundable tender fee for an amount of Rs. 2,000/- (Rupees Two thousand) only & EMD of Rs. 5,000/- by way of demand draft from a nationalized bank drawn in favour of " Executive Officer, NAC, Balliguda " payable at Balliguda. Auditor will be finalized on the basis of lowest financial bids. In case fees quoted are below the Minimum payables audit fees, same shall be rejected summarily. In case the fees quoted by two different firms are same then the Firm having more years of experience in ULB shall be preferred. Odisha State Bureau of Text Book Preparation and production reserves the rights to accept or reject bid process without assigning any reasons thereof.

#### Scope of the Work:

Preparation of audited financial statements, i.e. income & expenditure account, Balance sheet, all schedules to income & expenditure & balance sheet, Receipt payment account, trail balance, BRS for the period 2014-15 to 2019-20 with preparation of opening balance for 2014-15.

Executive Officer  
NAC, Balliguda

Annexure-I

SL NO.	Particulars	Details
1	Name of the firm	
2	Address of the head office and branch office of the Firm with Telephone number	
3	Constitution of the Firm	
4	ICAI Registration Number of the firm	
5	Names & Address of all Partners	
6	Firm experience in numbers of years	
7	Firm experience in ULBs in numbers of years (List of ULBs to be provided in separate Sheet along with copy of appointment letter)	
8	PAN Number of the Firm	
9	GSTIN Number of the Firm	
10	Empanelment number with C&AG of India	
11	Brief Profile of the Firm (Separate Sheet may be attached)	

- Documentary Evidence must be attached with proposal.

Date:

Signature of Bidder

Place:

Annexure-II

FINANCIAL BID

Sl.No	Particulars	Amount (Rs.)
1	Audit Fees per one FY	
2	GST	
	TOTAL	

Above Audit Fees (sl no. 1) should be quoted inclusive of all cost and taxes except GST. GST amount should be quoted separately in sl. 2.

Date:

Signature of Bidder

Place: