



ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, କନ୍ଧମାଳ

THROUGH FAX/E-Mail/POST

ପଞ୍ଚାୟତରାଜ ବିଭାଗ,

ଓଡିଶା ସରକାର

DISTRICT RURAL DEVELOPMENT AGENCY, KANDHAMAL
PANCHAYATIRAJ DEPARTMENT,
GOVERNMENT OF ODISHA

DRDA, KANDHAMAL
Phulbani-762001

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No. 1728 /Date. 13.04.2021

To

The Deputy Director, Advertisement,
Govt. in Information & Publication Relation Department,
Odisha, Bhubaneswar.

Sub: - Publication of advertisement for engagement of Chartered Accountant Firms.

Sir,

With reference to the subject cited above, I am furnishing herewith the copy of expression of interest for engagement of Chartered Accountant Firms for maintenance & audit of accounts of DRDA, Kandhamal for the financial year 2020-21 to 2022-23. You are therefore requested to publish the same in any two daily newspapers for wide publication.

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR MAINTENANCE & AUDIT OF ACCOUNTS OF DRDA, KANDHAMAL FOR THE FINANCIAL YEAR 2020-21 TO 2022-23

Expression of interest are invited from the GST registered Chartered Accountant Firms out of the empanelled list of C & AG for maintenance & Audit of Accounts of DRDA, Kandhamal for the year 2020-21 to 2022-23. The engagement of Chartered Accountant Firms shall be made through two bid systems i.e. (Technical & Financial) separately. The Technical qualified Chartered Accountant Firms only can participate in the Financial Bid.

Last date of receipt of Tender paper: - **27/4/2021 at 01.00 PM**

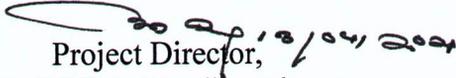
Opening of tender paper: - **27/4/2021 at 04.00 PM**

Detailed terms & conditions along with Tender Paper will be available in Kandhamal District website i.e. www.kandhamal.nic.in

Sd/-

Project Director
DRDA, Kandhamal

Yours faithfully


Project Director,
DRDA, Kandhamal

Copy Communicated to: -

1. Copy to DIO, NIC, Phulbani for information & necessary action with a request to web hoist the advertisement in the district website www.kandhamal.nic.in immediately.
2. DIPRO, Kandhamal with a request to pursue the matter for early publication.

Notice for inviting EOI
From Chartered Accounts Firms
For Conducting Statutory Audit of
DRDA, Kandhamal

Financial Year

2020-21 to 2022-23

**GUIDELINE FOR SELECTION OF CA FIRMS FOR CONDUCTING STATUTORY
AUDIT OF DRDA, KANDHAMAL FOR THE FY 2020-21 TO 2022-23**

DISTRICT RURAL DEVELOPMENT AGENCY(DRDA): KANDHAMAL having 12 nos of Blocks, 171 GPs and 10 to 15 Line Departments working for different Central Govt. & State Govt. programmes like MGNREGA, PMAY-G, BPGY, IAP, DRDA Administration, BGJY, MLALAD, GGY, CC road, State & Central Finance commission Award etc.

DRDA: KANDHAMAL invites offers in **TWO PARTS** (Technical and Financial) from interested Chartered Accountant Firms as mentioned in Sl. No.03. The Chartered Accountant Firms should submit their offer in the prescribed format.

1. SCOPE OF WORK:-

A. Conducting audit of books accounts and ancillary records and submit report on yearly basis on various schemes and programmes.

Detailed activities of the services mentioned in Scope of Work are as follows:-

- a) 100% verification of vouchers, Head of Account wise entries as Receipts & Payment in Cash Book/other financial statements.
- b) Ensure arithmetical accuracy of all entries and all transaction recorded in Subsidiary Cash Book, Stock Register and reflected in main Cash Book.
- c) Prepare monthly analysis of Opening & Closing Balance taking unadjusted advances and fund position in different banks and post office.
- d) Reconciliation/Compilation of all Bank Accounts and Ledgers.
- e) Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation fund is to be reported to the authority immediately.
- f) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- g) The CA Firm/Members of the firm shall visit at least two times in a month (i.e. during period of audit).
- h) Prepare the Trial balance and Annual Financial Statements i.e. Receipt & Payment A/C, income & Expenditure A/C and Balance Sheet Scheme-wise and Consolidated.
- i) After completion of the assigned work, the CA Firm shall mandatorily give there overall finding/views/suggestions /comments etc. for proper maintenance of accounts adopting latest available procedures.

2. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting Year i.e 2020-21 which may be renewed for another two years on satisfactory completion of the assigned work. But the same Chartered Accountant Firm shall not be engaged for consecutive second term i.e. beyond three years. The

Agency, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

TIME SCHEDULE:-

The selected firm should submit the audit report for the Financial Year 2020-21 within 45 working days from the date of engagement.

REPORTING

The Firm will submit the Audit Report of 2020-21 to the Project Director, DRDA, Kandhamal.

GENERAL

The Firm will be given access to all information relevant for the purpose of conducting the audit. This would normally include Books of Accounts, all documents, correspondence and other information associated with DRDA, Kandhamal during 2020-21. In addition to the Audit report and the annual financial statement the form should submit audit observation.

3. Terms and conditions.

- a) Registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
- b) Based at Odisha and empanelled as per latest order of Comptroller and Auditor General of India (C & AG) for 2020-21.
- c) Must have minimum two nos of partners. Single proprietorship firms are not eligible.
- d) Must not have been black listed by ICAI, any govt. Departments/ PSUs/Autonomous Body.
- e) The Audit is to be supervised by the partner(s) of the firm. It can't be sublet/assigned to any other firm/person.
- f) The EOI should be submitted in the form of technical and financial Bid in the prescribed format and should be submitted separately in sealed cover. Both the Bids should be put in one cover and cover should be superscribed as "**EOI for statutory Audit of DRDA, Kandhamal for 2020-21**". The envelop containing technical Bid should be superscribed as "**EOI for statutory Audit of DRDA, Kandhamal for 2020-21- Technical Bid**" and the envelop containing financial Bid should be superscribed as "**EOI for statutory Audit of DRDA, Kandhamal for 2020-21- Financial Bid**".
- g) The Bids completed in all respect should be reach the office of the Project Director, DRDA, Kandhamal by **27/4/2021 at 01.00 PM** (By Registered/Speed Post only). The technical Bid will be opened in the office of the Project Director, DRDA, Kandhamal on the same date at 04.00 PM in presence of the committee

members. The partners or their authorized representative of the firm may remain present at the time of opening of technical Bid. No other person is allow to participate in the opening. Successful Bidders will be intimated about the date and time of opening of financial Bid by E-mail address given in technical Bid.

- h) Incomplete Bids or Bids not in prescribed format or without required documents will be rejected.
- i) The financial Bids with any cutting, overwriting or correction is liable to be rejected.
- j) All the particulars to be furnished regarding the firms and partnership should be as on 01.01.2021.
- k) The Bidders can download the Bid documents pasted in district Web-Site of Kandhamal District.
- l) If at any stage it is found that the particulars furnished are not correct or incomplete, DRDA reserves the right to cancel the appointment and initiate appropriate action against the firm and the partners thereof.
- m) The authority reserve the rights to accept or reject any or all Bids without assigned any reason thereof.
- n) Not have been blacklisted by any govt or any other organization. Authorized Signatory (s) of the firm to submit an undertaking to this effect.
- o) An undertaking to the effect that no person of the CA firm have any interest in their activates with any staff of DRDA, Kandhamal.
- p) Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.
- q) The CA Firm should submit their offer in the prescribed format with tender paper cost @ Rs. 1000/- (Rupees One Thousand) (Non-refundable) and EMD for Rs. 5000/- (Rupees Five Thousand) (Refundable) only in shape of demand draft drawn in favour of Project Director DRDA, Kandhamal payable at Phulbani along with the expression of interest.
- r) The firm who has conducted the audit of DRDA, Kandhamal for the financial year 2017-18 to 2019-20 is not eligible to participate in the EOI.

4. Threshold limit of quoting the audit fees.

The minimum Audit fees to be quoted is Rs.36,000/- (Thirty Six Thousand) Only per year plus tax inclusive of all expenses . The firm quoting less then Rs. 36,000/- (Excluding Tax) will be rejected.

5. Documents to be enclosed

- a) Constitution Certificate of the firm as on 01.01.2021 issued by ICAI.
- b) Copy of partnership deed.

- c) Final accounts of the firm for the year 2017-18 to 2019-20 with copy of ITR-V relating to those years.
- d) GST Registration Certificate and up-to-date return.
- e) Copy of appointment letter in support of experience in similar assignment in any Govt. Department/ Institution.
- f) Bank draft for Rs. 1000/- in favour of Project Director, DRDA, Kandhmal payable at Phulbani towards tender cost (Non-refundable).
- g) Bank draft for Rs. 5000/- in favour of Project Director, DRDA, Kandhmal payable at Phulbani towards EMD (Refundable).

6. Basic of evaluation

Sl No.	Criteria	Maximum Mark
01	Number of partners (ACA-5 Marks and FCA-7.5 Marks). A member who is the partner of the firm for less than 03 years as on 01.01.2021 will not be considered for the above propose.	15
02	Firms having office in Kandhamal or neighbouring district and conducted the statutory and GP Audit of DRDA, Kandhamal.	15
03	Experience in Statutory Audit of DRDA(01 Mark per DRDA per year)	15
04	Year of establishment (01 Mark per year)	20
05	CA (Inter)/ ICWA (Inter) employees (01 Mark per Staff)	05
06	Average turn over of last 03 years Below Rs. 10 lakhs-0 Mark Rs 10 laksh to 20 lakhs- 3 Marks Rs 20 laksh to 30 lakhs- 5 Marks Rs 30 laksh to 40 lakhs- 7 Marks Above 40 lakhs- 10 Marks	10
Total		80
Financial Bid		20
Total Point		100

The financial Bid will be opened for the bidders who will score 60 marks or more in the technical Bid.

Technical Bid for Statutory Audit of DRDA Kandhamal

1. Name and address of the firm: _____

2. Contact No. _____

3. E mail Id: _____

4. Alternate email Id: _____

5. Constitution: Partnership
 (Please tick)

6. Date of establishment (DD/MM/YYYY)

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7. No. of branches with complete postal address: _____

8. Name and contact No. of the in-charge of the branch

9. Details of partners

Sl. No	Name	FCA/ACA	Membership No.	Date of Joining the firm as partner
1.				
2.				
3.				
4.				
5.				

10. Details of semi-qualified (CA(Inter) employees on the roll of the firm

Sl. No.	Name	Qualification
1		
2		
3		
4		
5		
6		

11. Gross turnover of the firm return of last three years.

Financial Year	G.T.I. (in Rupees) excluding reimbursement of Service Tax/GST & Expenses
2017-18	
2018-19	
2019-20	
Average Turnover of above three	

12. Experience of the firm in statutory audit of DRDA

Sl. No.	Name of DRDA	Year of Audit

Place:
Date:

Seal & Signature
(Full Name of the
Partner)_____

Undertaking

I, _____ partner of
_____ (Name & Address of the CA Firm), hereby
undertake that neither our firm nor any partner(s) of our firm were debarred/
blacklisted by the Institute of Chartered Accountants of India, SEBI, any Central/
State Governments undertakings, Autonomous or Statutory Body. We, further
undertake that no case(s) is pending against our firm/ partners before ICAI, any
courts in India for any professional misconduct.

I also undertake, that no person of the firm / partner is related to any employee of the
DRDA nor have any interest in their activities.

Place:
Date:

Seal & Signature
(Full Name of the
Partner)_____

Financial Bid

Our unconditional Rate for Statutory Audit of DRDA, Kandhamal is as follows.

Rate per year for Statutory Audit of DRDA, Kandhamal excluding GST but including all other expenses, fees etc.
Rs.
Rupees.

Place:
Date:

Seal & Signature
Full Name of the Signing
Partner _____

Note: Rate quoted in any other format and / or conditional rate will make the tender liable to be rejected.