

I/47247/2021



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DISTRICT RURAL DEVELOPMENT AGENCY:JAGATSINGHPUR

At/P.O.-Saanra, Via-Nalibar, Jagatsinghpur, PIN- 754104



Panchayati Raj

Phone No.06724-231091

E-Mail ori-djagatsinghpur@nic.in

Notice No: 3494 Date: 13-09-2021

**Expression of Interest for Engagement of Chartered Accountant Firms for  
Conducting Statutory Audit of DRDA,Jagatsinghpur for the F.Y 2020-21.**

DRDA, Jagatsinghpur invites "Expression of Interest" from reputed and experienced Odisha based Chartered Accountant Firms empanelled with C & AG for the F.Y 2020-21 for conducting statutory audit of DRDA, Jagatsinghpur for the Financial Year 2020-21.

The engagement of Chartered Accountant Firms shall be through two bid systems i.e. Technical Bid & Financial Bid. The Technically qualified Chartered accountant firms will eligible to participate in the Financial Bid. EOI along with all the documents can be submitted by the interested firms through **Speed Post/ Registered Post** only to "Project Director, District Rural Development Agency, Jagatsinghpur At-Sanara,Po-Nalibar,Dist-Jagatsinghpur,Pin-754104,Odisha". The firm should submit their Technical & Financial Bid in two separate envelopes & both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelopes. The outer envelope is to be superscripted with **"EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING STATUTORY AUDIT OF DRDA,JAGATSINGHPUR FOR THE F.Y 2020-21."**

The Detail Term & Condition, formats to be filled along with Bid documents will be available in Jagatsinghpur District Website i.e.: [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in) from 15.09.2021 to 24.09.2021.

- Last date for submission of EOI: 24.09.2021 up to 1.00 P.M through  
Speed/Registered Post only.
- Opening of EOI: 27.09.2021 at 3.00 P.M in the office chamber of  
PD,DRDA,Jagatsinghpur

The details of the Eligibility criteria & formats to be filled are annexed with the EOI.

*Signature*  
13.9.2021  
COLLECTOR-cum-CEO,  
DRDA, JAGATSINGHPUR

**COLLECTOR-CUM-CEO  
DRDA, JAGATSINGHPUR**



I/47247/2021

**Expression of Interest for Engagement of Chartered Accountant Firms for conducting  
Statutory audit of DRDA, Jagatsinghpur for the F.Y 2020-21**

DRDA, Jagatsinghpur invites Expression of Interest from odisha based Chartered Accountant firms empanelled with C & AG for FY 2020-21 for conducting statutory Audit of Accounts of DRDA, Jagatsinghpur for the Financial Year 2020-21.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of Rs 500/- (Rupees Five hundred) (non-refundable) and EMD worth Rs 3000/- (Rupees Three thousand) only in shape of Demand Draft drawn in favour of PD, DRDA, Jagatsinghpur payable at Jagatsinghpur must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD are summarily rejected by the Agency.

**Scope of Work & Terms of Reference**

1. CA Firm shall conduct 100% checking of vouchers relating to transactions, and other relevant records, documents, Books of Accounts of the DRDA, Jagatsinghpur.
2. Firm will prepare analysis of Opening and Closing Balance taking unadjusted advances given to different categories of employees and funds position in different Banks/Post Offices.
3. Firm will ensure all the financial transactions that are recorded in Cash Book and reflected in Pass Book.
4. Firm will reconcile all the Bank accounts and ledgers like Stock and Store, GIA register.
5. Firm will ensure the correctness of accounts and may suggest necessary action points as per their requirements.
6. The Audit Firm will have to start the audit within 10 days of the receipt of the letter of appointment from DRDA, Jagatsinghpur.
7. No TA/DA expenses will be borne by the Agency for the CA firms undertaking audit work and this will be met by the Audit firms.
8. The successful bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
9. Firms selected by DRDA, Jagatsinghpur shall have to give an undertaking to follow all ethics of faith and the information provided by DRDA, Jagatsinghpur shall be kept 'strictly confidential' and all assignments shall be carried out with due diligence maintaining quality of work done and in the least possible time.
10. If the selected/engaged C.A firm does not confirm the offer within the stipulated time, the committee may cancel their selection/engagement & opt for 2<sup>nd</sup> lowest bidder with L1 cost.
11. In case of any dispute, the decision of Collector-Cum-CEO, DRDA, Jagatsinghpur shall be final and binding.
12. After completion of the assigned work, the firm shall mandatorily give their overall findings/ views/ suggestions/ comments etc. for proper maintenance of accounts adopting Govt Financial Rule.



I/47247/2021

**PERIOD OF ENGAGEMENT**

The Selected CA firm will act as Statutory Auditor for one Financial Year i.e. 2020-21 which may be renewed for another two years periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances. The agency however reserves all rights to disengage the Firm at any time.

**TIME SCHEDULE**

The selected firm should submit the Audit Report for the Financial Year 2020-21 within 45 working days from the date of agreement.

**REGULATION OF AUDIT FEES**

The fees of the CA firm for audit of DRDA Accounts would be of following basis.

1. Rate of Audit fees per annum must be to the ceiling of Rs 50000/- as maximum and Rs 15000/- being the minimum including of all taxes as applicable and valid for engagement period. The cost should not be exceeded the ceiling cost.
2. No price escalation will be allowed during the engagement period.

The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report and discussion thereof with the DRDA. The Agency will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Project Director, DRDA, Jagatsinghpur along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency and the work has been completed as per the agreed terms and conditions.

**PRE-QUALIFICATION CRITERIA OF THE CA FIRM**

The CA firm satisfying following eligibility criteria can bid only for conducting Statutory Audit of the Agency.

1. Should be empanelled with C & AG for the year 2020-21.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. Turnover of the firms must be three times of the approximate contract value.
5. Must registered with Institute of Chartered Accountant of India and have Income Tax PAN and GST Registration.



I/47247/2021

The selected CA firm should submit authenticated documents of the followings:

1. Copy of partnership deed.
  2. Copy of last 3 years Balance Sheet. (Profit & Loss A/C)
  3. An undertaking to the effect that the firm has not been Black listed by any Govt./PSU Institutions.
  4. An undertaking to the effect that no person of the Firm/partner is related to any employer of the concerned authorities/institutions nor have any interest in their activities.
  5. Firms profile indicating previous experience in undertaking similar work in any Govt Deptt/ Institutions and success story, if any, in streamlining financial management through their assigned work.
- B) - The audit team for conduct of audit at DRDA must comprise of one audit manager & two audit staff.
- The audit manager must be a CA qualified at least 3years of post qualification post
  - The audit staff must have 3 years of audit experience in similar nature of work.

#### **SUBMISSION OF BID**

i) **Annexure-A** :- Pre-qualification-Cum-Technical Bid with all the requisite documents duly signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "PRE-QUALIFICATION-Cum-TECHNICAL BID".

ii) **Annexure-B** :- Financial Bid duly filled and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "FINANCIAL BID".

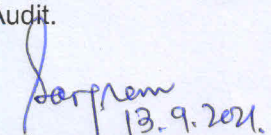
iii) The above two envelope containing Annexure-A and Annexure-B should be placed in one sealed envelope superscribed as "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF DRDA, JAGATSINGHPUR FOR THE F.Y 2020-21**".

iv) The EOI duly filled must be submitted through **Registered Post/Speed Post** only to DRDA, Jagatsinghpur. Any EOI received after due date will be out rightly rejected. DRDA Jagatsinghpur will not be responsible for any postal delay or misplacement of the document.

v) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

#### **OPENING OF BID**

- a) After opening of Technical Bid, the CA firm who fulfilled all above necessary conditions will be considered as technically qualified and only after that the Financial Bid of the same firm will be opened.
- b) The lowest bidder may be considered as selected firm for statutory Audit.

  
13.9.2021  
Collector-cum-CEO  
DRDA, Jagatsinghpur  
**COLLECTOR-CUM-CEO  
DRDA, JAGATSINGHPUR**

I/47247/2021

FORM FOR TECHNICAL PROPOSAL

Sl. No.	PARTICULARS	Supporting Documents (self attested) required to be submitted along with this form
<b>1</b>	<b>Details of the CA Firm</b>	
1.1	Name of the Firm	
1.2	Contact Details of the Firm	
1.3	Address of the Head Office	
1.4	Phone No. Mobile No. of Contact Person:	
1.5	Branch Offices: 1. 2.  (Attach separate sheet if necessary. Particulars of each branch including contact details to be given)	(Attach copy ICAI certification)
2	i. Date of establishment of the firm	
	ii. Date since H.O. & B.O. are functioning at the existing Station.	(Attach copy ICAI certification)
3	Firm's Income Tax PAN No.	(Attach copy of PAN card)
4	Firm's GSTIN Registration No.	(Attach copy of Registration)
5	Firm's Registration No. with ICAI	
6	C&AG empanelment No.	(Attach proof of empanelment with C&AG for the year 2020-21)
7	No. of years of Firm's existence as partnership firm & Date of establishment	(Attach copy of Certificate issued by ICAI)
8	Turnover of the Firm for the last three years (in Rs.)  2017-18:  2018-19:  2019-20:	(Attach a copy of Balance Sheet and Profit & Loss Account of last three years duly certified/audited)

I/47247/2021

<b>9</b>	<b>Audit Experience of the Firm</b>	
9.1	Number of Assignments in Commercial/ Statutory Audits	i. Attach copy of the Offer letter for each assignment.
9.2	Number of Assignments of auditing PSUs, Govt. undertakings, Govt. managed schemes/ projects, Externally Aided Projects	ii. Relevant evidences to be given of the turnover and fee.
10	Profile of persons to be engaged in the work, both professional and support staff.	(CVs of the professional staff to be engaged in this assignment to be enclosed, duly signed by the authorized person of the firm.)
<b>11</b>	<b>Details of Partners:</b>	
11.1	No. of Full Time Fellow Partners associated with the firm	
11.2	<ul style="list-style-type: none"> <li>▪ Name of each partner</li> <li>▪ Date of joining the firm</li> <li>▪ Membership No.</li> <li>▪ Status - FCA/ ACA</li> <li>▪ Date of becoming FCA/ ACA</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Type of Engagement (Part Time/ Full Time)</li> <li>▪ Contact Details (Correspondence Address, e-mail, mobile no.)</li> </ul>	Attach self attested copy of Certificate issued by ICAI
<b>12</b>	<b>Details of Audit Staff:</b>	
12.1	No. of Audit Staff engaged by the firm	
12.2	<ul style="list-style-type: none"> <li>▪ Name of Audit Manager</li> <li>▪ Name of each Audit Staff</li> <li>▪ Date of joining the firm</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Contact Details</li> </ul>	Attach self attested copy to the effect.

**Seal & Signature of Partner**  
**Membership No.**

I/47247/2021

**Detail of CA Firm Experience of Similar Service during the last 3 years along with DRDA Experience**

Sl. No.	Name of the Assignment (start date/End date)	Name of the Client/Organization	Nature of Assignment(Please Specify the Work involved as detailed in scope of work)	Detail of the Supporting Documents provided
1				
2				
3				
4				
5				
6				
7				
8				

\*Furnish the copy of documentary evidence in support of the information provided above.

Date:

Signature:  
Name and Designation with Office Seal

I/47247/2021

## DETAIL OF CA FIRM'S PARTNER

Sl. No.	Name of the Member	Designation	Membership No.	Status(FCA/ACA)
1.				
2.				
3.				
4.				
5.				

\*Furnish the copy of documentary evidence in support of the information provided above.

Date:

Signature:  
Name and Designation with Office Seal



I/47247/2021

Details of CA Firms Professional Income  
[Gross Professional Fees received/ earned]

Rs. in Lakh

Particular	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average Annual Income
Gross Professional Fees received/ earned *				

\* Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years

Date:

Signature:

Name and Designation with Office Seal

I/47247/2021

**FINANCIAL BID\*****(To be filled in by bidder)****PRICE QUOTATION FORMAT****NAME OF THE FIRM** \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of the Work</b>	<b>Total</b>
01	Statutory Audit fees (Inclusive of all taxes)	

(Rupees\_\_\_\_\_Only)

\* [The above quoted fee is inclusive of Professional Fee, Manpower, Travelling and /lodging, Food etc]

**We agree to all the tender conditions and payment terms and the rates quoted above by the Firm will never change during the contract period.**

Signature of the Firm

Date

Place