



DRDA, SAMBALPUR

# District Rural Development Agency, Sambalpur

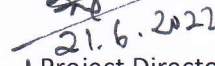
Ph: 0663-2410992, 2410158, Fax: 0663-2412116  
e-mail: ori-dsambalpur@ori.nic.in

Letter No. 1606 DRDA/FIN/I (B)/2022/Dt. 21/06/2022

## Expression of Interest for Statutory Audit of DRDA, Sambalpur

Sealed expression of interest is invited from GST Registered and C& AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA Sambalpur for the year **2021-22 to 2023-24**. The bids should reach the undersigned by speed post/ registered post only. The last date for submission of tenders is **07.07.2022 up to 3.00 P.M.** Details regarding terms & conditions and submission of bids can be downloaded from the District website of Sambalpur: [www.sambalpur.nic.in](http://www.sambalpur.nic.in).


By Order of  
Collector-cum-C.E.O. DRDA Sambalpur

  
21.6.2022  
Project Director, DRDA  
Project Director  
DRDA, Sambalpur

Memo No./DRDA/Fin/Audit/ 1607

dt. 21/06/2022


Copy to the DIPRO Sambalpur for publication of the tender in "The Samaja" Odia Daily All Odisha edition & "SAMBAD" All Odisha edition on 22.06.2022

  
21.6.2022  
Project Director

Memo No./DRDA/Fin/Audit/ 1608

dt. 21/06/2022

Copy to the District Informatics Officer, Sambalpur for web hoisting in the District Website.

  
21.6.2022  
Project Director  
n/b



DRDA, SAMBALPUR

# District Rural Development Agency, Sambalpur

Ph: 0663-2410992, 2410158, Fax: 0663-2412116

e-mail : ori-dsambalpur@ori.nic.in

Letter No. 1606

DRDA/FIN/I(B)/86/2022/Dt.21.06.2022

Expression of Interest is invited from GST Registered and C&AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA Sambalpur for the years 2021-22 to 2023-24. The terms and conditions of the assignment are as follows:-

## Scope of Work

1. The CA firm shall make 100% verification of vouchers, head of Account-wise entries of receipt & payment in cashbook/other financial statements.
2. The firm shall ensure arithmetic accuracy of all entries and ensure that all transactions recorded in subsidiary books are reflected in the main cashbook.
3. Shall verify monthly analysis of Opening & Closing balance of unadjusted advances given to different categories of employees
4. Shall verify fund position in different bank A/c of Schemes, reconciliation of all bank accounts with respective Scheme cashbook and check the Bank Reconciliation Statement.
5. Verify all ledgers, Stock & Store, GIA Register, U.C. Register and other records required for audit.
6. Ensure all financial transactions are recorded in cashbook and reflected in passbook as well.
7. Ensure correctness of accounts and suggest necessary action points, if any for rectification and improvement.

## Terms & Conditions

1. The firm should be C&AG empanelled for the year 2021-22 and must have minimum 2(two) partners. Single proprietorship firms are not eligible.
2. The firm must not have been blacklisted by ICAI, any Government Departments/ PSUs/ Autonomous body.
3. The audit is to be supervised by the partner(s) of the firm. It cannot be sublet/ assigned to any other firm/ person.
4. The engagement of the C.A. firm shall be made for 3 years term subject to renewal every year on satisfactory completion of the assigned work and continuance in C&AG empanelment.
5. The EoI should be submitted in the form of **Technical & Financial bid** in the prescribed format and should be submitted separately in sealed cover. Both the bids should be put in one cover and the cover should be super scribed as "EoI for Statutory Audit of DRDA Sambalpur for 2021-22". The envelope containing Technical Bid should be super scribed as "EOI for statutory audit of DRDA, Sambalpur for 2021-22 - TECHNICAL BID" and



the envelope containing Financial Bid should be super scribed as "EOI for statutory audit of DRDA Sambalpur for 2021-22 - FINANCIALBID".

6. The bids completed in all respect should reach the Office of the Project Director, DRDA, Sambalpur by **07.07.2022 upto 3.00 P.M.** by registered/speed post only. The bids should be addressed to the Project Director, District Rural Development Agency, Katchery Road, Sambalpur-768001. The Technical bids will be opened in the office of P.D., DRDA on **the same date at 4.00 P.M.** in presence of the committee members. The partners or their authorized representative of the firm may remain present at the time of opening of the Technical Bid. No other person is allowed 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 their technical bid.
7. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
8. The financial bid with any cuttings, over writings or correction is liable to be rejected.
9. All the particulars to be furnished regarding the firm and partnership should be as on 01.01.2022.
10. The bidders can download the bid documents pasted in District website of Sambalpur District in the address, [www.sambalpur.nic.in](http://www.sambalpur.nic.in)
11. 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.
12. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

#### **Threshold limit of quoting the audit fees**

The minimum audit fee to be quoted is Rs. 27,000/- (Twenty seven thousand) only per year plus applicable GST. Firms quoting less than Rs. 27,000/- (excluding GST) will be rejected. The rate quoted should be inclusive of all expenses (but excluding GST).

By Order of  
Collector-cum-C.E.O. DRDA Sambalpur

*[Signature]*  
21.6.2022  
Project Director, DRDA  
10/06 **Project Director**  
**DRDA, Sambalpur**

**Documents to be enclosed:**

1. Constitution certificate of the firm as on 01.01.2022 issued by ICAI
2. Copy of partnership deed.
3. FinalAccounts for the financial year 2018-19, 2019-20, and 2020-21 with copy of ITR-V related to those years.
4. GST registration certificate and copy of GSTR-3B return for the months of Jan 2022 to March 2022.
5. Copy of appointment letter in support of experience in similar assignment in any Govt.Department/ Institutions.

**Information for the bidders regarding the basis of evaluation for selection.**

**Basis of evaluation**

Sl. No	Criteria	Max Marks
1	No. of Partners ACA-5 Marks FCA-7.5 Marks  A member who is the partner of the firm for less than three years as on 01.01.2022 will not be considered for the above purpose.	15
2	Firm having Head Office in Sambalpur District 20 Marks	20
	Firm having Branch Office in Sambalpur District 10 Marks	
3	Experience in Statutory Audit of DRDA (1 Mark per DRDA per year)	10
4	Year of establishment (1 Mark per year)	20
6	CA(Inter)/ ICWA(Inter) Employees (1 Mark per staff)	05
7	<b><u>Average Turnover of Last 3 Years</u></b> Below Rs. 10 lakhs – 0 Marks 0.40 marks for every Rs. 1 lakh turnover above Rs. 10 lakh	10
	<b><u>Total</u></b>	80
	<b><u>Financial bid</u></b>	20
	<b><u>Total points</u></b>	100

N.B.: The Financial Bid will be opened for the bidders who will score 56 Marks or more in the Technical Bid.

## Technical Bid for Statutory Audit of DRDA Sambalpur

1. Name and address of the firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Contact No. \_\_\_\_\_

3. E mail Id: \_\_\_\_\_

4. Alternate email Id: \_\_\_\_\_

5. Constitution:  
(Please tick)

Partnership

☐

LLP

☐

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				
6				
7				
8				



10. Details of semi-qualified(CA(Inter)//ICWA(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 GST& Expenses
2018-19	
2019-20	
2020-21	
Average Turnover of above three years	

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, Reserve Bank of India, Comptroller & Auditor General 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, Sambalpur is as follows**

<b>Rate per year for Statutory Audit of DRDA, Sambalpur</b> excluding GST but including all other expenses, fees etc.
Rs.
Rupees.

Place: \_\_\_\_\_

Seal & Signature

Date: \_\_\_\_\_

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.