



SAMBALPUR DEVELOPMENT AUTHORITY

SALIHA BAGICHA, LION'S LANE, SAMBALPUR 768001: Ph No 2401098 Email: secretarysdsbp@gmail.com

Sri Pravash Ch.Daudasana OAS (S)
Secretary, SDA, Sambalpur.

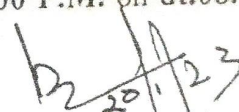
No. 44 /SDA.,
I-05/2022

Sambalpur dated the 20th January, 2023

QUOTATION CALLING EXPRESSION OF INTEREST.

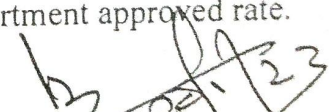
Sambalpur Development Authority, Sambalpur invites sealed quotation in the prescribed quotation format with the terms and conditions appended to the format, from reputed registered Chartered Accountant firms having minimum fifteen years of experience for appointment of internal Auditor in respect of internal audit and Tax audit for the assessment year 2018-19 to 2022-23 in the context of Income Tax Laws and other statutory Laws. The sealed quotations containing EMD of Rs.10,000/- (Rupees ten thousand) only in shape of Bank Draft drawn in favour of "The Secretary, Sambalpur Development Authority" pay at Sambalpur should reach on or before dt.08.02.2023 by 3.00 P.M. through Regd. Post/ Speed Post only.

The intending firms are requested to download the detailed Advertisement, quotation format and draft agreement by logging to www.sambalpur.nic.in & www.sdasambalpur.com. The quotation will be opened at 4.00 P.M. on dt.08.02.2023 at S.D.A. Office, Sambalpur.


Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

Memo No. 45 /SDA, dated 20-01-23

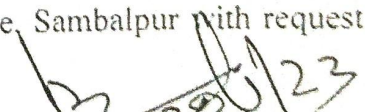
Copy to the Advertising Manager, The Dharitri/ The Samaj for information and necessary action with a request to publish the Notice in one issue of the daily News Paper on dt. 22.1.23... consuming minimum space and submit the bill along with two copy of the News Paper for payment of the cost as per I&PR Department approved rate.


Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

Memo No. 46 /SDA, dated 20-01-23

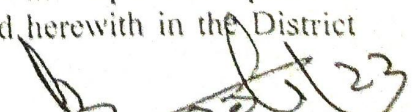
Copy to Notice Board for wide circulation.

Copy to Deputy Collector (Nazareth), Collectorate, Sambalpur with request to display a copy in their Notice Board.


Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

Memo No. 47 /SDA, dated 20-01-23

Copy to D.I.O., (NIC), Collectorate, Sambalpur with request to upload a copy of this Notice along with the detailed documents enclosed herewith in the District website for wide publicity.


Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

EXPRESSION OF INTEREST BY CHARTERED ACCOUNTANT FIRMS.

Sambalpur Development Authority, invites sealed quotations in the prescribed quotation format from the local reputed Chartered Accountant Firms having minimum 15 years of experience for appointment of internal auditor in respect of internal audit and tax audit along with maintaining books of accounts for the financial year 2017- 18 to 2022-23 & assessment years 2018-19 to 2023-24 in the context of income tax laws and other statutory laws.

The detail notification containing the procedure for submission of the quotation is available for inspection and perusal at the office of the Sambalpur Development Authority and also is available in the district website www.sambalpur.nic.in. Interested firms may download the notification from the above dist. Website.

JOB TO BE UNDERTAKEN

1. To verify the various documents relating to receipt of govt aids and advance specifying the nature of such receipts whether capital or revenue expenditure incurred thereon and any surplus amount lying in which shape i.e. Cash of bank deposit or any govt securities.
2. To prepare annual accounts in the form of receipt and payment account in the format prescribed by the Accountant general (General & Social Sector Audit), Odisha, Bhubaneswar.
3. To prepare the annual balance sheet and books of account.
4. To prepare and file return of income tax in complete shape from the financial year 2017-18 to 2022-23 and A.Y 2018-19 to 2023-24 within the due dates.

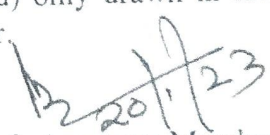
TERMS AND CONDITIONS

1. The firm must be a registered firm having minimum experience of 15 years.
2. The firm should have its headquarters at Sambalpur.
3. The Chartered Accountant firm should have professional practise experience of minimum 15(fifteen) years and should have work experience in Govt undertakings/Autonomous bodies & Authorities of similar operational activities.
4. The selected firm shall have to deposit EMD of Rs. 10,000/-(Rupees ten thousand) only in shape of A/C payee Bank Draft drawn in favour of 'Secretary, Sambalpur Development Authority' payable at Sambalpur, which shall be refunded to the firm after completion of the work assigned to the firm as per agreement. The Bank draft of unsuccessful bidders will be returned.
5. The selected firm will enter in to an agreement with Secretary, SDA, Sambalpur in the draft format enclosed at **Annexed-B**.
6. The Authority reserved the right to cancel any or all quotations with out assigning reason thereof. All legal disputes, if any relating to the quotations and consequential action of the Authority are subject to jurisdiction of the Court of Law situated at Sambalpur, Odisha only. The quotation form and the model agreement form are available in the district website www.sambalpur.nic.in & www.sdasambalpur.com. Application must be submitted in the prescribed format only as at **Annexure-A**.

7. The interested firms fulfilling the above eligibility criteria need to apply in sealed cover quoting the fees and period to be taken as per quotation format inclusive of all taxes and other charges along with their work experience. The quotations must reach Secretary, SDA, Sambalpur, by Regd. Post/ speed post only. No quotation will be received by hand or special messenger. The enveloped must be superscribed i.e. "submission of INTEREST AGAINST NOTIFICATION NO. DT.
8. Price and period to be taken to complete the work should be quoted.
9. The last date of receipt of quotation is on or before **dt. 08.02.2023** by **3.00 P.M.** Quotations will be opened in the office chamber of the Secretary, SDA on the same day at **4.00 P.M.** Firms submitting quotation may be present in person or through authorised representative at the time of opening of the same.
10. The other information, if necessary are available in the office of the SDA, Sambalpur. Firms desirous to inspect the relevant paper may do the same upon prior appointment during the working hours on all working days before **dt.08.02.2023**.

DOCUMENTS ARE TO BE SUBMITTED IN THE ENVELOPE CONTAINING THE QUOTATION.

11. Copy of proof of up to date clearance of Service Tax/GST & I.T.
12. Copy of valid certificate relating to Registration of the firm.
13. Copy of experience certificate (S) in support of experience of the firm.
14. Bank draft for Rs.10,000/- (Rupees ten thousand) only drawn in favour of Secretary, SDA, Sambalpur payable at Sambalpur.

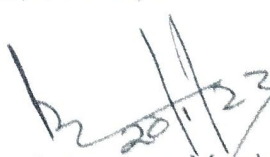

Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

Memo No. _____/SDA, dated _____

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Copy to Notice Board for wide circulation.


Finance & Accounts Member-
Cum-Secretary, SDA, Sambalpur.

ANNEXURE-A
QUOTATION FORMAT

1. Name of the firm:
2. Proprietors/person authorised to sue or to be sued with name (s):
Address (With mail ID and phone number)
3. Registration details:- (Please submit documentary proof)
4. Previous work experience. (Please submit documentary proof)

Sl No.	Name of the Organization	Length of Service

5. Mode of payment of EMD, BD No. _____ Date _____ issuing Bank and Branch _____ amount Rs. 10,000/- (Rupees ten thousand) only.
6. Price quoted for execution of work & period to be taken as indicated above in the job to be undertaken.

Signature with seal

ANNEXURE-B AGREEMENT

This Agreement is made on this _____ th day of 2023, between the Sambalpur Development Authority (SDA), Sambalpur, Odisha here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits also include its successors or assignees of the one part

AND

M/s _____ (Name and address of the Chartered Accountant Firm) represented by Mr/Mrs _____ Chartered Accountant, here-in-after called the "Chartered Accountant Firm", its successors or assignees of the other part.

Whereas the "Authority" desires that the services of the Chartered Accountant Firm is required in the office under its administrative control for the purpose of appointment of statutory Auditor from the financial year 2017-18 to 2022-23 and A.Y 2018-19 to 2023-24 in the context of Income Tax laws and other statutory laws

And whereas the Chartered Accountant firm offered its willingness to the same in conformity with the provisions of the agreement.

And whereas the Authority has finalized the rates as per the terms and conditions of the agreement to the Chartered Accountant firm as mentioned hereunder.

TERMS AND CONDITIONS OF THE AGREEMENT

1. The sealed firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or organization by *whatever name be called* without the prior written consent of the Authority.
2. In case any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action against the firm along with termination of the agreement.
3. The Authority reserves the right to terminate the Agreement at any time after giving 15 days notice to the Chartered Accountant Firm without assigning any reasons thereof. All legal disputes, if any, relating to the quotations and consequential action of the Authority, are subject to jurisdiction of the Court of law situated at Sambalpur, Odisha only.
4. The data entered in to the computer shall not be taken outside under any circumstances by the Chartered Accountant Firm so far as the Secrecy of the official business is concerned. If it comes to the notice of the Authority at any stage, the Chartered Accountant Firm shall be liable for the criminal action as well as other civil action for such offences. Decision of the Authority as deemed proper is final on this aspect.
5. All official assets/records/documents/instruments should be handled by the personnel with due care. In case of any damaged/loss caused to the assets/ records/ documents/ instruments of the Authority, it is the responsibility of the second party to bear the cost of damages/ replacement.
6. In case the Chartered Accountant Firm discontinues/ leaves the work any time during the contract period, it will be forfeit all the dues/ fees including EMD and shall be barred from any assignment in future.
7. Payment will be made to the Chartered Accountant firm after full completion of the work and submission of bill.
8. The selected firm should commence the work within 7 (seven) days of receipt of the order and complete the same within the period specified.

Now this agreement witnesses as below.

9. That, in consideration of the payment to be made by the Authority to the Chartered Accountant firm hereby agrees with the Authority to provide the required service in conformity with the provisions of the terms and conditions.
10. That, the "Authority" hereby further agrees to pay the "Chartered Accountant firm the contract price at the time and in the manner prescribed in the said terms and conditions.
11. That, in the event of any dispute arise, it shall be settled as per the terms and conditions of the contract.
12. The agreement shall commence from the date of issue of the order and shall continue for a period of one year unless it is curtailed or terminated by the Authority owing to deficiency of service, breach of contract etc.
13. The agreement shall be automatically expired after completion of one year from the date of issue of the order as mentioned above unless extended for further by the mutual consent of the Chartered Accountant Firm and the Authority.

In the presence of the witnesses: -

Signature of the authorized
person to sign on behalf of
the Chartered Accountant
Firm.

1. Name:
Address:

2. Name :
Address:

In the presence of the witnesses: -

Signature & designation of
the authorized officer for
Sambalpur Development
Authority, Sambalpur.

1. Name:
Address:

2. Name :
Address: