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ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର

**DISTRICT RURAL DEVELOPMENT AGENCY: DEOGARH**

PANCHAYATI RAJ & DRINKING WATER DEPARTMENT, GOVT. OF ODISHA

Letter No. **1734** /DRDA

Date. **27-7-2020**

**Expression of Interest for Engagement of Chartered Accountants Firms for  
Conducting Statutory Audit of DRDA, Deogarh for 2019-20**

Expressions of Interests are invited from reputed, experienced & C&AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA Deogarh for the year 2019-20. The engagement of Chartered Accountants firms shall be made through two bid system i.e. Technical & Financial bid separately. The "Expression of Interest" in the prescribed format should be submitted separately as described in detailed tender call notice to the Office of The Project Director, DRDA, Deogarh, At/PO: Purunagarh, Dist: Deogarh – 768119 by Speed Post / Registered Post only on or before **06.08.2020 up to 3.00 P. M** & tender will be opened on the Dt.07.08.2020 at DRDA, Conference Hall, in the presence of selection committee & the bidders/authorized representatives. The documents received beyond the last date of submission on EOI shall not be entertained. **Undersigned reserves the right to reject any or all the offers without assigning any reason thereof.**

Details regarding terms & conditions along with bid documents can be downloaded from the District website of Deogarh: <http://www.deogarh.nic.in> from 24.07.2020 to 06.08.2020.

Collector-cum-C.E.O.  
DRDA Deogarh

**COLLECTOR-CUM-CEO  
DRDA, DEOGARH**

NOTICE INVITING  
EXPRESSION OF INTEREST (EOI)  
FOR  
ENGAGEMENT OF PARTNERSHIP  
CHARTERED ACCOUNTANTS FIRMS  
FOR  
CONDUCTING STATUTORY  
AUDIT OF BOOKS OF ACCOUNTS  
OF  
DRDA, DEOGARH  
FOR THE YEAR 2019-20,



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**Expression of Interest for engagement of Chartered Accounts Firms for  
Statutory Audit of Book of Accounts of DRDA, Deogarh.**


The Panchayati Raj Department basically functions with 3 tier system of PRIs viz ZP, PS & GPs. In order to strengthen capacity building of these institutions & providing rural infrastructure by implementation of various schemes and programmes, large amount of funds are provided by the Govt. for expenditure in DRDA, ZP, Ps & GPs. For proper monitoring and effective financial management, maintenance & audit of accounts is the emerging need of the hour.

Expression of Interest (EOI) is invited from C&AG empanelled partnership Chartered Accountants firms (C.A. firm) for Statutory Audit Book of accounts of DRDA Deogarh for the years 2019-20.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of **Rs 500/- (non-refundable)** and security deposit worth **Rs 3000/-** in shape of Demand Draft drawn in favour of **Project Director, DRDA, Deogarh** payable at **Deogarh** must be submitted with the EOI. The EOI without the cost of tender paper & Security Deposit will be summarily rejected by the Agency.

This is a two part Bid comprising of a Technical Bid and a Financial Bid. Technical and Financial Bids should be sealed in separate envelopes and both sealed covers should be placed in one separate envelope (which is to be sealed) clearly super scribing on the envelope, "**Expression of Interest for Engagement of Chartered Accountant Firm to conduct Statutory Audit of Books of Accounts of DRDA, Deogarh.**"


The important dates & details of the Bid process are as follows:-

- Date of Closing for submission of EOI:- Dt.06.08.2020
  - Date of opening of Technical Bid & Financial Bid: Dt.07.08.2020
  - Cost of paper for submission of EOI **Rs 500/- (Rupees Five Hundred)** only through D.D. in favour of "**Project Director, DRDA, Deogarh**" payable at Deogarh.
  - Cost of security Deposit **Rs3000/- (Rupees Three thousand)** only through D.D. in favour of "**Project Director, DRDA, Deogarh**" payable at Deogarh.
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### 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 of DRDA, Deogarh.
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. Prepare monthly analysis of Opening & Closing balance taking unadjusted advances given to different categories of employees & funds position in different banks/post offices.
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. Reconciliation/ Compilation of all Bank accounts & ledgers, Stock & Store, GIA Register, U.C. and other records required for audit.
6. Ensure all financial transactions are recorded in cashbook and reflected in passbook as well. Any deviation found thereon is to be reported to the concerned authority immediately.
7. Ensure correctness of accounts and suggest necessary action points, if any for rectification and improvement.
8. The C.A. firm / Members of the firm shall visit at least two times in a month to the District / Block/GPs during the period of Audit.
9. The firm is required to prepare the Trial Balance & Annual Financial statements i.e. Receipt-Payment a/c, Income-Expenditure a/c, Balance sheet & BRS Scheme-wise & consolidated.
10. After completion of the assigned work, the C.A. firm shall mandatorily give their overall findings / views / suggestions / comments etc. for proper maintenance of accounts adopting latest available procedures.

### Terms & Conditions

1. The firm should be C&AG empanelled for the year 2019-20 and must have minimum 2(two) partners. Single proprietorship firms are not eligible to participate the bid.
  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. Financial Bid will be opened only of those Bidders, who will qualify in the Technical Bid<sup>1</sup>.
  5. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids. No extra charges consequent upon any misunderstanding or otherwise shall be allowed.
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6. At any stage during finalization of bidding process, the competent authority of the Agency is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
  7. Canvassing directly or indirectly connection with the Bid is strictly prohibited and bids submitted by the bidder who resort to canvassing will be summarily rejected.
  8. Payment for the services will be made only after successful completion of audit, related other work & submission of related reports etc. TDS will be deducted as per rules.
  9. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which technical bid shall not be considered.
  10. The bidder must quote the rates in figures as well as in words correctly in the Financial Bid.
  11. The audit firm will have to start the audit within 7 days of the receipt of the letter of appointment from DRDA, Deogarh.
  12. No TA /DA expenses will be borne by the Agency for the CA firms undertaking audit work & this will be met by the CA firms.
  13. Firm selected by DRDA, Deogarh shall have to give an undertaking to follow all the ethics of faith & the information provided by DRDA, Deogarh shall be kept strictly confidential & all assignment shall be carried out with due diligence maintaining quality of work done & the least possible time.
  14. In case of any dispute the decision of Collector-cum-CEO, DRDA, Deogarh shall be final & binding.
  15. 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 **"Expression of Interest for engagement of C.A. Firm for conducting Statutory Audit of DRDA Deogarh for 2019-20"**. The envelope containing Technical Bid should be super scribed as **"EOI for statutory audit of DRDA, Deogarh for 2019-20 - Technical Bid"** and the envelope containing Financial Bid should be super scribed as **"EOI for statutory audit of DRDA Deogarh for 2019-20 - Financial Bid"**.
  16. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
  17. All the particulars to be furnished regarding the firm and partnership should be as on 01.01.2020.
  18. 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.
  19. The C.A firm shall complete the work within stipulated time and cost without any extension of time or price escalation. In case of default the said firm shall not be eligible for reimbursement of their financial claims & participate in similar works, in future, for breach of contract.
  20. The bidders can download the bid documents available in District website of Deogarh District in the address. <http://www.deogarh.nic.in>.
  21. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
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22. The bids completed in all respect should reach the Office of the Project Director, DRDA, Deogarh by 06.08.2020 up to 3.00 P. M. The Technical bids and Financial Bid will be opened in the office of P. D. DRDA on Dt.07.08.2020 at 10.30 A.M. in the presence of selection Committee & the bidders/authorized representative. Incomplete formats / format received after the prescribed last date will not be entertained.

### **Period of Engagement & Time Schedule**

The selected CA firm shall be engaged for one financial year i.e. 2019-20 which may be renewed for another two years periodically on satisfactory completion of the assignment and as per requirement. 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.

The selected firm should submit the audit report for the Financial Year 2019-20 within 28 working days from the date of agreement.

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

The minimum audit fee to be quoted is Rs. 15,000/- (Rupees Fifteen Thousand) only per year plus applicable service tax. Firms quoting less than Rs. 15,000/- (excluding service tax) will be rejected. The rate quoted should be inclusive of all expenses (excluding service tax). The maximum audit fee should not exceed Rs. 50,000/- (Rupees Fifty Thousand only) including all expenses but excluding Service Tax.

The cost should not be exceeded the ceiling cost. No price escalation will be allowed during the engagement period.

### **Experience & Pre-Qualification of CA firm**

The following eligibility criteria of the C.A. firm can bid for conducting statutory audit of this agency.

1. The C.A. Firm (Odisha based) should have been empanelled with C & AG in the year 2019-20. If latest (current) empanelled list is not available then previous year's list can be considered.
2. An undertaking to this effect that the Firm has not been Black listed by any Govt. /PSU institution.
3. The C.A. Firm must have minimum 2 (two) partners. Single proprietorship Firms are not eligible to participate in the bid.
4. The turnover of the Firm must be 3 times of the approximate contract value.
5. The Firm must have registered with the Institute of Chartered Accountants Income of India (ICAI) and have Tax Permanent Account Number (PAN) and GST Registration.





6. The firm who has conducted Audit of DRDA, Deogarh for the preceding years i.e. from 2015-16 to 2018-19 is not eligible to participate in the EOI.
7. An undertaking to the effect that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.
8. Firms Profile indicating previous experience in undertaking similar work in any Govt. Deptts. / Institutions and success story, if any, in streamlining financial management through their assigned work.

#### **Documents to be enclosed:**

1. Constitution certificate of the firm as on 01.01.2020 issued by ICAI.
2. Copy of partnership deed.
3. Copy of last Three years balance sheet.
4. Final accounts for the financial year 2016-17, 2017-18, and 2018-19 with copy of ITR-V related to those years.
5. Copy of appointment letter in support of experiences in similar work at any Govt. Department or Institutions.
6. An undertaking that the firm has not been black listed by any Govt./PSU Institutions.

#### **Submission of BID**

The engagement of C.A. Firms shall be made through **Two Bid System (i.e. Technical and Financial)** separately. The technically qualified C.A. Firms only can participate in Financial Bid.

The Technical and Financial Bids should be in separate envelop & then to be sealed in one separate envelop clearly super scribing on the envelop, "Expression of Interest for engagement of C.A. Firm for conducting Statutory Audit of DRDA Deogarh for 2019-20".

The Bid shall contain following documents:-

- a. All required documents.
- b. Cost of Tender Paper **Rs 500/- (non-refundable)** in shape of Demand Draft drawn in favour of **Project Director, DRDA, Deogarh** payable at **Deogarh**.
- c. Security deposit worth **Rs 3000/-** in shape of Demand Draft drawn in favour of **Project Director, DRDA, Deogarh** payable at **Deogarh**.
- d. Technical Bid.
- e. Financial Bid.

The EOI should be address to the Office of "**The Project Director, DRDA, Deogarh, At / PO: Purunagarh, Dist: Deogarh – 768119**" by **Speed Post / Registered Post** only. Submission through any other mode shall not be accepted & treated as rejected. The documents received beyond the last date of submission on EOI shall

not be entertained. The Agency shall not be held responsible for any postal delay or misplacement of any documents.

**Annexure - A: Pre-qualification-cum-Technical Bid**

**Annexure - B: Financial Bid.**

Collector-Cum-C.E.O.  
DRDA Deogarh  
**COLLECTOR-CUM-CEO**  
**DRDA, DEOGARH**



**ANNEXURE – A**  
**PRE-QUALIFICATION-CUM-TECHNICAL BID**  
**(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED)**

Sl No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	<div>Name &amp; Address of the Firm</div> <div>Name and address of the Authorized Partner (s)</div> <div>Telephone STD Code</div> <div>Mobile No (s)</div> <div>e-Mail ID:</div> <div>(Submit copy of supporting document regarding address)</div>	
2.	Constitution : (Please Tick)	Partnership <input type="checkbox"/> LLP: <input type="checkbox"/>	
3.	Date of establishment	(DD / MM / YY)	
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4.	Prequalification criterion	Mention Registration Number and Date of Registration	
a)	The CA Firm should be registered with the institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and GST registration number	<div>(Submit copies of the Registration certificates)</div> <div>PAN No of the CA Firm (Submit copy)</div> <div>GST Registration No. (Submit copy)</div>	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number (Submit copy of evidence)	

c)	<p>Average Gross Professional Fees received / earned</p> <p>Fees received / earned by the CA Firm for the last 3 (three) years i.e. (2016-17, 2017-18, &amp; 2018 -19 ) ending on 31<sup>st</sup> March, 2019</p>	<p><b>Average Gross Professional Fees received /</b></p> <p>Rs ( in figure)</p> <p>Rs. ( in wards)</p> <p><b>Provide copies of the Audited Financial Statement for all the 3 (three) Years along with evidence as per SUB-ANNEXURE-A1</b></p>
d)	<p>The Firm should have at least 3 years experience</p>	<p>Name of the Institutes where similar services Were provided in the last 3 years</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>Details to be provided as per <u>SUB-ANNEXURE-A5</u> (Attach copy of the Work Orders as evidence)</p>

Date:

Seal.

Signature.  
Name, Designation & Official



**SUB-ANNEXURE - A1**

**Details of CA Firm's Professional Income**  
**(Gross turnover of the firm return of last three years)**

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual Income
G.T.I. (in Rupees) excluding reimbursement of GST & Expenses				

(Furnish the copy of Audited Account of the Firm to the above years)

Date

Signature  
Name & Signature with Office Seal



**SUB-ANNEXURE A-2**

**Details of Partners**

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

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

**Signature**

**Date**

**Name and Designation and Official Seal**





**SUB-ANNEXURE A-3**

**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		

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

**Signature**

**Date**

**Name and Designation and Official Seal**



**SUB-ANNEXURE A-4****Experience of the firm in statutory audit of DRDA**

Sl. No.	Name of DRDA	Year of Audit

**Signature****Date:****Name and Designation and Official Seal**



### SUB-ANNEXURE A-5

Experience of the firm in Statutory/ Internal/ Store Audit of Central/ State  
Government PSUs (Other than banks)

Sl. No.	Name of the Organization with details of units audited	Nature of Audit Assignment	Year of Assignment	Name of the Partner who have signed the audit report	Whether the signing partner is still in the firm (Yes/ No.)
1	2	3	4	5	6

### Certificate

This is to certify that the particulars stated in the technical bid are true, correct, and complete in all respect. If at any point of time the particulars furnished above are found to be incorrect or false than DRDA, Deogarh is free to take any action against us including termination of the assignment.

Place:  
Date:

Seal & Signature  
Full Name of the Partner

Undertakings

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 do not undertake that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.

I further undertake that I am competent and authorized by the partner to give this undertaking.

Signature of the Partner with Seal

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

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

