

## DEPUTY COMMISSIONER OFFICE, KALABURAGI

(DISTRICT MINERAL FOUNDATION TRUST)

Office of the Deputy Commissioner Office, Kalaburagi – 585102

E-Mail ID: [dcokalburagi@gmail.com](mailto:dcokalburagi@gmail.com) / Ph: 08472-278061

### ONLINE TENDER THROUGH E-PROCUREMENT PORTAL

### HIRING OF CHARTERED ACCOUNTANT FOR

### STATUTORY AUDIT OF DMFT FUND

#### **About DMF**

District Mineral Foundation Trust (DMFT) is statutory bodies in India established by the State Governments by notification. They derive their legal status from section 9B of Mines and Minerals (Development and Regulation) Act, 1957 as amended on 26 March 2015 as Mines and Minerals (Development and Regulation) Amendment Act, 2015. This amendment came into force from 12 January 2015. Each District Mineral Foundation is established by the State Governments by notification as a **TRUST** or **NON-PROFIT BODY** in the mining operation affected districts. The objective of District Mineral Foundation is to work for benefit of the persons and areas affected mining related operations in such manner as may be prescribed by the State Government.

District Mineral Foundation Trust (DMFT), invites applications in prescribed Performa from interested and eligible the chartered accountant/firms which is empanelled in CAG for 2019-20 year for conducting **Statutory Audit for the financial year 2019-20**.

#### **Important Bidding Information Summary**

Tender reference	No:DMF/KLB/AUDIT/2020-21 Dated : 15/09/2020
<b>Amount put to tender</b>	Rs.80,000/- + GST
Statutory Audit	Financial Year 2019-20
Date of commencement of Downloading tender document	15.09.2020
Time and date of Pre bid meeting	28.09.2020 11am
Last date and time for Receipt of tenders	05.10.2020, 05pm
Time and date of opening of Technical Bid	09.10.2020 11am
Time and date of opening of Financial Bid	15.10.2020 11am
Address for communication	Deputy Director Department of Mines & Geology Room No-27, 3 <sup>rd</sup> Floor Mini Vidhan Soudha, kalabragi. Ph.no 08472-222637
Contact No	08472-222637

The Eligibility Criteria, Scope of Work, Payments to the Auditor and General Instructions etc. are as follows:

• **EligibilityCriteria:**

1. Must be a Chartered Accountant firm empanelled in Comptroller and Auditor General of India(CAG):
2. For this agreement Chartered Accountant firms will be considered eligible which have their registered office OR branch office in Karnataka.
3. The firm or any partner or employee there of should not be banned by SEBI/RBI/ICAI or any other regulatory body.
4. The Chartered Accountant firm should have been registered for a period of at least 5 Years.
5. The last year's income of Chartered Accountant firm from Audit and Attestation assignments should be minimum Rs.10Lakhs.

• **SCOPE OFWORK:**

1. All the transactions of Receipt and Payment should be entered in the Tally Software.
2. Opening Balance & Closing Balance of the Receipt and Payment accounts tallies with that of Bank Statement of District level & all Implementing Agencies Level.
3. Opening Balance adopted tallies with Closing Balance of last Year.
4. Annual income and expenditure statements shall reflect scheme's details and it shall be prepared project expenditure sector wise.
5. All payments to all implementing agencies are shown as advances, pending adjustments.
6. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.
7. There does not exist any minus balance at any stage during the year.
8. Bank reconciliation is being done regularly.
9. Cashbook is written on accrual account basis.
10. All receipts/refund have been correctly accounted for and remitted.
11. The Auditor will verify whether rules of delegation of power have been followed or not in respect of purchase, sanction, payment and other applicable matters.
12. The following records shall be verified by the Auditor while compiling the Audit Report.
  - a) Verification of preparation and presentation of balance sheet, cash flow, and fund flow statements etc.
  - b) Checking of all transaction recorded in cash book and bankbook.
  - c) Bank reconciliation.
  - d) Account of cheque books received from bank and their use.
  - e) Soft and Hard copy of tally data.
13. Other compliances required, if any.

- **Obligations of Auditor:**

1. The auditor cannot assign this contract, or sub contract it, or any portion of it, to any other C.A./C.A. firm.
2. In case of termination of audit, the auditor shall submit No Objection Certificate(NOC).

- **Obligations District Mineral Foundation Trust (DMFT):**

1. District Mineral Foundation Trust (DMFT) will provide relevant Approved Action Plans, Guidelines, Orders, Resolutions, GRs etc. Bills, Vouchers, Cash Books and files and any other relevant record for verification of audit. All implementing officers of DMFT or available in Kalaburagi head quarter except EE PWD Sedam. EE PWD Sedam In Sedam head quarter

- **Settlement of Disputes:**

1. The Chairman/Member Secretary, District Mineral Foundation Trust is final authority for settlement of disputes under this contract.
2. The auditor dissatisfied with the decision of the Chairman/Member Secretary, District Mineral Foundation Trust concern may appeal to the Director, District Mineral Foundation, State Nodal Unit, Bangalore and the decision of the Director, District Mineral Foundation, State Nodal Unit, Bangalore will be final.
3. This Contract will have legal jurisdiction within district court, Kalaburagi

- **General Instructions:**

1. Eligibility Criteria Scope of work general terms & conditions are available on the website <https://eproc.karnataka.gov.in> and download it from the website. To submit tender online through e-procurement portal with all relevant document before 05.10.2020 up to 5pm. The Bid must be submitted online through e-procurement portal only.
2. The firm of chartered accountants must upload the application form duly filled up with all the relevant information in the prescribed application format as per Annexure-A.
3. No additional fields must be added in the prescribed application form. In case the chartered accountant firm wants to share any additional information, the same can be enclosed separately.
4. Also all the necessary attachments/proofs required along with the application form must be closed and each of the documents (form/document) needs to be duly stamped and signed by firm.
5. District Mineral Foundation Trust reserves all rights to make any kind of changes or modifications in the contents of this advertisement and will be intimated through e-procurement portal only.
6. District Mineral Foundation Trust reserves right to accept any tender/bid or to reject all tenders/bids without giving any reasons.
7. On Satisfactory Performance of CA firm the Contract can be extended for the time period of 2 years with consent of both parties and with the approval of the GC.
8. The Auditor must be submit 3 copies of final audit report along with soft and hard copy of tally data.
9. For any further clarifications, please contact **Deputy Director, Mines & Geology Kalaburagi Kalaburagi. Ph-08472-222637**

• **Penalties:**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the auditor/auditors personnel, the auditor's contract may be terminated and the C.A. firm may be black listed by The Chairman/Member Secretary, District Mineral Foundation Trust which shall be communicated to all the government departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/or jointly directly responsible.
2. The violation of any of the terms will invoke penalty as deem fit by The Chairman/Member Secretary, District Mineral Foundation Trust. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do leading to either undue delay, or laxity or failure to check irregularity in payments will make the C.A. firm liable for being removed from the contract by The Chairman/Member Secretary, District Mineral Foundation Trust after issuing 15 days notice as well as disciplinary action including C.A. firm may be black listed. The decision of the chairman/member secretary will be final.
3. In case of termination of this contract The Chairman/Member Secretary, District Mineral Foundation Trust can recover following penalty from C.A. firm:
4. Amount of difference of price values of the new auditor appointed to execute internal and statutory audit in the District.
5. Forfeit the audit fees remains unpaid until whole period.
6. The work shall be completed within the time frame or else penalty will be charged as per mentioned above.

  
Deputy Commissioner,  
Ex-officio Trustee & Member Secretary,  
District Mineral Foundation Trust,  
Kalaburagi.

**Annexure-A**  
**QUALIFICATION CRITERIA (TECHNICAL BID)**  
**(FIRST ELECTRONIC DOCUMENTS TO BE UPLOADED)**

<b><u>FIRST ELECTRONIC DOCUMENTS TO BE UPLOADED</u></b>
<ul style="list-style-type: none"><li>Chartered Name / Firm Name, Proprietor / Managing Director Name, Full Address and Official Mobile Number and email ID should be uploaded.</li></ul>
<ul style="list-style-type: none"><li>Must be a Chartered Accountant firm empanelled in Comptroller and Auditor General of India(CAG).</li></ul>
<ul style="list-style-type: none"><li>For this agreement Chartered Accountant firms will be considered eligible which have their registered office OR branch office in Karnataka.</li></ul>
<ul style="list-style-type: none"><li>The Chartered Accountant firm should have been registered for a period of at least 5 Years.</li></ul>
<ul style="list-style-type: none"><li>The last year's income of Chartered Accountant firm from Audit and Attestation assignments should be minimum Rs.10Lakhs.</li></ul>
<ul style="list-style-type: none"><li>The Original PAN Card of the Tender's/Firm should be uploaded.</li></ul>
<ul style="list-style-type: none"><li>Tenderer should be uploaded the GST Registration Certificate.</li></ul>
<ul style="list-style-type: none"><li>GST Returns should be uploaded from Oct- 2019 to December-2019.</li></ul>
<ul style="list-style-type: none"><li>Income Tax Returns for the Financial Year 2016-17, 2017-18 and 2018-19 should be uploaded.</li></ul>
<ul style="list-style-type: none"><li>Affidavit should be uploaded as per <b>Annexure-B</b>(1st Party Tenderer Name, 2nd Party Name - DMFT, Kalaburagi).</li></ul>
<ul style="list-style-type: none"><li>Previous work order should be uploaded for the similar services to the Government Departments / Local Bodies in any of the previous last FIVE financial years i.e., 2014-15 to 2018-19.</li></ul>

### **Annexure-B "DECLARATION"**

- We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, District Mineral Foundation Trust (DMFT) is free to initiate any appropriate action against us.
- We further confirm and undertake that neither our firm nor any partner or employee thereof has been banned by SEBI/RBI/ICAI or any other regulatory body.
- We further declare that there has been no adverse comments/qualification on our performance from the management/Audit Committee.

**Name:**

**Signat**

**Date:**

**Stam/**

**Seal:**

**Annexure-C**

**PRICE SCHEDULE (ONLY FOR REFERENCE)**

**(SECOND ELECTRONIC DOCUMENTS TO BE UPLOADED)**

Sl.No	Period of Statutory Audit	Amount put to tender
1.	Statutory Audit for the F.Y. 2019-20	Rs.80,000/- + GST