



**DISTRICT RURAL DEVELOPMENT AGENCY: MAYURBHANJ**

Baripada, Mayurbhanj, Odisha-757002

Email: [ori-dmayurbhanj@nic.in](mailto:ori-dmayurbhanj@nic.in) Tel: 06792-260318

Letter No. 3235 /DRDA


Dated 10 / 05 / 2022

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA MAYURBHANJ FOR THE FY 2021-22.**

DRDA, Mayurbhanj Invites Expression of Interest (EOI) from C&AG Empanelled List (2021-22) Partnership Chartered Accountant Firm for conduct of Statutory Audit of Accounts of DRDA, Mayurbhanj for FY 2021-22. The Engagement of Chartered Accountant Firm will be through two Bid Systems i.e. Technical Bid and Financial Bid. The Firm who will be qualified in Technical Bid will go for the Financial Bid. EOI along with all the documents will be submitted by Interested Firm in **Speed Post/Registered Post only** to Project Director, DRDA, Mayurbhanj. The firm should submit their Technical & Financial Bids in two separate envelopes and both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on the top of the respective envelope. The outer envelope is to be superscribed with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA MAYURBHANJ FOR THE FY 2021-22**".

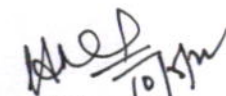
The Detail Term & Condition along with Bid documents will be available in Mayurbhanj District Website i.e. : [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)

- Last date of receipt of EOI: dt. 24.05.2022 up to 1:00 P.M.
- Opening of EOI: dt. 25.05.2022 at 10:00 A.M. in presence of bidders.
- Cost of EMD: **Rs.5,000.00** in favour of PD, DRDA Mayurbhanj in shape of D.D. payable at Baripada.

  
Project Director,  
DRDA, Mayurbhanj

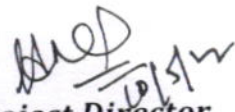
Memo No. 3236 // DRDA Dt: 10 / 05 / 2022

Copy to notice board of Collectorate, Mbj/ DRDA, Mbj/ Sub-Collector Office, Baripada/ BDO, Baripada for wide publication & display.

  
Project Director,  
DRDA, Mayurbhanj

### **Scope of Work/Works to be Completed within the Time Limit**

- 100% Verification of Vouchers, Head of Account wise entries of receipt and Payment in Cashbook/Other Financial Statements of DRDA, Mayurbhanj in PRIASOFT.
- Verification of Asset Register/ Advance Register/ U.C & other subsidiary ledger of all accounts of DRDA, Mayurbhanj.
- Ensure Arithmetical accuracy of all entries and all transaction recorded in subsidiary Cashbook, Stock register and reflected in Main Cashbook.
- Preparation of monthly analysis of Opening & Closing Balance taking unadjusted advance and fund position in different banks & post office.
- Reconciliation /Compilation of all Bank Accounts and Ledgers.
- Ensure all Financial Transactions are recorded In Cashbook and reflected in passbook and any deviation found is to be reported to the authority immediately.
- Ensure correctness of accounts and suggest necessary action to be taken for rectification of same.
- Necessary Verification of all Transactions of PRIASOFT.
- The Firm is required to prepare the Trial Balance and Annual Financial Statement i.e. Receipt & payment a/c, Income & Expenditure a/c and Balance Sheet & BRS Scheme wise and consolidated.
- After Completion of the Assigned work, the CA Firm shall mandatorily give their overall findings/views/suggestions/Comments etc. For proper maintenance of accounts adopting latest available procedure.
- Necessary Compliance of all objections raised by Government in Audit report.
- Prepare proposal for claim of allotment from Govt. of India & Govt. of Odisha.

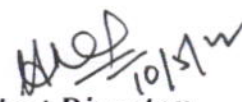
  
**Project Director,**  
**DRDA, Mayurbhanj**



## **ELIGIBILITY OF THE CA FIRM AND ITS EXPERIENCE FOR STATUTORY AUDIT**

The Bid of only those firms will be considered, which satisfy the following eligibility criteria.

- CA Firm must have been empanelled as per the latest order of Comptroller and Auditor General of India (C&AG) for 2021-22 and if it is not updated than for FY 2020-21.
- The CA Firm must have minimum 2 Partners. Single proprietorship Firms are not eligible to participate.
- Last three years average annual turnover of the Firm should not be less than Rs 5,00,000. 00
- Have registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Number (PAN) and Service Tax Registration.
- At least 5 years of External Audit Experience in similar kind of state Level Govt Institution /Training Institute/Societies under Panchayati Raj Department or any Other Govt. Organisation/Autonomous bodies/PSU of state/Central Government.
- Have not been Black listed by any Govt. or any other Organisation. Firms who have disengaged from DRDA, Mayurbhanj or any other district for its poor performance are not eligible to participate in the tender. Authorised signatory of the firm has to submit an undertaking to this effect.
- Have minimum 3 nos. of other Audit Staff in addition to partner.
- The Audit Staff must have 3 years of audit experience in similar nature of work.
- The Bidder will submit the relevant documents along with **EMD** of Rs.5, 000. 00 in shape of DD in favour of PD, DRDA Mayurbhanj payable at Baripada, which will be refunded to unsuccessful bidder. The Successful Bidder will get back his EMD after submitting Performance Security Deposit of Rs.10,000.00 in shape of DD in favour of PD, DRDA, Mayurbhanj which will refund after successful completion of Audit.

  
**Project Director,**  
**DRDA, Mayurbhanj**

**An Undertaking to be Submitted by CA Firm**

The CA Firm will submit following Undertaking with the Bid documents:

1. An undertaking to the effect that no person of the Firm /Partner is related to any employee of the DRDA, Mayurbhanj nor have any interest in their activities.
2. An undertaking to the effect that Firm has not been blacklisted by any Govt./PSU institutions .
3. An undertaking to the effect that Firm has not disengaged by the DRDA, Mayurbhanj or any other DRDA for its poor performance.
4. An undertaking to the effect that the Firm has not been engaged by DRDA, Mayurbhanj for the FY 2018-19, 2019-20 & 2020-21

**Seal & Signature  
CA Firm**

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## DETAILS OF BID OPENING

Entire Bid process will be two tier system as follows:

1. Tier-1- Technical Bid Evaluation.

2. Tier-2- Financial Bid Evaluation.

### 1. Technical Bid:-

The papers for the Technical Bid will be opened first. The information as required in Annexure-A along with all required documents (Form-1 to 4) will be evaluated. The Bidder should pass in all items of eligibility criteria. The undertaking shall also be submitted by the bidder as per enclosure.

If the Firm will qualify in the Technical Bid will go for Financial Bid.

### 2. Financial Bid Scores:

- The Financial Bid paper shall be opened for successful qualifiers of technical bidders only. The ceiling for the financial bid has been fixed by the Committee as follows:
- **Minimum Audit Fees is of Rs.15, 000 /- (Rupees Fifteen Thousand)** including all charges. The Firm who will quote the price less than 15,000.00 and more than **50,000.00(Rupees Fifty Thousand Only)** will not be taken into consideration.
- The Financial Bid shall be submitted as per **Annexure-B** only.
- The Financial Bid will be evaluated on lowest bid cost basis. The lowest bidder in financial bid will be termed as L1 and will be awarded the contract.
- If the L1 score holder will not confirm and submit the acceptance letter within a week from date of issue of engagement order the tender order will be given to the L2 firm & subsequent.
- If any case more than one firm will come under L1 category then the CA firm having registered/ branch in Mayurbhanj District will be preferred.
- Further, if 2 firms stands L1 with not having any branch in Mayurbhanj District/ if more 2 firms stand L1 having branch in Mayurbhanj District (or not), then L1 will be selected on the basis of lottery system in presence of the selection committee.
- The Committee has all rights to finalise among the CA firms and the decision of the selection committee will be final.

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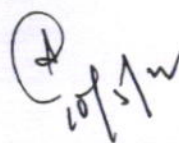
3. DRDA, Mayurbhanj reserves the right of negotiation with the eligible bidder before finalisation of bid contract.

4. DRDA, Mayurbhanj reserves the right to accept or reject any or all Bid in total or in parts or to split the work among more than one Bidder without assigning any reason thereof.

### **3. PAYMENT TERMS**

The payment against the service provided by the Firm is subject to following term and condition:-

- a. The price quoted by the Firm should be valid for the entire contract period. Payment shall be made after successful completion of the entire contract work. No price variation would be allowed during contract period.
  - b. GST will be paid at prescribed rate at the time of payment.
  - c. TDS will be deducted as per the Income Tax Act/Rule.
  - d. If the Firm will not provide satisfactory performance to DRDA, Mayurbhanj and will not comply the objection /words of DRDA within its stipulated time period then the Performance Security Deposit will not be refunded and also their financial claims and participate in similar work in future for breach of contract.
4. CA Firm must accomplish the complete Assigned works and will submit Audit Reports within 30 days of date of Engagement.



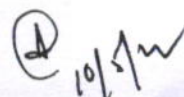
**ANNEXURE-A****QUALIFICATION-CUM-TECHNICAL BID**

(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl. No.	Particular	Firm's strength and capacity
1	Chartered Account Firm (FILL UP FORM -1)	<div>Name &amp; Address of Registered office of the Firm</div> <div>Name &amp; Address of the Branch Office in Mayurbhanj District (if any)</div> <div>Name and address of the Authorised Partner(s)</div> <div>Telephone STD Code</div> <div>Mobile No(s)</div> <div>e-Mail ID:</div> <div><b>Submit copy of Supporting documents regarding address</b></div>
2	<b>Qualification Criteria</b>	Empanelment Number <b>(Submit copy of Supporting documents regarding Number)</b>
a.	CA Firm should be empanelled with Comptroller and Auditor General of India(C&AG)	
b.	The CA Firm Should be registered with the institute of Chartered Accountant of India (ICAI) for minimum 10 years and must possess permanent Account Number (PAN) under Income Tax and registration Under Service Tax.	Mention Registration Number and Date of Registration <b>(Submit copies of the registration Certificates) and (partnership Deed)</b> PAN No. of the CA Firm(Submit copy) Service TAX Registration No. <b>(Submit copy &amp; copy of last 3 years IT Returns)</b>
c.	Annual Turn Over of last 3 years i.e. (2018-19,2019-20 & 2020-21)( FILL UP FORM -2)	Amount in Rs...../- (Submit copies of Audited statement /Balance Sheet of last 3 years)
d	The Firm Should have at least 5 Years of External Audit Experience & experience copy of DRDAs.( FILL UP FORM -3)	Detail name of organisation with nature of work <b>(Attach copy of work order as evidence)</b>
e	The Firm should have minimum 2 Partners (FILL UP FORM -4)	Partners Nos. <b>(Submit the supporting documents)</b>
F	Nos. of other staff on payroll of firm (Audit Manager(s)/ Audit Staff)	a. No. of Audit Manager (s) b. No. of Audit Staff (Min. 3 years experience) <b>(Submit details in separate sheet)</b>

Certify that the above particular are Correct. In the event of any information found to be incorrect, DRDA, Mayurbhanj is at liberty to reject the proposal/Work awarded to this CA Firm.

Signature of Bidder  
(Name and Designation with Seal)



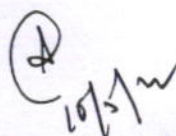
### **FORM-3**

**Detail of CA Firm Experience of Similar Service during the last 5 years along with DRDA Experience**

Sl No.	Name of the Assignment (start date/End date)	Name of the Client/Organisation	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				

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

**Signature:  
Name and Designation and office Seal**





**ANNEXURE-B**  
**FINANCIAL BID**  
**(To be filled by Bidder)**

**PRICE QUOTATION FORMAT**

**NAME OF THE FIRM:** \_\_\_\_\_

SL.NO	NAME OF WORK	PRICE OFFERED (Offer in Rs.)
1	AUDIT FEE (for audit of accounts of DRDA, Mayurbhanj)	

**\*Price must be quoted within the ceiling Limit.**

**Signature:**  
**Name and Designation and office Seal**

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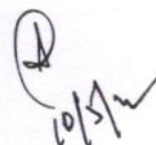
**FORM-4**

**DETAIL OF CA FIRM'S PARTNER**

SL.NO	Name of the Member	Designation	Membership No.

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

**Signature:  
Name and Designation and office Seal**





**FORM-2**

**ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS (Amount in Rs.)**

<b>PARTICULAR</b>	<b>FINANCIAL YEAR 2018-19</b>	<b>FINANCIAL YEAR 2019-20</b>	<b>FINANCIAL YEAR 2020-21</b>	<b>FINANCIAL YEAR 2021-22 (if available)</b>

**\*Furnish Audit report in support of the above Figure.**

**Signature:  
Name and Designation and office Seal**

(A)  
10/5/22

## **FORM-1**

### **NAME OF THE FIRM WITH ADDRESS AND C&AG EMPELLEMENT LIST**

<b>SL NO.</b>	<b>NAME OF THE FIRM</b>	<b>ADDRESS</b>	<b>C&amp;AG EMPELLEMENT NUMBER</b>	<b>MOBILE NO.</b>	<b>E-MAIL ID</b>

**\*With supporting Documents.**

**Signature:**

**Name and Designation and office Seal**

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10/5/22