



## OFFICE OF THE DEPUTY COMMISSIONER

DMFT Cell Godda

BLOCK C, 2<sup>ND</sup> FLOOR, ROOM NO-222, NEW COLLECTORATE BUILDING, PANDUBATHAN, GODDA,  
JHARKHAND- 814133

EMAIL:- dmftgodda@gmail.com

Tender Notice No. 01/2025-26

Date:- 30/07/2025

### TENDER NOTICE

Sealed Tender are invited from reputed, Interested Chartered Accountants for the Audit of DMFT Fund in Godda District, Jharkhand.

Sl. No.	Information	Details
1	Name of Work	DMFT Audit for the Period 2024-25
2	Period of Work	01 Month
3	Last date and time of receipt of Tender	21/08/2025 until 5:00 PM
4	Bid Submission Place	Block C, 2 <sup>nd</sup> Floor, Room No 222 New Collectorate Building, Godda, Jharkhand, 814133,.
5	Date and Time of Bid Opening	22/08/2025 at 11:30 AM
6	Bid Opening Place	Block C, 2 <sup>nd</sup> Floor, Room No 222 New Collectorate Building, Godda, Jharkhand, 814133
7	Name & Office of inviting tender	Deputy Commissioner-cum- Chairman Office, DMFT, Godda, Jharkhand.

*DMFT*  
*22/07/25*  
उप विकास आयुक्त-सह-सदस्य सचिव  
जिला खनिज फ्रॉण्डेशन ट्रस्ट, गोड्डा

*DMFT*  
*22/07/25*  
Deputy Commissioner-cum Chairman  
DMFT, Godda, Jharkhand

Memo No: 421/DMFT,

Date: 29. 07. 2025

Copy to: District Public Relations Officer, Godda for kind information publication of Tender notice in leading newspapers of national and state wide circulation.

Copy to: District Informatics Officer, Godda for kind information and uploading of Tender notice on the district website.<http://godda.nic.in/>

## **Tender Notice**

The office of the Deputy Commissioner of Godda Invites Applications from Reputed Chartered Accountants for Audit of Accounts for FY 2024–25 of DMFT Godda.

### **Scope of Work (The auditor must submit the report after fully covering the following points outlined in the work scope)**

The Statutory Audit of the District Mineral Foundation Trust (DMFT) aims to ensure that all funds collected from mining royalties and other sources are **properly received, accounted for, and utilized** strictly in line with the **Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY)** guidelines and **Jharkhand DMFT Rules**.

The appointed Chartered Accountant firm shall:

#### ◆ **1 Verification of Collection (Revenue Audit)**

- All collections — whether through **GIMMS Portal** or direct deposits from agencies/vendors — must be fully verified and reconciled
- Check whether the bank has correctly calculated and credited the quarterly interest, and report any mistakes or shortfall in the interest amount.
- Check scheme-wise DMF collection, royalty calculations, deposit slips, and bank statements.
- Verify direct deposits made by contractors/agencies/vendors towards royalty or other charges linked to project execution.
- Report any outstanding, partial, or delayed deposits and their recovery status.

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#### ◆ **2 Verification of Payments (Expenditure Audit)**

- Ensure that **DMFT funds** are strictly used for **approved schemes/projects only**, as per PMKKKY Guidelines.
- Verify that every payment is supported by a duly approved **Measurement Book (MB)** entry.
- Cross-check payment orders, bills, vouchers, cheques, and bank statements for accuracy.
- Confirm that all expenditures follow **GFR Rules**, ensuring proper sanction, necessity, economy, and transparency.

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#### ◆ **3 Royalty Status Check**

- Verify the calculation and timely deposit of royalty payable against executed works.
- Prepare a scheme-wise royalty deposit statement, covering deposits through **GIMMS Portal** and direct payments by vendors/agencies.
- Match royalty receipts with work orders, MB, bills, and bank statements.
- Report any shortfall or incorrect royalty deposits with the recovery status.

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#### ◆ 4 Verification of Utilization Certificates (UCs)

- Check scheme-wise **Utilization Certificates (UCs)** to confirm that the entire sanctioned amount has been properly used for its intended purpose.
- Cross-check UC details with financial records.
- Report any incomplete or incorrect UCs and ensure that corrections are made.

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#### ◆ 5 Balance Amount & Maintenance Fund Status

- Verify any balance amount remaining after project completion and check if it is used for permitted **maintenance** or contingency purposes.
- Prepare a scheme-wise statement showing unspent balances and refund status.
- Ensure compliance with **GFR Rules** on the treatment of surplus funds.

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#### ◆ 6 Detection of Financial Irregularities & Compliance

- Identify duplicate payments, ineligible expenditures, fake bills, or unauthorized diversion of funds.
- Ensure that all expenditures comply with **General Financial Rules (GFR)** — properly approved, documented, and accounted for.
- Report all irregularities clearly in the final report.

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#### ◆ 7 Preparation of Final Audit Report & Balance Sheet

- Prepare a **comprehensive audit report** covering all the above aspects in detail.
- Include clear **Findings, Observations, and Recommendations** scheme-wise, panchayat-wise, and agency-wise.
- Prepare and submit a **complete Balance Sheet** showing opening balances, funds received, payments made, scheme-wise utilization, royalty deposits, unspent balances, and refund status.

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#### ◆ 8 Other Responsibilities

- Conduct any additional inspections or verifications as required by the **District Mineral Foundation Trust (DMFT)** or District Authority.
- Submit the complete final report and Balance Sheet.

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# Terms and Conditions of Bid.

## Technical Proposal:

**Essential Conditions and Requirements for Chartered Accountant Firms** (The firm must attach the following documents along with the EOI)

1. The Chartered Accountant firm must be **empanelled with the Comptroller and Auditor General of India (C&AG)** for Major Audit assignments. A valid empanelment certificate must be attached with the EOI.
2. Average annual turnover of the firm during the last three financial years must be more than Rs. 50 Lakh
3. The audit must be conducted by a **Qualified Chartered Accountant** as per the **ICAI Constitution Certificate**. A valid and current certificate must be submitted and will be subject to verification.
4. The firm must have a minimum existence of 5 years as per the ICAI certificate.
5. The firm must have completed a minimum of 5 statutory audit assignments of Government departments, DMFT, schemes, and PSUs.
6. Partnership Firm - FCC issued by ICAI as on 01/01/2025)
7. A certified copy of the **PAN Card**
8. Complete **address of the firm** with contact details
9. **Income Tax Returns** for the three financial years (FY 2021-22, 2022-23, and 2023-24)
10. Valid **GST Registration Number**
11. **Declaration Regarding Blacklisting and Penalization:**

The firm and any of its partners must not have been **blacklisted** by any PSU, Government department, company, or any other organisation in relation to any assignment or conduct.

Further, any partner or qualified employee of the firm who has been penalised under the **First or Second Schedule of the Chartered Accountants Act, 1949**, shall **not be considered for evaluation**.

The firm must submit an **undertaking** confirming compliance with this condition on a **₹10/- Non-Judicial Stamp Paper**

**Note: - It is mandatory to duly fill and submit all Annexures provided in the tender document.**

## Financial Proposal

**A)** The maximum payable fee for this assignment shall be ₹\_75000/- (Rupees Seventy five thousand only). Applicable taxes (e.g., GST) shall be paid over and above this amount. Any financial proposal quoting above this ceiling limit shall not be considered for evaluation.

### **B) Audit Fee and TA/DA:**

Firms must quote a **consolidated audit fee**, inclusive of all expenses, TA/DA, and other incidentals. Taxes shall be paid extra as applicable. The quoted fee should cover the entire scope of work.

### **C) Submission of Financial Proposal:**

The audit fee, inclusive of all charges and taxes, must be submitted in a **separate sealed envelope**. Financial bids will be considered only for firms that qualify technically.

**D)** Bidder should quote only one rate for the bid, otherwise the proposal will not be considered.

**E)** The financial proposal must strictly follow the format and structure provided in the annexure-A without any alterations.

*Smk*

## Other Terms and Condition of Bid.

1. The final Audit Report must be submitted within **One (1) month** from the date of issue of the Work Order. Payment of audit fees shall be made as per the approved rate against the firm's bill.
2. Proposals must be submitted in a **sealed envelope**, clearly mentioning the applicant's name, full address, and the name of the work for which the EOI is submitted.

Proposals may be submitted **by hand** or **by registered post** to:

Deputy Commissioner-cum-Chairman,  
DMFT Godda, Block C, 2nd Floor, Room No. 222,  
New Collectorate Building, Pandubathan,  
Godda, Jharkhand – 814133

3. The proposals shall be opened in the presence of the bidders or their authorised representatives by the Selection Committee on 22 August 2025 at 11.30 AM.
4. The application must include an **index of all attached documents** in proper order.
5. The **Authorised Signatory** reserves the right to modify the terms and conditions of this short-term EOI or cancel it at any time without assigning any reason.
6. The original and all copies of the **Technical Proposal** shall be placed in a sealed envelope clearly marked "*TECHNICAL PROPOSAL*." The **Financial Proposal** must be placed in a **separate sealed envelope** clearly marked "*FINANCIAL PROPOSAL*" with the assignment name and the warning "*DO NOT OPEN WITH THE TECHNICAL PROPOSAL*."

Both envelopes shall be enclosed in an **outer sealed envelope**, which must bear the submission address, reference number, and assignment title, and must be clearly marked:

**"DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED."**

Failure to properly seal and mark the envelopes as stipulated may result in misplacement, premature opening, or rejection of the proposal. If the Financial Proposal is not submitted separately as indicated, the bid shall be declared **non-responsive/invalid**.

7. To establish eligibility, the firm must submit **all required supporting documents**, duly sealed and signed by an authorised partner **on each and every page**

## General Guidelines

1. Agencies are required to submit their proposals strictly as per the guidelines and formats detailed in this document.
2. Sealing of Financial Proposal:  
The Financial Proposal shall be submitted in a separate sealed envelope clearly marked "*FINANCIAL PROPOSAL*."
3. Validity:  
Technical Proposals submitted by the firm shall remain valid for a period of three (3) months from the date of submission.
4. Signing of Documents:  
Each page of the Proposal, including all Forms, Annexures, and Appendices, must be signed by an Authorised Partner of the firm.
5. Right of Rejection:  
The Department reserves the right to accept or reject any proposal, in full or in part, without assigning any reason whatsoever.



## **Annexure -1**

### **Office of the Deputy Commissioner, Godda, Jharkhand**

**Tender Notice No...../2025-26**

**Dated.....**

#### **Financial Bid**

<b>Sl No.</b>	<b>Particulars (As per Annexure A)</b>	<b>Work Unit</b>	<b>Unit Price (Excluding GST)</b>	<b>GST (Please mention the % as well)</b>	<b>Price (Including GST)</b>
1	Audit				

**Total Price (Including GST)**

Seal of the Firm/Company

Signature of authorized officials:

Name:

Designation:

Date:



## **Annexure -2**

### **Letter of Transmittal**

To,

The Deputy Commissioner- Cum-Chairperson,  
District Mineral Foundation Trust,  
DMFT Cell,  
Godda, Jharkhand

Dear Sir,

We, the undersigned, offer to provide the audit services in accordance with your Request for Proposal dated [insert date]. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We submitting our Proposal is association with [Name of CA Firm-----].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree that we will be paid according to the guidelines of the District Mineral Foundation Trust, DMFT Cell, Godda. Govt. of Jharkhand.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that the District Mineral Foundation Trust, DMFT Cell, Godda, Govt. of Jharkhand is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Name of CA Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,  
Signature & Seal of the CA Firm

### Annexure -3

#### Particulars/ Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be Submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
3	Head Office	Name of the In charge Phone No: Fax No: Mobile of Head Office In-charge:
4	Branch Office 1,2,3..... (Particulars of each branch to be given)	Name of the In charge Phone No: Fax No: Mobile of Branch Office In-charge:
5	Firm's PAN No.	Attach copy of PAN card
6	GST Registration No.	Attach copy of Registration(if applicable)
7	Registration No. with ICAI	
8	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit (2024-25).
9	No. of Years of Firm Existence & Date of Establishment of Firm	Attach copy of Partnership Deed
10	Turnover of the Firm in last three completed years Year 2021-22 Year 2022-23 Year 2023-24 Average	Attach audited accounts for the last three completed Years Rs..... Rs..... Rs..... Rs.....
11	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments in Social Sector Audit (Other than audit of Charitable Institutions)	Copy of the Order Letter
12	Details of Fulltime CA Employee	With similar details as above.
13	Details of other Employees, CA-Inter, etc	Details of qualification and experience.



## Annexure -4

### 1. Details of Qualified Staff (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI on 01/01/2025 for each qualified staff)

S. No.	Name of Staff	Length of Association With the Firm (In years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						
3						
4						
5						

### 2. Details of Semi-qualified(CA Inter) Staff (including Article Clerks etc)

SL .No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
<b>Semi Qualified Staffs:</b>						
1						
2						
..						
<b>Article Clerks:</b>						
1						
2						
..						
<b>Others</b>						
1						
2						

## Annexure -5

### Details of Structure & Composition of Team and Task Assignments FOR Proposed Assignment

Name	Position/ Team Number	No's	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience	Name of the firm to which he Belongs in case of Associate	Number of Man days Estimated for task completion

Attach detailed CV of a qualified Chartered Accountant, one semi-qualified C.A. (C.A. Inter) and support staff as appropriate for the assignment

## Annexure -6

### Brief of Relevant Experience:

<b>A. Experience of statutory/ internal audit in relation to externally aided projects /Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).</b>				
SL No.	Name of the Auditee Organization	Type Nature of Assignment	Duration of Completion of Organization.	Proof of the letter of Work Assignment awarded by the Auditee Organization. (Please attach a copy of the letter.)

<b>B. Experience of statutory Audit/ internal in DMFT Audit</b>				
SL. No.	Name of the Auditee Organization	Type/ Nature Of Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment Awarded by the Auditee Organization. (Please attach a copy of the letter)