



ଜିଲ୍ଲା ପରିଷଦ, ପୁରୀ
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
ZILLA PARISHAD, PURI

Panchayati Raj & Drinking Water Department, Govt. of Odisha

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Tel:06752-222136, 225441,
e-Mail: ori-dpuri@nic.in ,
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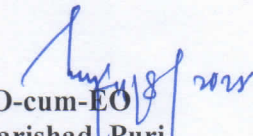
Notice No. 4504 Date 11-08-2025

**EXPRESSION OF INTEREST FROM CHARTERED ACCOUNTANT FIRMS FOR STATUTORY AUDIT OF
ZILLA PARISHAD, PURI FOR THE FINANCIAL YEAR 2024-25**

Zilla Parishad, Puri Invites Expression of Interest (EOI) from the C&AG Empanelled List (2024-25) partnership Chartered accountant Firm for Statutory Audit of Accounts of Zilla Parishad, Puri for F.Y. 2024-25. 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 Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri. The CA firms are required to submit 2 envelopes one for Technical Bid(Cover-1) & one Financial Bid (Cover-2) in a single big envelop at the top of which in Bold Letter "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF ZILLA PARISHAD, PURI FOR THE F.Y. 2024-25**" will be mentioned.

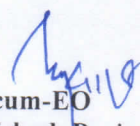
The Detail Term & Condition, formats to be filled along with Bid documents will be available in Puri District Website i.e. : www.puri.nic.in from Date: 12/08/2025 to Date:02/09/2025.

- Last date for receipt submission of Bid paper Dt.02/09/2025 through Speed/Registered Post only.
- Opening of Technical & Financial Bid paper: Dt.03/09/2025 at 11:00 AM in the office chamber of CDO-cum-EO, Zilla Parishad, Puri.
- Cost of EMD: Rs.5,000/- (Rupees Five Thousand) only duly pledged in favour of "**Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri**" in shape of Fixed Deposit/ Term Deposit from any Scheduled Commercial Bank.
- The details of the Eligibility criteria & formats to be filled are annexed with the EOI.


CDO-cum-EO
Zilla Parishad, Puri

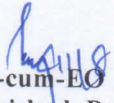
Memo No: 4505 Date: 11-08-2025

Copy forwarded to **ADM, Puri** for information with a request to display the EOI on the District Office notice board for wide publication.


CDO-cum-EO
Zilla Parishad, Puri

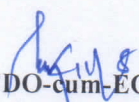
Memo No: 4506 Date: 11-08-2025

Copy forwarded to **All BDOs / All Tahasildars / All Executive Officers, ULBs of Puri District** for information with a request to display the EOI on their notice board for wide publication.


CDO-cum-EO
Zilla Parishad, Puri

Memo No: 4507 Date: 11-08-2025

Copy forwarded to **District e-Governance Manager (DeGM), Puri** for information with a request to publish the same on the district website for wide publication.


CDO-cum-EO
Zilla Parishad, Puri

ELIGIBILITY OF THE CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT

The Bid of only those Firms will be considered, which satisfy the following eligibility Criteria. The Chartered Account Firm should:

- CA Firm must have been empanelled as per the latest order of Comptroller and Auditor General of India (C&AG) for 2024-25.
- 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. 20.00 Lakh.
- Have registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and valid Goods & Service Tax Registration (GST).
- 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 blacklisted by any Govt. or any other organisation. **Authorised signatory of the Firm to submit an undertaking to this effect.**
- Have minimum three numbers of other qualified Audit staffs (CA- Inter) in addition to partner.
- Audit manager must be qualified Chartered Accountant with valid Membership Number and having at least 3 years of post qualification experience.
- The Audit staff must have 3 years of audit experience in similar nature of work.
- Initially the engagement of CA Firm for 2024-25 and can be extended for another 2 (two) years subject to renewal every year based on the satisfactory performance only.
- The Audit firms who have successfully completed the statutory audit of Zilla Parishad, Puri(Formerly DRDA) for more than 03 years in past are not eligible to participate in the EOI.
- The Bidder will submit the relevant documents along with EMD of ₹ 5,000/- (**Rupees Five thousand**) only in shape of Fixed Deposit/ Term Deposit from any Scheduled Commercial Bank duly pledged in favour of "**Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri**". The EMD of unsuccessful bidder will be refunded.

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Zilla Parishad, Puri

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OPENING OF BIDS

Entire Bid process will be two tier systems as follows:-

A. Tier-1-Technical Evaluation (carry 100 marks)

B. Tier-2-Financial Evaluation (Only firm Scores more than 70 Marks in Technical Bid)

Tier-1

TECHNICAL BID SCORE:-

- a. Firm based within District: - (Maximum-15 marks)
(Head office or Branch Office should be there in the district)
1. Head office at Puri District: - 15 Marks
 2. Branch Office at Puri: - 8 Marks
 3. H.O/B.O outside Puri District: - No Marks
- b. Experience in doing Audit of Accounts of ZPs(Formerly DRDAs)/ Maintenance GP Accounts etc. (Maximum-15 Marks)
- 1 Years of Experience: - 05 Marks
 - 2 Years of Experience: - 10 Marks
 - 3 Years of Experience: - 15 Marks
- c. Experience in doing audit of account other then ZPs(Formerly DRDA)/GPs but other Government Agencies: (Maximum-20 Marks)
- 1 Years of Experience: - 05 Marks
 - 2 Years of Experience: - 10 Marks
 - 3 Years of Experience: - 20 Marks
- d. Numbers of Professional CA Partners- (Maximum-20 Marks)
- 2 Partners only: - 05 Marks
 - 02-05 Partners: - 10 Marks
 - More than 05 Partners: - 20 Marks
- e. Qualified Audit Staff (CA-Inter)- (Maximum-15 Marks)
- 03 Staffs only: - 05 Marks
 - 03-05 Staffs: - 10 Marks
 - More than 05 Staffs: - 15 Marks
- f. Turnover of the Firm: - (Maximum-15 Marks)
- Rs. 20 Lakh: - 05 Marks
 - Rs. 20-30 Lakhs: - 10 Marks
 - More than Rs. 30 Lakhs: - 15 Marks

A firm is required to score 70 Marks to get qualified with Technical Bid and will be eligible for participating in the Financial Bid. Firms scoring below 70 Marks will not be eligible to participate in Financial Bidding Process.

CDO-cum-EO
Zilla Parishad, Puri

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Tier-2

FINANCIAL BID SCORE:-

Minimum Audit Fees is of Rs.15, 000 /- (Rupees Fifteen Thousand). The Firm who will quote the price less than Rs. 15,000/- (Rupees Fifteen Thousand) only and more than Rs.50,000/- (Rupees Fifty Thousand) only will not be taken into consideration. Again no TA, DA will be paid extra as per the Govt. instructions. Any charges quoted will be excluding taxes which will be paid separately as applicable.

FINANCIAL SCORING

The Bidder should pass in all Items of "Eligibility Criteria". Eligible Firm will go to the next stage that is to the technical Bid of tender. If the Firm will qualify in the technical Bid will go for the Financial Bid.


1. If the L-1 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 L-2 Firm and subsequent. If any case more than one Firm will come under L-1 Category than committee has all the rights to finalise among the CA Firms through Lottery.
2. Zilla Parishad, Puri reserves the right of negotiation with eligible Bidder before Finalisation of the Bid Contract.
3. Zilla Parishad, Puri 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.

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 as applicable will be paid at prescribed rate.
- c. TDS will be deducted as per the Income Tax & Goods & Services Tax (GST) Act/Rule.
- d. If the Firm will not provide satisfactory performance to Zilla Parishad, Puri and will not comply the objection /words of Zilla Parishad within its stipulated time period then the EMD will not be refunded and also the financial claims will be forfeited. Further they will not be allowed to participate in any of the future assignment of the Agency.
- e. CA Firm must accomplish the complete Assigned works and will submit Audit Reports within 45 days of date of Engagement.

CDO-cum-EO
Zilla Parishad, Puri



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)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name &Address of the Firm</td> <td style="width: 40%;"></td> </tr> <tr> <td>Name and address of the Authorised Partner(s)</td> <td></td> </tr> <tr> <td>Telephone STD Code</td> <td></td> </tr> <tr> <td>Mobile No(s)</td> <td></td> </tr> <tr> <td>e-Mail ID:</td> <td></td> </tr> <tr> <td colspan="2">Submit copy of Supporting documents regarding address</td> </tr> </table>	Name &Address of the Firm		Name and address of the Authorised Partner(s)		Telephone STD Code		Mobile No(s)		e-Mail ID:		Submit copy of Supporting documents regarding address	
Name &Address of the Firm														
Name and address of the Authorised Partner(s)														
Telephone STD Code														
Mobile No(s)														
e-Mail ID:														
Submit copy of Supporting documents regarding address														
2	Qualification Criteria	Empanelment Number (Submit copy of Supporting documents regarding Number)												
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 (Submit copies of the registration Certificates) and (partnership Deed) PAN No. of the CA Firm(Submit copy) GST Registration No. (Submit copy & copy of last 3 years IT Returns)												
c.	Annual Turn Over of last 3 years i.e. (2018-19,2019-20,2020-21)(FILL UP FORM -2)	Amount in ₹ (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(fill up annexure-1) (Attach copy of work order as evidence)												
e	The Firm should have minimum 2 Partners & 3 qualified Audit Staffs (FILL UP FORM -4 & 5)	Partners Staff Nos. Nos. (Submit the supporting documents)												
f	Numbers of other Staff on payroll of Firm (Min A/C Manager-2 nos. & Audit Staffs-3 nos.)	No. of A/C Manager (Qualified CA) Audit Staffs (Min 3 years Experience) &other staff performing audit/accounting work (in fig.) submit cv												

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

Signature of Bidder
(Name and Designation with Seal)



ANNEXURE-B

FINANCIAL BID

(To be filled by Bidder)

PRICE QUOTATION FORMAT

NAME OF THE FIRM: _____

SL.NO	NAME OF WORK	TOTAL
1	AUDIT FEE	

***Price must be quoted within the ceiling Limit and excluding Goods Service Tax (GST)**

Signature:

Name and Designation and office Seal



FORM-1

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

SL NO.	NAME OF THE FIRM	ADDRESS	C&AG EMPELLEMENT NUMBER	MOBILE NO.	EMAIL ID

**With supporting Documents.*

Signature:
Name and Designation and office Seal

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FORM-2

ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS AMOUNT IN RS.

<i>PARTICULAR</i>	<i>FINANCIAL YEAR 2021-22</i>	<i>FINANCIAL YEAR 2022-23</i>	<i>FINANCIAL YEAR 2023-24</i>

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

Signature:

Name and Designation and office Seal

d

FORM-3

*Detail of CA Firm Experience of Similar Service during the last 5 years along with ZP
(Formerly 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



FORM-4

DETAIL OF CA FIRM'S PARTNER

SL.NO	Name of the Member	Designation	Years of Experience	Membership No.

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

Signature:
Name and Designation and office Seal

d

FORM-5

DETAILS OF AUDIT STAFF OF THE FIRM

SL.NO	Name of the Staff	Qualification	Years of Experience	No. of Assignments participated

Signature:

Name and Designation and office Seal

