

OFFICE OF THE PROJECT DIRECTOR, ATMA, NAYAGARH

Order No 62 /ATMA Dated 13.02.2019

Quotations are invited from interested CA firms for audit of ATMA-Extension Reforms Scheme accounts of Nayagarh District along with 08 nos. of FIACs for 05 years i.e from 2013-14 to 2017-18. "The Expression of Interest" should indicate the audit fees, GST, TA/DA accommodation charges if any separately with detail biodata of the firm & it should reach in this office only through Registered post/Speed post on or before dt-26.02.2019 at 12 P:M & the EOI will be opened on the same day at 03:30 P:M of the same day. The interested parties or their authorized representatives may attend the same. The process of selection (Technical Bid & Financial Bid) is enclosed herewith for reference of the Interested Parties. The details are available in the District Portal of Nayagarh District.

The authority reserves all right to accept/reject any or all EOI without assigning any reason thereof.

Encl:-As Above.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

Memo:- 63 /ATMA Dt- 13.02.19

Copy to the Notice Board of this Office for wide circulation.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

Memo:- 64 /ATMA Dt- 13.02.19

Copy forwarded to the CDVO, Nayagarh / DDH, Nayagarh / DFO, Nayagarh/ DAO, Nayagarh / P.S, Nayagarh / PO (Sugarcane), Nayagarh / Soil Chemist, Nayagarh/ AAE, Nayagarh with a request to display the quotation in their notice board for wide circulation.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

Memo:- 65 /ATMA Dt- 13.02.19

Copy forwarded to the District Informatics Officer, NIC, Nayagarh for information & necessary action. He/She is requested to publish the EOI in District Portal for wide circulation.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

Memo:- 66 /ATMA Dt- 13.02.19

Copy submitted to the Collector & Chairman, ATMA, Nayagarh for favour of kind information & necessary action.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

Memo:- 67 /ATMA Dt- 13.02.19

Copy submitted to the Director, IMAGE, Siripur, Bhubaneswar for favour of kind information & necessary action.

J. Das
13/2/19

Project Director, ATMA, Nayagarh

1. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The CA firm satisfying following eligibility criteria can bid only for conducting the Statutory Audit of the Agency

- i. Should be empanelled with C & AG for the year 2013-14 onwards.
- ii.
- iii. The firm must not have been blacklisted by ICAI, any Government Departments/ PSUs/Autonomous body.
- iv. The audit is to be supervised by the partner(s) of the firm. It cannot be subletted /assigned to any other firm/person.
- v. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
- vi. Must registered with Institute of Chartered Accountant of India and have Income Tax PAN and GST Registration number.
- vii. 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 "EOI for Statutory Audit of ATMA, Nayagarh for the year from 2013-2014 to 2017-18" Title envelope containing Technical Bid should be super scribed as "EOI for statutory audit of ATMA, Nayagarh for the year from 2013-14 to 2017-18-TECHNICAL BID" and the envelope containing Financial Bid should be super scribed as "EOI for statutory audit of ATMA, Nayagarh for the year from 2013-14 to 2017-18-FINANCIAL BID".
- viii. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
- ix. The financial bid with any cuttings, over writings or correction is liable to be rejected.
- x. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

2. Method of selection of firm

The selection will be done using Quality-cum-Cost Based System (QCBS) process, 80 per cent weightage would be given to the technical evaluation and 20 per cent weightage would be given to financial bid. The firm securing highest mark in the QCBS process would be awarded the assignment. However, in case of more than one firm securing the highest mark, then the selection would be made on the marks secured in the Technical evaluation. The firm securing highest mark in the Technical evaluation would be selected. Again, if there is a tie in the Technical mark, then the firm having highest average turnover in last 3 (three) Financial years i.e. **2015-16 ,2016-17 & 2017-18** would be selected for the assignment.

3.1 Technical bid

The firm should submit Technical bids having criteria on the following areas basing on which evaluation of bids will be made.

Sl. No.	Criteria	Maxim Um Marks	Supporting documents to be furnished in proof of claim
1	No. of Partners FCA(@ 3 marks per FCA)	15	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI)
2	No. of Partners ACA(@ 2 marks per ACA)	10	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI)
3	Years of experience of the firm 0.5 marks per year (Experience would be calculated for completed years from the date of establishment of the firm up to 1.1.2019)	25	Constitution certificate of the firm from the Institute of Chartered Accountant of India (ICAI)
4	No. of Staff:		
5	i. Qualified Chartered/ Cost Accountant -@ 2 marks per staff ii. Semi Qualified Inter Chartered/ Inter Cost Accountant-@ 1 mark per staff	10	Qualification Certificate from the concerned institute
6	Experience		
I	No. of audit assignments: Experience of audit in relation to Social Sector like trusts, charitable organizations, Societies etc.) i.e 2015-16, 2016-17 and 2017-18 3 to 5 nos. - 5 marks 5 to 10 nos. - 8 marks >10 nos. - 10 marks	10	Auditor Appointment letter in support of each assignment
II	Experience of audit in Commercial Sector in last three years i.e., 2015-16,2016-17 and 2017-18 3 to 5 nos. - 5 marks 5 to 10 nos. - 8 marks >10 nos. - 10 marks	10	Auditor Appointment letter in support of each assignment
7	Average Turnover of the firm in last 3 years (2015-16, 2016-17 and 2017-18) > Rs.20 lakh and upto Rs.30 lakh – 5 Marks > Rs 30 lakh and upto Rs.40 lakh – 10 Marks > Rs.40 lakh and upto Rs.50 lakh – 15 Marks > Rs.50 lakh – 20 marks	20	Attach copies of audited Balance Sheets and P & L Accounts of the last three years i.e. 2015-16, 2016-17 and 2017-18. (Please assign Annexure number to each of the Balance sheet and P&L account enclosed).
	Total	100	

4.1.1 The firm has to furnish necessary documents (self attested) along with the bio-data in support of the above.

4.2 Financial bid

A firm has to secure at least **70 per cent** of marks out of 100 in Technical bid to qualify for the financial bid.

4.2.1 The fees of the auditors is @ Rs.2,000/- per FIACs per year & For District Head office, ATMA, Nayagarh @Rs.3,000/- per year (minimum limit) , excluding tax.

4.2.1.1 The audit fees shall be released only after successful completion of the assignment. However, firms belonging to outside the district or the firms having office not within the District Head Quarters shall be paid TA/DA and accommodation cost as per the norms of the Society.

FORM FOR TECHNICAL PROPOSAL

ANNEXURE-A

Sl. No.	Particulars	Supporting Documents (Self Attested) Required to be submitted along With this form
1	Details of the CA Firm	
1.1	Name of the Firm	
1.2	Contact Details of the Firm	
1.3	Contact Number	
1.4	E-mail ID	
2	Date of establishment of the firm	
3	Firms Income Tax PAN No.	
4	Firm's GST Registration No.	
5	Firm's Registration No. with ICAI	
6	C&AG empanelment No.	
7	No of years of Firm's existence & Date of establishment	
8	Turnover of the Firm for the last three years (in Rs) 2015-16: 2016-17: 2017-18: Average Turnover	
9	Audit experience of the Firm	
9.1	Number of Assignments in Commercial Sector	
9.2	Number of Assignments in Social Sector	
10	Details of Partners:	
10.1	No. of Full Time Fellow Partners associated with the firm	
10.2	Name of each partner Membership No. Status - FCA/ACA Type of Engagement (Part Time/ Full Time)	
11	Details of Audit Staff:	
11.1	No- of Audit Staff engaged by the firm	
11.2	Name of Staff Qualification Date of joining the firm Experience (in years)	

Seal & Signature

Membership No. :-

FINANCIAL BID
(To be filled by Bidder)

ANNEXURE-B

PRICE QUOTATION FORMAT

NAME OF THE FIRM :

Sl. No.	Name of the Work	Amount in Rs.(Per annum)
01	Audit fee per FIACs per year	
02	Audit fee for District Head office, ATMA, Nayagarh per Year	
03	GST@.....%	
04	Total	

(Rupees.....)

Seal & Signature

Membership No. :-