

**Expression of interest  
from Chartered Accountants Firms  
for Conducting Statutory Audit of  
DRDA, Nayagarh**

**FINANCIAL YEAR -2018-19**

**DISTRICT RURAL DEVELOPMENT AGENCY:NAYAGARH**

No. 2198 Dt. 20-7-19

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED  
ACCOUNTANT FIRMS FOR MAINTENANCE & AUDIT OF ACCOUNTS OF  
DRDA, NAYAGARH FOR THE FINANCIAL YEAR 2018-19**

Sealed quotations are invited from the Chartered Accountant Firms out of the empanelled list of C & AG for the year 2018-19 for maintenance & Audit of Accounts of DRDA, Nayagarh for the financial year 2018-19. The engagement of Chartered Accountants Firms shall be made through two Bid systems i.e (Technical & Financial) separately. The Technical qualified Chartered Accountant Firms only can participate in Financial Bid.

- 1). Last date of receipt of Tender paper : - Dt. 31. 07.2019 up to 5.00 P.M.
- 2). Opening of Tender paper : - Dt. 01.08.2019 at 11.00 A.M.

Detailed terms & conditions along with Tender paper will be available in Nayagarh District website i.e [www.nayagarh.nic.in](http://www.nayagarh.nic.in)

  
Collector & CEO,  
DRDA, Nayagarh.

**DISTRICT RURAL DEVELOPMENT AGENCY( DRDA), NAYAGARH** having 08 nos. of Blocks, 194 GPs, and 08 Line Departments working for different Central Govt & State Govt programmes like MGNREGAS, IAY, Biju, Pucca Ghar, GGY, CC road, State & Central Finance commission Award etc.

**DRDA, NAYAGARH** invites offers in **TWO PARTS** (Technical and Financial) from interested Chartered Accountant Firms meeting all the criteria as mentioned in **Format A-5**. The Chartered Accountant Firms should submit their offer in the **prescribed format (Annexure / Sub-Annexure)** of this tender.

**1. SCOPE OF WORK**

**A. Conducting audit of books of accounts and ancillary records and submit report on yearly basis on various schemes and programmes.**

**Detailed activities of the services mentioned in Scope of Work are as follows:-**

- a) 100% verification of vouchers, Head of Account wise entries as Receipts & Payments in Cash Book / other financial statements.
- b) Ensure arithmetical accuracy of all entries and all transactions recorded in Subsidiary Cash Books, Stock Register and reflected in Main Cash book.
- c) Prepare monthly analysis of Opening & Closing Balance taking unadjusted advances and fund position in different banks and post office.
- d) Reconciliation/Compilation of all Bank Accounts and Ledgers.
- e) Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation found is to be reported to the authority immediately.
- f) Ensure correctness of accounts and suggest necessary action points, if any, for rectification of same.
- g) The C A Firm / Members of the firm shall visit at least two times in a month (i.e during period of audit).
- h) Prepare the Trial Balance and Annual Financial Statements i.e Receipt & Payment A/c, Income & Expenditure A/c and Balance Sheet Scheme-wise and Consolidated.
- i) After completion of the assigned work, the CA Firm shall mandatorily give there overall findings / views / suggestions / comments etc. for proper maintenance of accounts adopting latest available procedures.

**2. TIME PERIOD OF ENGAGEMENT:-**

The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting Year i.e. 2018-19 which may be renewed for another two years on satisfactory completion of the assigned work. But the same CA Firm shall not be engaged for consecutive second term i.e beyond three years. The Agency, however, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

**TIME SCHEDULE:**

The selected firm should submit the audit report for the Financial Year 2018-19 within 32 working days from the date of agreement.

## REPORTING

The Firm will submit the Audit Report of 2018-19 (Four sets) to the Project Director DRDA, Nayagarh.

### GENERAL

The firm will be given access to all information relevant for the purpose of conducting the audit. This would normally include Books of Accounts, all documents, correspondence, and other information associated with DRDA, Nayagarh during 2018-19. In addition to the audit report and the annual financial statement the firm should submit audit observation.

### 3. QUALIFICATION CRITERIA OF THE CA FIRM

A) The bids of only those firms will be considered, which satisfy the following eligibility criteria:  
The Chartered Accountant Firm should:

- registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration (GST).
- based at Odisha and empanelled as per latest order of Comptroller and Auditor General of India (C&AG) for 2018-19..
- have minimum 10 years of experience after its registration.
- have at least 5 years of external audit experience in similar kind of State level Govt Institutions / Training Institute / Societies under Panchayati Raj Department.
- Last three years average annual turnover should not be less than 10.00 lakhs.
- have at least two Partners.
- have minimum three nos. other Audit staff in addition to the Partners.
- not have been blacklisted by any govt. or any other organisation. Authorised Signatory (s) of the firm to **submit an undertaking** to this effect.
- **An undertaking** to the effect that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.
- submit relevant documents duly attested by the authorised signatory in support of the eligibility criteria given above.

B) -The audit team for conduct of audit at DRDA must comprise of one Audit Manager and three Audit staff.

-The audit manager must be a CA qualified at least 3 years of post qualification experience.

-The Audit staffs must have 3 years of audit experience in similar nature of work.

## **PAYMENT TERMS**

**The payment against the services provided by the firm is subject to the following terms and conditions:**

- a. The price quoted by the firm, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period.
- b. Service tax (GST) will be paid at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.

## **5. SUBMISSION OF EOI**

- i) **ANNEXURE – A** duly filled Qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner of the Firm should be submitted in one sealed envelope super scribed as – “TECHNICAL BID”.
- ii) **ANNEXURE – B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as “FINANCIAL BID”.
- iii) The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed as “**EXPRESSION OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANT FIRM**”.
- iv) The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The tender paper should reach by Regd. Post / Speed Post only in the following address latest by Dt. 31.07.2019 at 5.00 P.M. to the Project Director, DRDA Nayagarh, Odisha. Tender paper received after the due date and time shall be out rightly rejected.
- vi) Date & time of opening of bid is Dt. 01.08.2019 at 11.00 A.M. The interested bidders or their authorized representatives are requested to remain present at the time of opening of bid.
- vii) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.
- viii) Any dispute that may arise will be settled at Nayagarh Court.

## **6. EVALUATION OF TECHNICAL BIDS**

- (I) The Technical Bid received by DRDA, Nayagarh and those meeting the above criteria, would be taken up for detailed evaluation as per the technical evaluation criteria, described in Format A-5 below. The Bidders would be evaluated and assigned marks against the maximum score of 100 marks. The selection will be made basing on highest marks.
- (II) After the selection in Technical Bid as per Format A-5, the Financial Bid will be opened in the presence of the representative of the firm.
- (III) The CA Firm quoting least cost will be considered for selection as the Statutory Auditor of DRDA Nayagarh for the financial year 2018-19.

**ANNEXURE - A**

**QUALIFICATION-CUM-TECHNICAL BID**

**[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

Sl. No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	Name & Address of the Firm	
		Name and address of the Authorized Partner (s)	
		Telephone STD Code	
		Mobile No (s):	
		e-Mail ID: <b>(Submit copy of supporting document regarding address)</b>	
2.	<b>Qualification criteria</b>	Mention Registration Number and Date of Registration	
a)	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) for minimum 10 years and must possess permanent account number (PAN) under Income Tax and registration number under Service Tax	<b>(Submit copies of the registration certificates) &amp; (Partnership Deed)</b>	
		PAN NO of the CA Firm <b>(Submit copy)</b>	
		Service Tax Registration No. <b>(Submit copy) &amp; (copy of 3yrs IT Returns)</b>	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number <b>(Submit copy of evidence)</b>	

c)	Average Gross Professional Fees received / earned by the CA Firm for the last 3 (three) years i.e. (2016-17, 2017-18 & 2018-19) ending on 31 <sup>st</sup> March, 2019.	<p><b>Average Gross Professional Fees received / earned</b></p> <p>Rs (in figure)  .....  .....</p> <p>Rs. (in words)  .....  .....</p> <p><b>Provide copies of the Audited Financial Statements of last three years .</b></p> <p><b><u>SUB-ANNEXURE -A1</u></b></p>
d (i)	The Firm should have at least 5 years experience	<p>No. of institutes where similar services were provided in the last 5 years</p> <p>Nos. (in figure)  .....  .....</p> <p>Nos. (in words)  .....  .....</p> <p>Details to be provided as per <b><u>SUB-ANNEXURE A-2.</u></b></p> <p><b>(Attach copy of Works Orders as evidence)</b></p>

d (ii)	The Firm should have at least five year experience of providing services of External Auditing,	<p>Institute where the services were provided during the last 5 (five) years.</p> <p>Nos. (in figure) .....</p> <p>Name of the Institutes .....</p> <p>Details to be provided as per SUB-ANNEXURE A-3. <b>(Attach copies of work orders as evidence)</b></p>
e	CA Firm should have minimum 2 (Two) Partners	<p><b>Partners :-</b></p> <p>Nos. (in figure) .....</p> <p>Nos. (in words) .....</p> <p><b>Submit the details of the Chief Functionaries of the CA firm as provided in SUB-ANNEXURE – A4</b></p>
f.	Numbers of other staff on payroll of Firm (minimum three)	<p>No. of other staff performing audit/accounting work (in figs and words) (CV should be attached)</p> <p>.....</p>

**Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, DRDA, Nayagarh is at liberty to reject the proposal/work awarded to this CA Firm.**

Date:

Signature:

Name and Designation with Office Seal

**SUB-ANNEXURE: A1**

Details of CA Firm's Professional Income  
[Gross Professional Fees received/ earned]

**Rs in Lakh**

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual
Gross Professional Fees received/ earned *				

\* Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years

Signature:

Date:

Name and Designation with Office Seal

**SUB-ANNEXURE: A2**

Details of CA Firm"s Experience of Similar Services during the last 5 (five) years]

Sl. No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments  (Please specify the work involved as detailed in Scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

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

Please attach additional sheets, if required.

Signature:

Date:

Name and Designation with Office Seal

**SUB-ANNEXURE: A3**

Details of CA Firm's Experience of providing Services as per Scope of Work during the last 5 years.

Sl. No.	Name of the Assignment	Name of the Institute	Nature of the Assignments as per the scope of work of this tender	Nature of the Supporting Documents provided
1.				
2.				
3.				
4.				
5.				
6.				

**Furnish the copy of the documentary evidence in support of the Information provided above.**  
Please attach additional sheets, if required.

Signature:

Date:

Name and Designation and Office Seal.

**SUB-ANNEXURE A-4**  
**Details of CA Firm's Partners**

Sl. No.	Name of the Member	Designation	Membership No.	Status(FCA/ACA)
1.				
2.				
3.				
4.				
5.				

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

Signature:

Date:

Name and Designation and Office Seal

ANNEXURE-B

FINANCIAL BID\*

(To be filled in by bidder)

PRICE QUOTATION FORMAT

NAME OF THE FIRM \_\_\_\_\_

SI No	Name of the Work	Total
01	Statutory Audit fees Minimum Fee Rs.29,000/-	

(Rupees

Only)

\* [The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e travelling, lodging and food etc.]

**We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.**

Signature of the Firm

Date

Place