



DISTRICT RURAL DEVELOPMENT AGENCY, KEONJHAR

Letter No.

4187

Date:

1/8/19

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA KEONJHAR FOR THE FY 2018-2019.

DRDA, Keonjhar Invites Expression of Interest (EOI) from C&AG Empanelled List (2018-2019) partnership Chartered accountant Firm for conduct of Statutory Audit of Accounts of DRDA, Keonjhar for FY 2018-2019. 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, Keonjhar. The firms 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 KEONJHAR FOR THE FY 2018-2019**".

The Detail Term & Condition along with Bid documents will be available in Keonjhar District Website i.e. : www.Keonjhar.nic.in

- Opening Date for submission of Eoi: dt. 01 .08.2019
- Last date for receipt of Bid paper: dt. 13 .08.2019 up to 1:00 P.M.
- Opening of Bid paper: dt. 13 .08.2019 at 04:00 P.M. in presence of quotationers.
- Cost of EMD: Rs.5,000.00 in favour of Project Director, DRDA, Keonjhar in shape of Demand Draft payable at Keonjhar.

Project Director,
DRDA, Keonjhar

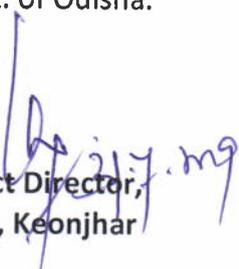
Memo No. 4188 // DRDA Dt: 1/ 08 / 2019

Copy to notice board of Collectorate, Keonjhar/ DRDA, Keonjhar/ BDO, Keonjhar for wide publication & display.

Project Director,
DRDA, Keonjhar

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, Keonjhar in PRIASOFT.
- Verification of Asset Register/ Advance Register/ U.C & other subsidiary ledger of all accounts of DRDA, Keonjhar.
- 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, Keonjhar

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.

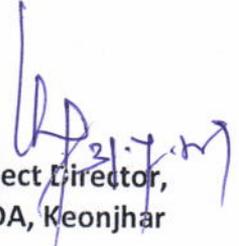
- CA Firm must have been empanelled as per the latest order of Comptroller and Auditor General of India (C&AG) for 2018-2019 and if it is not updated then for FY 2017-2018.
- The CA Firm must have minimum 2 Partners. Single proprietorship Firms are not eligible to participate.
- Have registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Number (PAN) and service Tax Registration.
- Have not been Black listed by any Govt. or any other Organisation. Firms who have disengaged from DRDA, Keonjhar 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.

TIME SCHEDULE

CA Firm must accomplish the complete Assigned works and will submit Audit Reports within 45 days of date of Engagement in 3 sets along with in soft copy through CD and Email.

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.


Project Director,
DRDA, Keonjhar

Basis of evaluation

The Selection will be made by evaluation of two Bids.

1. Technical Bid (80 Marks)
2. Financial Bid (20 Marks)

Evaluation on basis of Technical Bid:

Sl. No	Criteria	Marks	Max Marks
1	Firm within District (Head office)	20 Marks	20
	Firm within District (Branch office)	15 Marks	
	Firm other than District	5 Marks	
2	Experience in Statutory Audit of DRDA	1 Mark/DRDA/ year	10
3	Year of establishment	1 Mark per year	20
4	<u>No. Of Partners</u>		15
	2 Partners	5 Marks	
	2-5 Partners	10 Marks	
	More than 5 Partners	15 Marks	
5	CA(Inter)/ ICWA(Inter) Employees (staffs)	1 Mark per staff	05
6	<u>Average Turnover of Last 3 Years</u>		10
	Below Rs. 10 lakhs	0 Marks	
	Rs.10 lakh to 30 lakh	3 Marks	
	Above Rs.30 lakh and up to Rs.50 lakh	5 Marks	
	Above Rs. 50 lakhs	10 Marks	
	<u>Total</u>		80

N.B.: The Financial Bid will be opened for the bidders who will score 56 Marks or more in the Technical Bid.

Evaluation on basis of Financial Bid:

Minimum Audit Fees is of Rs.15, 000 /- (Rupees Fifteen Thousand). 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.

$$\text{Financial Bid Score} = \frac{\text{Minimum Audit Fees} \times 20}{\text{Price quoted by individual Bidder}}$$

Financial Bid Scores (General Instruction):

- 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:
- The Financial Bid shall be submitted as per **Annexure-B** only.
- If the L1 score holder will not confirm and submit the acceptance letter within a week from date of issue of engagement order, then 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 Keonjhar District will be preferred.
- Further, if 2 firms stand L1 with not having any branch in Keonjhar District/ if more 2 firms stand L1 having branch in Keonjhar 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.
- DRDA, Keonjhar reserves the right of negotiation with the eligible bidder before finalisation of bid contract.

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. Service Tax 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, Keonjhar 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.

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 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, Keonjhar or any other DRDA for its poor performance.

**Seal & Signature
CA Firm**

Technical Bid for Statutory Audit of DRDA KEONJHAR

1. Name and address of the firm: _____

2. Contact No. _____

3. E mail Id: _____

4. Alternate email Id: _____

5. Constitution: Partnership LLP
 (Please tick)

6. Date of establishment (DD/MM/YYYY) - -
 (With supporting document)

7. No. of branches with complete postal address: _____

8. Name and contact No. of the in-charge of the branch _____

9. Numbers of other Staff on payroll of Firm (Min A/C Manager-2 nos. & Audit Staffs-3 nos.):

No. of A/C Manager _____

No. of Audit staffs _____

10. Details of partners

SL.NO	Name of the Member	Designation	Membership No.

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

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

(*With supporting Documents).

Undertaking

I, _____, Partner of _____ (Name & Address of the CA Firm), hereby undertake that neither our firm nor any partner (s) of our firm were debarred/ blacklisted by the Institute of Chartered Accountants of India, Reserve Bank of India, Comptroller & Auditor General of India, SEBI, any Central/ State Governments undertakings, Autonomous or Statutory Body. We, further undertake that no case (s) is pending against our firm/ partners before ICAI, any courts in India for any professional misconduct.

I also undertake, that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.

Place:

Date:

Seal & Signature

(Full Name of the Partner) _____

FINANCIAL BID
(To be filled by Bidder)
PRICE QUOTATION FORMAT

NAME OF THE FIRM: _____

SL.NO	NAME OF WORK	TOTAL
1	AUDIT FEE	

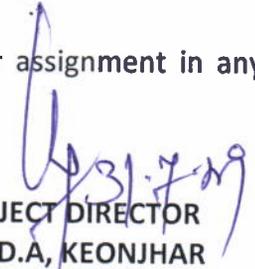
*Price must be quoted within the ceiling Limit.

Place:
Date:

Seal & Signature
(Full Name of the Partner) _____

Documents to be enclosed:

1. Constitution certificate of the firm as on 01.01.2019 issued by ICAI
2. Copy of partnership deed.
3. Final Accounts for the financial year 2015-16, 2016-17, and 2017-18 with copy of ITR-V related to those years.
4. Copy of appointment letter in support of experience in similar assignment in any Govt. Department/ Institutions.


PROJECT DIRECTOR
D.R.D.A, KEONJHAR