



DISTRICT MINERAL FOUNDATION: KEONJHAR.

(2ND Floor, DRDA Building, Keonjhar-758001)

E-mail: dmfkeonjhar@gmail.com

No. 1685 /DMF.

Date: 21.10.2019

QUOTATION CALL NOTICE FOR FINANCIAL AUDIT OF ACCOUNTS OF THE DISTRICT MINERAL FOUNDATION, KEONJHAR FOR THE FY 2018-19.

Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar invites Quotation from the C&AG empanelled list (Last updated) partnership Chartered Accountants Firms for conduct of Statutory Audit of Accounts of District Mineral Foundation, Keonjhar for the financial year 2018-19. The Engagement of Chartered Accountants Firm will be through a Quotation Call Notice. The Firm who qualifies the Technical specifications will go for the Financial part. Quotation with all documents can be submitted by interested Firm in speed Post/Registered Post only to the Chief Executive Officer, DMF, Keonjhar, PIN- 758 001. The Firm should submit their Technical specification and Financial part in two separate envelopes and both the envelopes are to be packed inside one single sealed envelope. The outer sealed Envelope is to be superscripted with "QUOTATION CALL NOTICE FOR FINANCIAL AUDIT OF ACCOUNTS OF THE DISTRICT MINERAL FOUNDATION, KEONJHAR FOR THE FY 2018-19".

The Detail Term and condition along with Bid documents will be available in Keonjhar District website i.e. <http://kendujhar.nic.in/>

- Opening Date of Quotation 05.11.2019
- Last date for receipt/submission of Quotation: 04.11.2019 up to 5.00.PM
- Opening of Quotation: 05.11.2019 at 11.00 AM O/o Chief Executive Officer, District Mineral Foundation, Keonjhar in presence of Quotationers.
- The Technical & Financial part can be downloaded from <http://kendujhar.nic.in/> web portal, the Quotationer must submit a DD of Rs.500/- along with the Quotation drawn in favour of Chief Executive Officer, District Mineral Foundation, Keonjhar payable at Keonjhar towards the cost of participation in the Q.C.N.
- Without the DD the Quotation will be liable for rejection.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.


COLLECTOR & CHAIRPERSON,
D.M.F., KEONJHAR.

Memo No. 1688 /DMF

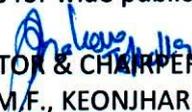
Date: 21.10.2019

Copy forwarded to the District Informatics Officer, NIC, Keonjhar with a request to upload the Quotation Call Notice (QCN) in Keonjhar District web site www.kendujhar.nic.in by 21.10.2019 for wide publication and timely response by the intending CA Firms.


COLLECTOR & CHAIRPERSON,
D.M.F., KEONJHAR.

Memo No. /DMF. Date:

Copy tot eh A.D.M., Keonjhar/ Sub-Collector, Keonjhar/Champua/Anandapur/ All Block Development Officers of Keonjhar district/ Executive Engineer, R&B Division, Keonjhar/ Ghatgaon/ Executive Engineer, RWD-I&II , Keonjhar/ Anandapur/ Executive Engineer, MI Division, Keonjhar/ Anandapur/ Executive Engineer, RWS&S Division, Keonjhar/ Anandapur/ Executive Engineer, PH Urban Division, Keonjhar/ Executive Officers of all Urban Local Bodies of Keonjhar district/ D.I.& P.R.O., Keonjhar/D.E.O., Keonjhar/ DPC, RTE-SSA, Keonjhar/ P.D., DRDA, Keonjhar for information with a request to display this QCN in their notice boards for wide publication.


COLLECTOR & CHAIRPERSON,
D.M.F., KEONJHAR.

SCOPE OF WORK/WORKS TO BE COMPLETED WITHIN THE TIME LIMIT

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entities risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

- CA Firm shall conduct cent percent checking of Vouchers relating to the Transactions and other relevant records, documents, Books of Accounts of District Mineral Foundation, Keonjhar for financial year, 2018-19.
- Verification of Asset Register, Advance register, U.C. and other subsidiary ledger of all accounts of District Mineral Foundation, Keonjhar.
- Check accuracy and authenticity of records presented by DMF.
- Ascertain that accounting policies are followed as per plans.
- Analyse and improve internal check system.
- Facilitate prevention and detection of MIS-statements.
- Ensure arithmetical accuracy of all entries and all transactions recorded in subsidiary cashbook, stock register and reflected in Main Cash Book.
- Preparation of monthly analysis of opening and closing balance taking unadjusted advance and fund position in Banks/SD/FDs etc.
- Reconciliation/ Compilation of all Bank Accounts and Ledgers.
- Ensure that all financial transactions are recorded in cashbook and reflected in passbook/Bank statement 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 the same.
- The Firm is required to prepare the Trial Balance and Annual Financial Statement i.e. Receipt & Payment a/c, Income and Expenditure a/c and Balance Sheet.
- Review operation of overall internal control system.
- To evaluate adequacy of internal control system.
- Payment of taxes to Government Authorities in time, such as professional tax, Income Tax, GST and TDS.
- The Internal Auditor shall provide/update DMF Trust regarding any changes made in accounting standards/applicable tax laws and ensure its implementation.
- 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 of Audit report.
- Prepare proposal for claim of allotment from Government of India and Govt. of Odisha.

STANDARDS:

The audit will be carried out in accordance with the Engagement and Quality Control Standards promulgated by the Institution of Chartered Accountants of India (ICAI). The Audit should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned to have a reasonable expectation of detecting material misstatements in the project financial statements.

GENERAL:-

The audit should be given access to all legal documents, correspondence, financial manual, procurement manual, Central/State Government/DMF Guidelines and any other information associated with the project and deemed necessary by the auditor.

PERIOD OF ENGAGEMENT:-

The selected CA Firm will act as statutory Auditor for one FY i.e. 2018-19 which may be renewed for another two years periodically on satisfactory completion of the assigned work and as per requirement. The Firm shall not be engaged for more than three years in any circumstance basing on this advertisement and selection process thereof. The agency however, reserves all rights to disengage the firm at any time.

ELIGIBILITY OF THE CA FIRM AND ITS EXPERIENCE FOR STATUTORY FINANCIAL AUDIT.

The quotation of only those Firms will be considered, which satisfy the following eligibility Criteria. The Chartered Accountant Firm should fulfil the following criteria :

- CA Firm must have been empanelled as per the latest order(updated) of Comptroller and Auditor General of India (C&AG)
- 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.5000000/-
- Must have registered with the Institute of Chartered Accountants of India(ICAI) and have Income Tax Permanent Account Number(PAN) and GST Registration.
- At least 10 years of External Audit Experience in similar kind of State Level Govt. Institution/ Training Institute/ Societies any Government Organisation/ Autonomous Bodies/ PSU of State/Central Government.
- Have not been blacklisted by any Govt. or other organisation. Firms who have been disengaged from Keonjhar district or any other district for list for its poor performance are not eligible to participate in the Tender. Authorised signatory of the Firm to submit an undertaking to this effect.
- Have minimum three numbers of other Audit staff in addition to Partner.
- Audit manager must be qualified CA having at least 5 years of post-qualification experience.
- The Audit staff must have 3 years of audit experience in similar nature of work.
- The Quotationer/CA Firm will submit the relevant documents along with EMD of Rs. 5,000/- (Rupees five thousand) only in shape of DD in favour of Chief Executive Officer, District Mineral Foundation, Keonjhar payable at Keonjhar which will be refunded to unsuccessful bidders. The Successful Bidder will get back his EMD of Rs.5,000/- (Rupees five thousand) only after successful completion of Audit.

DETAILS OF QUOTATION OPENING

Entire selection process will be two tier systems as follows:

1. Tier-1- Technical Evaluation
2. Tier-2- Financial Evaluation

1. Technical Part:-

The papers for the technical part will be opened first. The information as required in the Annexure-A along with all required document (Form-1 to 4) will be evaluated. The Quotationer should pass in all items of "Eligibility Criteria". The undertaking on not being blacklisted shall also be submitted by the bidder as per enclosure.

The firm qualifies the Technical part will go for the Financial part.

2. Financial Part:-

The financial part shall be opened for successful qualifiers of technical part only. The ceiling for the financial part has been fixed by the committed as follows. A maximum of Rs.60,000/- (Rupees sixty thousand) only has been fixed for doing the financial audit. The firm who quotes the price more than Rs. 60,000/- (Rupees sixty thousand) only will not be taken into consideration. The maximum Audit fee mentioned is inclusive of TA/DA and all taxes. Hence, the quotationers shall quote price inclusive of TA/DA and all taxes.

The financial part shall be submitted as per the given Annexure-B only.

The financial part will be evaluated on lowest bid cost basis. The lowest bidder in financial part will be termed as L1 and will be awarded the contract.

If the L1 score holder will not confirm and submit the acceptance letter within a week from the date of issue of engagement order. the tender order will be given to the L2 firm and subsequent.

If any case more than one firm will come under L1 category, than the CA firm having registered/branch in Keonjhar District will be preferred.

Further, if 2 firms stand L1 without having any branch in Keonjhar district/ if more than 2 times stand L1 having branch in Keonjhar district(or not), then the L1 will be selected on the basis of lottery system in presence of the election committee.

The committee has all the rights to finalise among the CA firms and the decision of the selection committee will be final.

3. Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar reserves the right of negotiation with eligible Quotationer before finalisation of the contract.
4. Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar reserves the right to accept or reject any or all quotation 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 terms 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. The final rate shall be inclusive of TA/DA and all taxes applicable.
- c. TDS will be deducted as per the Income Tax Act/Rule.
- d. CA Firm must accomplish the complete Assigned works and will submit Audit reports within 30 days of date of engagement.

ANNEXURE-A

QUALIFICATION-CUM-TECHNICAL PART

(TO BE FILLED IN BY QUOTATIONER AND ENCLOSE SUPPORTING AS INDICATED)

| Sl.No. | Particular | Firm's strength and capacity |
|--------|---|---|
| 1 | Chartered Accountants Firm | Name & Address of Registered office of the Firm |
| | | Name & Address of the branch office in Keonjhar District.(If any) |
| | | Name and address of Authorised Partner(s) |
| | | Telephone STD Code |
| | | Mobile No(s) |
| | | e-Mail ID: |
| | | Submit copy of supporting documents regarding address |
| 2 | Qualification Criteria | Empanelment Number |
| a | CA Firm should be empanelled with Comptroller and Auditor General of India(C&AG)(latest) | (Submit copy of supporting documents regarding Number) |
| b | 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 under GST | Mention Registration Number and Date of Registration. (Submit copies of the registration Certificates) and (Partnership Deed) PAN 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. (2015-16, 2016-17, 2017-18)(Fill up Forms-1) | Amount in Rs. 50,00,000/- or more (Submit copies of Audited statement/Balance Sheet, Profit and loss A/C of last 3 years) |
| d | The Firm should have at least 10 years of External Audit Experience & experience copy of DRDAs(Fill up Form-2) | 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(Fill up Form-3) | Partners No.s (Submit the supporting documents) |
| f | Numbers of other staff on payroll of Firm(Audit Manager(s) and Audit Staff(s)) | a. No.s of Audit Manager(Qualified CA) b. Audit staffs(Min 3 years Experience) & other staff performing audit/accounting work(in fig.) submit details in separate sheet. |

I Certify that the above particulars are correct. In the event of any information found to be incorrect, Collector-cum-Chairperson, DMF, Keonjhar is at liberty to reject the proposal/work awarded to this CA Firm.

(Signature of Quotationer)
(Name and Designation with Seal)

FORM-1

ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS Amount in Rs. 5000000/- or more

| PARTICULARS | FINANCIAL YEAR 2015-16 | FINANCIAL YEAR 2016-17 | FINANCIAL YEAR 2017-18 | FINANCIAL YEAR 2018-19 (if available) | AVERAGE TURNOVER |
|-------------|---------------------------|---------------------------|---------------------------|---|---------------------|
| | | | | | |

*Furnish Audit Report in support of the above figure.

Signature:

Name and Designation and Official Seal.

FORM-2

Detail of CA Firm's Experience of similar service during the last 10 years along with Central/State Govt. Experience.

| Sl.No. | Name of the Assignment (Start date/End date) | Name of the Client/Organisation | Nature of Assignment (Please specify th 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 Official Seal.

FORM-3

DETAILS OF CA FIRMS PARTNER(S)

| Sl.No. | Name of the Member | Designation | Membership No. |
|--------|--------------------|-------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

Signature:

Name and Designation and Official Seal.

ANNEXURE-B
FINANCIAL PART
(To be filled by Quotationer)
PRICE QUOTATION FORMAT

Name of the Firm.....

Address.....

| Sl. No. | Name of the Work | Price Offered (Rupees in words) |
|---------|---|---------------------------------|
| 1 | AUDIT FEE (For Audit Accounts of DMF, Keonjhar) | |

- Price must be quoted within the ceiling limits
- The price quoted shall be inclusive of TA/DA and all taxes applicable.

Signature & Seal.
CA Firm.

Undertaking by CA Firms

The CA Firm will submit following Undertaking with all quotation documents:

1. An undertaking to the effect that no person of the firm/partner is related to any employee of the DMF, Keonjhar 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 been disengaged by any Govt./PSU Institutions, or any other Govt. Agencies for its poor performance.
4. An undertaking to the effect that firm has not been engaged by the DMF, Keonjhar in the last three years for doing financial Audit i.e. for FY 2015-16, 2016-17 and 2017-18.

Signature & Seal.
CA Firm.