



DISTRICT RURAL DEVELOPMENT AGENCY, KEONJHAR

Letter No.

3035

Date:

6/6/22

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARATERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA, KEONJHAR FOR THR FY 2021-22

DRDA, Keonjhar invites expression of interest (EOI) from C & AG Empanelled list(2021-22) Partnership Chartered accountant firm for conduct of statutory audit of Accounts of DRDA, Keonjhar for FY 2021-22. 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 by **Speed Post /Registered post only** to Project Director, DRDA, Keonjhar. The Firm should submit their technical and 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 ACCOUNTATNT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA, KEONJHAR FOR THE FINANCIAL YEAR 2021-22".

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

- Last date of receipt of EOI: Dt.20/06/2022 up to 05.00 PM.
- Opening of EOI: Dt: 21/06/2022 at 11.00 AM in DRDA Conference hall.
- Cost of EMD: Rs. 5,000.00 in favour of Project Director, DRDA, Keonjhar in shape of DD payable at Keonjhar.


PROJECT DIRECTOR
DRDA, KEONJHAR

Memo No:

3036

Date:

6/6/22

Copy to DIO, NIC, Keonjhar for information. He is requested to web hoist the tender advertisement in Keonjhar District Website.

Copy to notice board of Collectorate, Keonjhar/ DRDA, Keonjhar/ Sub collector office, Keonjhar/ BDO, Keonjhar for wide publication and display.


PROJECT DIRECTOR
DRDA, KEONJHAR

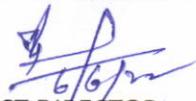
Memo No:

3037

Date:

6/6/22

Copy to Director, I & PR Department, Bhubaneswar for kind information with request for publication of advertisement in two daily newspapers in all editions with expenditure limited to Rs.5,000/- each.


PROJECT DIRECTOR
DRDA, KEONJHAR

Scope of Work

1. 100% verification of vouchers, head of Account-wise entries of receipt & payment in cashbook/other financial statements of DRDA, Keonjhar in Egramswaraj.
2. Verification of Asset Register/Advance Register/ U.C. & Other subsidiary ledger of all accounts of DRDA, Keonjhar.
3. Ensure arithmetic accuracy of all entries and transactions recorded in subsidiary books.
4. Preparation of monthly analysis of Opening & Closing balance taking unadjusted advance and fund position in different banks and post office.
5. Reconciliation/ compilation of all Bank Accounts and Ledgers.
6. Ensure all Financial Transactions are recorded in cashbook and reflected in passbook and any deviation found to be reported to authority immediately.
7. Ensure correctness of accounts and suggest necessary action to be taken for rectification of same.
8. Necessary verification of all Transactions of EGRAMSWARAJ.
9. The firm is required to prepare the trial balance and annual financial statement i.e. Receipt & Payment Account, Income & Expenditure Account and Balance Sheet & BRS Scheme wise and consolidated.
10. 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.
11. Necessary compliance of all objections raised by Government in Audit report.
12. Prepare proposal for claim of allotment from Govt. of India & Govt. of Odisha.


6/6/20

ELIGIBILITY CRITERIA OF CA FIRM

- CA Firm must have been empaneled as per the latest order of Comptroller and Auditor General of India (C & AG) for 2021-22 and if it is not updated then for FY 2020-21.
- The CA Firm must have minimum 2(two) partners. Single proprietorship firms are not eligible to participate.
- Last three years average annual turnover of the Firm should not be less than Rs. 5,00,000.00.
- Have registered with the institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Number (PAN) and GST Registration.
- At least 5 years of external Audit experience in similar kind of State Level Government Institution / Training Institute/ Societies under Panchayati Raj Department or any Other Government Organization/ Autonomous bodies/ PSU of state/ Central Government.
- Have not been Black listed by any Govt. or any other Organization. Firms who have disengaged from DRDA, Keonjhar or any other district for its poor performance are not eligible to participate in the tender. Authorized signatory of the firm has to submit an undertaking to this effect.
- Have minimum 3 nos. of other Audit staff in addition to partner.
- The audit staff must have 3 years of Audit experience in similar nature of work.
- The bidder will submit the relevant documents along with EMD of Rs. 5,000.00 in shape of DD in favour of Project Director, DRDA, Keonjhar payable at Keonjhar, which will be refunded to unsuccessful bidder.

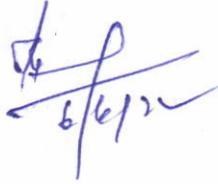

6/6/22

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, 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 disengaged by DRDA, Keonjhar or any other DRDA for its poor performance.
4. An undertaking to the effect that the Firm has not been engaged by DRDA, Keonjhar for FY 2018-19, 2019-20 & 2020-21.

Seal & Signature
CA Firm


A handwritten signature in blue ink, followed by the date '6/6/22' written below it.

DETAILS OF BID OPENING

Entire Bid process will be two tier system as follows:

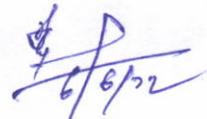
1. Tier-1: Technical Bid Evaluation
2. Tier-2: Financial Bid Evaluation

1. Technical Bid:

The papers for the technical bid will be opened first. The information as required in Annexure-A along with all required documents (Form - 1 to 5) will be evaluated. The Bidder should pass in all items of eligibility criteria. The undertaking shall also be submitted by the Bidder as per enclosure. Firms qualified in the Technical Bid will go for Financial Bid opening round.

2. Financial Bid:

- The Financial Bid paper shall be opened for successful qualifiers of technical bidders only.
- Minimum Audit fee is of Rs. 15,000/- (Rupees Fifteen thousand) including all charges. The Firm who will quote the price less than 15,000.00 and more than 50,000.00 (Rupees Fifty thousand) will not be taken into consideration.
- The financial bid shall be submitted as per Annexure-B only.
- The Financial Bid will be evaluated on lowest bid cost basis. The lowest bidder in financial bid 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 date of issue of engagement order the tender order will be given to the L2 firm in the L1 rate and 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 or more stand L1 with not having any branch in Keonjhar District/ if 2 firms or more stand L1 having branch in Keonjhar District, then L1 will be selected on the basis of lottery system in presence of the selection committee.
- The Committee has all rights to finalize 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 finalization of bid contract.
- DRDA, Keonjhar 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.


6/6/22

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 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 EMD will not be refunded and also their financial claims and participate in similar work in future for breach of contract.

CA Firm must accomplish the complete Assigned works and will submit Audit reports within 30 days of date of engagement in 3 sets along with softcopy.

TIME PERIOD OF ENGAGEMENT:

The Selected Chartered accountant firm will act as statutory auditor for one accounting year i.e. 2021-22 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 3 years.

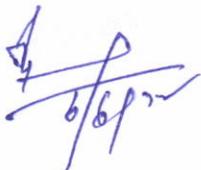

PROJECT DIRECTOR
DRDA, KEONJHAR

ANNEXURE-A**QUALIFICATION-CUM-TECHNICAL BID**

TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED

Sl.	Particular	Firm's strength and capacity	
		Name & Address of Registered office of the Firm	
1	Chartered Account Firm (FILL UP FORM-1)	Name & Address of Registered office of the Firm	
		Name & Address of Branch office in Keonjhar District (if any)	
		Name and Address of the Authorized Partners	
		Telephone	
		STD Code	
		Mobile No	
		e-Mail ID:	
Submit copy of Supporting Documents regarding address			
2	Qualification Criteria a. CA Firm should be empaneled with Comptroller and Auditor General of India (C&AG)	Empanelment Number	(Submit copy of Supporting Documents regarding Number)
		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 GST Registration certificate and copy of last 3 years IT Returns)
		Amount in Rs...../-	(Submit Copies of Audited Statement/Balance Sheet of last 3 years)
		Detail name of Organization with nature of work	(Attach copy of work order as Evidence)
e.	The Firm should have minimum 2 partners (FILL UP FORM-4)	Partners	
		Nos.	(Submit the Supporting Documents)
f.	No. of other staff on payroll of Firm (Audit Manager(s)/Audit Staff) (FILL UP FORM-5)	a. No. of Audit Manager(s)	
		b. No. of Audit Staff (Min 3 year experience)	(Submit details in separate sheet)

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



Signature of Bidder
(Name and Designation with Seal)

FORM -1

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).



Signature of Bidder
(Name and Designation with Seal)

FORM-2

Annual turnover of the firm returns of last 3 years (in Rs.)

Financial Year	Annual Turnover amount
2018-19	
2019-20	
2020-21	
Average Turnover of above three years	



Signature of Bidder
(Name and Designation with Seal)

FORM-3

DETAIL OF CA FIRM EXPERIENCE OF SIMILAR SERVICE DURING THE LAST 5 YEARS ALONG WITH 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 of Bidder
(Name and Designation with Seal)

FORM-4

DETAILS OF CA FIRM'S PARTNER

Sl. No	Name of the Member	Designation	Membership No.

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

Handwritten signature and date: 6/6/22

Signature of Bidder
(Name and Designation with Seal)

FORM-5

1. Details of semi-qualified (CA(Inter)/ICWA(Inter)) employees on the roll of the firm

Sl. No.	Name	Qualification
1		
2		
3		
4		
5		
6		



Signature of Bidder
(Name and Designation with Seal)

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

NAME OF THE FIRM: _____

SL.NO	NAME OF WORK	TOTAL amount including all taxes
1	AUDIT FEE	

*Price must be quoted within the ceiling Limit.

Place:
Date:

Seal & Signature
(Full Name of the Partner) _____


6/6/12