



## DISTRICT MINERAL FOUNDATION, KEONJHAR.

(2<sup>nd</sup> Floor, Zilla Parishad Building, Keonjhar, ODISHA-758001)

E-mail: dmfkeonjhar@gmail.com

NO. 1679/DMF

DATE 01/08/2024

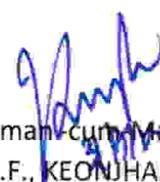
### QUOTATION CALL NOTICE FOR FINANCIAL AUDIT OF ACCOUNTS OF THE DISTRICT MINERAL FOUNDATION, KEONJHAR FOR THE FY 2023-24

Collector & Chairman -cum-Managing Trustee, District Mineral Foundation, Keonjhar invites Quotation from 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 2023-24 . The Engagement of Chartered Accountants Firm will be through a Quotation Call Notice. The Firm who qualify the Technical specification will go for the Financial part. Quotation with all documents can be submitted by interested Firm in speed post/Registered only to Chief Executive Officer, DMF, Keonjhar, PIN-758001. 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 2023-24 " .

The detail term and condition along with Bid documents will be available in Keonjhar District website i.e. <http://kendujhar.odisha.gov.in/>

- Opening date of Quotation ..... 14.08.2024 .....
- Last date of receipt/submission of Quotation: ..... 14th Aug 2024 upto ..... 12.00 P.M .
- Opening of Quotation: 14.08.2024 at ..... 4.00 P.M. O/o Chief Executive officer, District Mineral Foundation, Keonjhar in presence of Quotationers.
- The Technical & Financial part can be downloaded from <http://kendujhar.odisha.gov.in/> web portal.
- Without the EMD the Quotation shall be rejected.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.

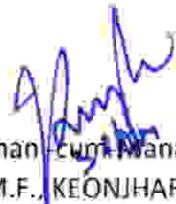
  
Collector & Chairman -cum-Managing Trustee,  
D.M.F., KEONJHAR.

**Not to be published:**

Memo No. 1680 /DMF

Date : 01/08/2024

Copy forwarded to the District Informatics Officer , NIC ,Keonjhar with a request to upload the Quotation Call Notice(QCN) in Keonjhar District website <http://kendujhar.odisha.gov.in/> by 02.08.24 for wide publication and timely response by the intending CA Firms.

  
Collector & Chairman -cum- Managing Trustee,  
D.M.F., KEONJHAR.

Memo No. 1681 /DMF

Date : 01/08/2024

Copy forwarded to the A.D.M. Keonjhar/Sub-Collector ,Keonjhar/Champua/Anandapur/All Block Development officers of Keonjhar district/Executive Engineer, R & B Division,Keonjhar/Ghatagaon/ Executive Engineer RWD -I& II , Keonjhar /Anandapur /Executive Engineer ,P.H. 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.

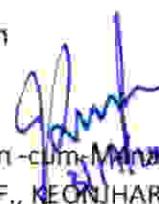
  
Collector & Chairman -cum- Managing Trustee,  
D.M.F., KEONJHAR.

Memo.No. 1682 /DMF

Date : 01/08/2024

Copy to The Director, Information & Public Relation Dept. Bhubaneswar for publication in two daily odia newspapers and one English newspaper (All Edition) for information and necessary action. They are requested to publish the advertisement in their esteemed dailies immediately within minimum size and submit bills as per the Govt. approved rate with complimentary copies for early payment of Bills.

**Copy:** I & PR Keonjhar for information and necessary action

  
Collector & Chairman -cum- Managing Trustee,  
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 2023-24.
- 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 -Statement.
- Ensure arithmetical accuracy of all entries and all transactions 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 CA 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 standard /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 purpose other than as defined in 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 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 as statutory Auditor for one FY i.e. 2023-24 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.

- CA Firm must have empanelled as per the latest orders(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.50,00,000/-.
- 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 year of audit experience in similar nature of work.
- The Quotationer /CA Firm will submit the relevant documents along with **EMD of Rs. 5000/- (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 bidder. The successful bidder will get back his EMD of Rs.5000/- (Rupees five thousand) only after successful completion of tenure.

## 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. The financial part shall be opened for successful qualifiers of technical part only. The ceiling for the financial part has been fixed by the committee 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 all TA/DA and all taxes. Hence, quotationer 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 least 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 L2 Firm 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 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 the basis of lottery system in the presence of the Selection committee.

The committee has all the rights to finalise among the CA firms and the decision of 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 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 Income Tax Act/Rule.
- d. CA Firm must accomplish the complete assigned work 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	Particulars	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 Registration Certificate) and (Partnership Deed)  PAN of CA Firm (Submit copy) GST Registration No. (Submit Copy) And Copy of last 3 years IT Returns)	
C	Annual Turnover of last 3 Years i.e. (2020-21,2021-22, 2022-23) (Fill up Form-1)	Amount in Rs. 50,00,000/- or more (Submit copies of Audited Statement/Balance Sheet, Profit & Loss A/C of last 3 years)	
d	The Firm should have at least 10 years of External Audit experience of any Govt. Departments (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 )	

1	Numbers of other staff on payroll of Firm (Audit Manager (s) and Audit Staff(s))	a. Nos of Audit Manager (Qualified CA) b. Audit staff (Min 3year experience) & other staff performing audit /accounting work (in Fig.) submit details in separate sheet.
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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(On Bidder's letterhead)**

**ANNUAL TURNOVER OF CA FIRM OF LAST 3 YEARS** Amount in Rs 50,00,000/- or more

PARTICULARS	FINANCIAL YEAR 2020-21	FINANCIAL YEAR 2021-22	FINANCIAL YEAR 2022-23	AVERAGE TURNOVER

\*Furnish Audit Report in support of the above figure.

Signature:  
 Name and Designation with official Seal

**FORM-2**

Details 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 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 documentary evidence in support of the information provided above.

Signature:

Name and Designation with 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 with 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)

- 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 on bidder's letterhead 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 2020-21,2021-22 and 2022-23.