

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER-CUM-PROJECT  
DIRECTOR, ATMA, KEONJHAR, ODISHA,  
AT-MADHAPUR, DIST-KEONJHAR, PIN-758001  
E-mail:- atmakendujhar@gmail.com

Order No. 702 Date. 05/12/2025

**EXPRESSION OF INTEREST (EOI) FOR EMPANELED CHARTERED ACCOUNTANT  
FIRMS TO CONDUCTED AUDIT OF ACCOUNTS OF PD ATMA & FIAC (All)**

Expression of Interest (EOI) is invited from Comptroller & Auditor General empanelled audit firms for auditing of accounts of PD ATMA & FIAC (All) of Keonjhar district.

The Expression of Interest should indicate the audit fees, taxes, TA/DA and accommodation charges if necessary separately. The interested and eligible firm submit their applications as per the format at 'Annexure-I' with requisite self-attested documents with detail Bio data of the firm and it should be reach at the office of the Chief District Agriculture Officer, Keonjhar, At/Po-Madhapur, Dist-Keonjhar, PIN-758001 near Joda Barbil bus stop in sealed envelope super scribed as EOI for empanelled Chartered Accountant firms to conduct Audit of accounts of PD ATMA & FIAC (All) of Keonjhar district by 17-12-2025 up to 11.00 AM through Regd./Speed post only. Proposals in email would not be entertained in this regard. Any application (EOI) received after date and time due to any reason, shall not be considered.

The EOI will be opened on dt 19-12-2025 at 11.00 AM in the presence of selection committee constituted by the CDAO-cum-PD, ATMA, Keonjhar at the office of the CDAO, Keonjhar.

The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time not be entertained and out right to be rejected. The authority reserves all the right to cancel / reject any or all the EOI without assigning any reason thereof.

**Terms & conditions**

1. The firm must be Odisha based and must have empanelled by C & AG / State AG.
2. The CA firm should have a minimum of ten (10) years experience with sufficient staff to carry out the audit.
3. Preference will be given to the CA firms having adequate experience in auditing service sector projects implemented by Govt. & funded by Govt. of external agencies. For this the firm has to produce the relevant document supporting its experience.
4. The time period allowed for completion of audit work is one (1) month or 30 days from date of issue of work order to successful CA firms.
5. The interested Chartered Accountant firms are requested to furnish EOI indicating the fees including taxes, TA/DA and accommodation charges in their letter head.
6. The firm must not have been blacklisted by any State / Central Govt. organisation/ institution. The authorised signatory must furnish an undertaking to this effect (Annexure-II).
7. The rate quoted should be PER YEAR inclusive of GST and other related taxes. However, the TDS will be deducted from the bill amount as per the rules.
8. Estimated Value of Total Work / Service for Block & Dist Level /
9. After completion of Audit of all the accounts payment will be made on submission of reports with bills and payment will be made in phases as per the available allotment.
10. The authority reserves all the right to cancel / reject any or all the EOI without assigning any reason thereof.

11. The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time shall not be entertained and out right to be rejected.
12. If the quoted price of more than one agency found to be equal, the committee reserves the right to take the final decision on it. Price bid will be only considered if more than one the technical bid will be taken into consideration.
13. All firms are required to enclose the following documents.
  - i. A copy of constitution certificate of firm issued by the ICAI containing inter-alia
    - a. Date of information of the firms with a full time FCA.
    - b. Details of partners / sole proprietor / CA employees as on date of the firm.
  - ii. A copy of the latest partnership deed in the case of partnership firms.
  - iii. A copy of the acknowledgement of the IT return of the firm.
  - iv. A copy of year wise annual turnover / financial statement of the firm for at least 3 consecutive years i.e. 2021-22, 2022-23 and 2023-24 along with schedules.
  - v. Details of court cases / arbitration cases / or any other case pending against the firm
  - vi. Copy of the empanel code issued by C & AG / State AG.
  - vii. Copy of the experience certificates.
  - viii. Details of service sector audit undertaking by the firm.
  - ix. Copy of the GST registration certificate with latest GSTR-3B.
  - x. Copy of the PAN / TAN.

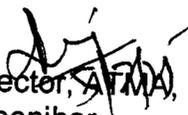
14. Criteria for technical bid

Criteria	Marks	
	Nos. of CAs in the firm	Up to 5
	More than 5	15 marks
Nos. of years of establishment of the firm	Less than 10 years	5 marks
	10-20 years	10 marks
	More than 20 years	20 marks
Turnover per annum	Less than 30 lakh	5 marks
	30-50 lakh	10 marks
	More than 50 lakh	20 marks
Audit experience (Last 10 years)	Govt. audit	10 marks
	PSU audit	10 marks
	Both audit	20 marks
Head office	Outside Odisha	5 marks
	In Odisha	10 marks
Experience of auditing district and Block ATMA fund	Up to 5 years	10 marks
	More than 5 years	15 marks
Total		100 marks

  
Project Director, ATMA,  
Keonjhar

Memo no 703 Date 05-12-2025

Copy to DeGM, E-Gov, Cell, Keonjhar for information and requested to float the EOI in District NIC Portal.

  
Project Director, ATMA,  
Keonjhar

**Format of application for EOI from Chartered Account firms for Audit of the Accounts of PD ATMA & FIAC (All) under ATMA**

1. Name of the firm:
2. Registration No. of the firm:
3. Date of registration of the firm:
4. CAG empanelment No & Date:
5. Details of Head Office & Branch Office(s):  
(Enclosed Self attested copy Registration / Constitution)

Head office:

Address	Date of establishment	Partner in-charge	Contact person / Mobile No.	E-mail

Branch office 1 (if any):

Address	Date of establishment	Partner in-charge	Contact person / Mobile No.	E-mail

(Insert information for additional Branch office(s) if any)

6. Details of proprietor / existing CA qualified partners:-

SI No	Name of the proprietor / partner(s)	Membership No	Location of office
1			
2			
3			

7. Details of experience with the Govt. sector / organisation (Relevant Experience)  
(Enclose self – attested copies of appointment letters)

SI No	Name of the Govt. Department / Organization	Scope of work
1		
2		

Inset information for additional(s) if any

8. Turnover of Audit firm

SI No	Year	Turnover (Rs)
1		
2		
3		

(Enclose self attested copy of income Tax returns, filled for previous three years i.e. FY 2021-22, 2022-23, 2023-24 P&L Account and balance sheet of the period)

9. PAN No of the firm:
10. GST Registration No of firm:

Date:

Place:

Signature of the Authorised Signatory  
of the Proprietor / Firm with Seal

**Undertaking & compliance Certificate (On applicants letter head)**

We M/s ..... Proprietor / partnership / LPP firm of Chartered Accountant do hereby verify and declare that:

- a. We have read & understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment / allotment of valuation assignment.
- c. Our firm / partners has / have / has not / have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. Our firm should have adequate manpower (i.e. CA Inter / qualified resource) for the assignment.
- e. The constitution of our firm as on date of application is the same as that as per ICAI records.
- f. Our firms have not been blacklisted by any State / Central Government organisation / institution.

Date:

Place:

Signature of the Authorised Signatory  
of the Proprietor / Firm with Seal