



**DISTRICT RURAL DEVELOPMENT AGENCY, GAJAPATI ,  
PARALAKHEMUNDI**

Letter No. 2850 /DRDA

Dated. 29.07.2021

**Expression of Interest for Engagement of Chartered Accountant Firms for  
Conducting Statutory Audit of DRDA, Gajapati for the F.Y 2020-21**

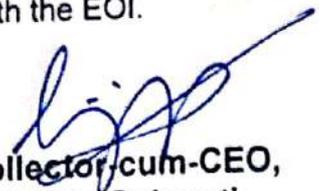
DRDA, Gajapati invites "Expression of Interest" from C & AG empanelled and experienced Chartered Accountant Firms for conducting statutory audit of accounts of DRDA, Gajapati for the Financial Year 2020-21.

The engagement of Chartered Accountant Firms shall be done through two bid systems i.e. Technical Bid & Financial Bid. The Technically qualified Chartered accountant firms will be eligible to participate in the Financial Bid. The CA firm should submit their offer in the prescribed format with tender paper cost @Rs.500/- (Rupees Five hundred) (non-refundable) and EMD worth @Rs.5000/- (Rupees Five thousand) (Refundable) only in shape of Demand Draft drawn in favour of PD, DRDA, Gajapati payable at SBI, Paralakhemundi along with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD are summarily rejected by the Agency.

The tender documents should be submitted through Speed Post/ Registered Post only to "Project Director, District Rural Development Agency, Gajapati A/Po-Paralakhemundi, Dist-Gajapati, Pin-761200, Odisha".

- Last date for submission of EOI: Dtd. 13.08.2021 up to 5.00 P.M through Speed/Registered Post only.
- Opening of EOI: Dtd. 16.08.2021 at 11.30 A.M in the office chamber of PD, DRDA, Gajapati
- The Detail Term & Condition, formats to be filled along with Bid documents will be available in Gajapati District Website i.e.: [www.gajapati.nic.in](http://www.gajapati.nic.in) from Dtd. 29.07.2021 to 13.08.2021.

The details of the Eligibility criteria & formats to be filled are annexed with the EOI.

  
Collector cum-CEO,  
DRDA, Gajapati

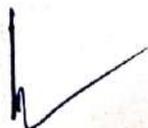
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## Scope of Work & Terms of Reference

1. CA Firm shall conduct of audit of **all the ongoing schemes of DRDA/ZP** which includes 100% checking of payment/receipt vouchers, cash books, bank pass books , outstanding advances, UCs and other related records /documents.
2. Firm will prepare analysis of Opening and Closing Balance taking unadjusted advances given to different categories of employees and funds position in different Banks/Post Offices.
3. Firm will ensure all the financial transactions that are recorded in Cash Book and reflected in Pass Book.
4. Firm will reconcile all the Bank accounts and ledgers like Stock and Store, GIA register.
5. Firm will ensure the correctness of accounts and may suggest necessary action points as per their requirements.
6. The Firm will prepare and submit the Annual Financial Statements i.e Receipt & Payment a/c, Income & Expenditure a/c, BRS and Balance Sheet for each scheme and consolidate report.
7. The Audit Firm will have to **start the audit within 10 working days on receipt of the letter** of appointment from DRDA, Gajapati.
8. No TA/DA expenses will be borne by the Agency for the CA firms undertaking audit work and this will be met by the Audit firm.
9. The successful bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
10. Firms selected by DRDA, Gajapati shall have to give an undertaking to follow all ethics of faith and the information provided by DRDA, Gajapati shall be kept 'strictly confidential' and all assignments shall be carried out with due diligence maintaining quality of work done and in the least possible time.
11. If the selected, (L1 bidder) C.A firm does not confirm the offer within the stipulated time, the committee may cancel their selection/engagement and opt for 2<sup>nd</sup> lowest bidder with L1 cost.
12. In case of any dispute, the decision of Collector-Cum-CEO, DRDA, Gajapati shall be final and binding.
13. After completion of the assigned work, the firm shall mandatorily give their overall findings/ views/ suggestions/ comments etc. for proper maintenance of accounts adopting Govt Financial Rule.

## PERIOD OF ENGAGEMENT

The Selected CA firm will act as Statutory Auditor for one Financial Year i.e. **2020-2021** which may be renewed for another two years periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances. The agency however reserves all rights to disengage the Firm at any time.



## TIME SCHEDULE

The selected firm should submit the Audit Report for the Financial Year 2020-2021 within **45 working days** from the date of agreement.

## REGULATION OF AUDIT FEES

The fees of the CA firm for audit of DRDA Accounts would be of following basis.

1. The **rate of audit fees per annum** must be **less than ceiling of Rs 45,000/-** including GST/service tax and valid for engagement period. The cost should not be exceeded the ceiling cost.
2. No price escalation will be allowed during the engagement period.

The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report and discussion thereof with the DRDA. The Agency will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Project Director, DRDA, Gajapati along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency and the work has been completed as per the agreed terms and conditions.

## TECHNICAL BID CRITERIA OF THE CA FIRM

The CA firm satisfying eligibility criteria can bid only for conducting Statutory Audit of the Agency with following documents;

1. Should be empanelled with C & AG for the year **2020-2021**.
2. Should **not be engaged** to conduct statutory audit of **more than three DRDAs** for the **same financial year i.e.2020-21**. A under taking in this regard to be submitted by the firm at the final selection process.
3. Must **not have been blacklisted** by any Govt./PSU Institutions. An undertaking to this effect is to be submitted by the CA firm.
4. Must have **minimum two partners**. Single proprietorship firms are not eligible for participation. Copy of partnership deed to be submitted.
5. Turnover of the firms must be three times of the approximate contract value. Copy of last 3 years Balance Sheet (Profit & Loss A/C) and IT returns must be submitted.
6. Must be registered with Institute of Chartered Accountant of India and have PAN and GST Registration and Returns.
7. **More than 5 years of experiences** in undertaking similar work in any Govt Deptt/ Institutions must be submitted.
8. The audit team for conduct of audit at DRDA must comprise of one audit manager & two audit staff.
  - The audit manager must be a CA qualified at least 3years of post qualification post
  - The audit staff must have 3 years of audit experience in similar nature of work.

## **SUBMISSION OF BID**

i) **Annexure-A** :- Pre-qualification-Cum-Technical Bid with all the requisite documents duly signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "PRE-QUALIFICATION-Cum-TECHNICAL BID".

ii) **Annexure-B** :- Financial Bid duly filled and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "FINANCIAL BID".

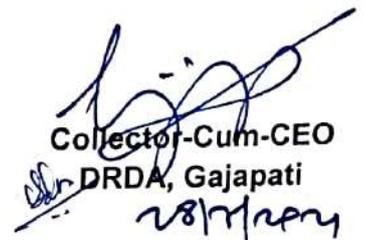
iii) The above two envelope containing Annexure-A and Annexure-B should be placed in one sealed envelope superscribed as "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF DRDA,GAJAPATI"

iv) The EOI duly filled must be submitted through **Registered Post/Speed Post** only to DRDA, Gajapati. Any EOI received after due date will be out rightly rejected. DRDA,Gajapati will not be responsible for any postal delay or misplacement of the document.

v) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

## **OPENING OF BID**

- a) The CA firm, who fulfilled all above necessary criteria of Technical Bid, will be considered as technically qualified. The Financial Bid of the technically qualified firm's only will be considered and opened.
- b) The **lowest bidder (L1)** of Financial Bid may be considered for engagement for conducting Statutory Audit of DRDA accounts for the year 2020-2021.

  
Collector-Cum-CEO  
DRDA, Gajapati  
28/11/2021

**ANNEXURE - A**

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

**[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

Sl. No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	Name & Address of the Firm	
		Name and address of the Authorized Partner (s)	
		Telephone STD Code	
		Mobile No (s):	
		e-Mail ID:	
		<b>(Submit copy of supporting document regarding address)</b>	
2.	<b>Prequalification criterion</b>	Mention Registration Number and Date of Registration <b>(Submit copies of the registration certificates)</b>	
		PAN NO of the CA Firm <b>(Submit copy)</b>	
		GST No. <b>(Submit copy)</b>	
a)	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and GST Registration		
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number <b>(Submit copy of evidence)</b>	

c) Average Gross Professional Fees received / earned by the CA Firm for the last 3 (three) years i.e. ( 2017-18 to 2019-20) ending on 31st March, 2020.

**Average Gross Professional Fees received / earned**

Rs (in figure)

Rs. (in words)

**Provide copies of the Audited Financial Statements for all the 3 (Three) years along with evidence as per SUB-ANNEXURE-A1**

d )

The Firm should have at least 5 years experience in conducting **Statutory Audit of DRDA accounts**

Name of institutes where similar services were provided in the last 5 years

1.

2.

3.

4.

5.

6.

Details to be provided as per **SUB-ANNEXURE A-2.**  
(Attach copy of Works Orders as evidence)

e)	CA Firm should have minimum 2 (Two) Partners	<u>Partners</u> :- Name ..... ..... <b>Submit the details of the Chief Functionaries of the CA firm as provided in SUB-ANNEXURE – A3</b>
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**Certified that the above particulars are correct. In the event of any information found to be incorrect at any time, DRDA, Gajapati is at liberty to reject the proposal/work awarded to the CA Firm.**

Date:

Signature:  
Name and Designation with  
Office Seal

**SUB-ANNEXURE: A1**

Details of CA Firm's Professional Income  
[Gross Professional Fees received/ earned]

				<u>Rs in Lakh</u>
Particular	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average Annual Income
Gross Professional Fees received/ earned *				

\* Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years

Date:

Signature:  
Name and Designation with Office Seal

**SUB-ANNEXURE A-3**  
**Details of CA Firm's Partners**

Sl. No.	Name of the Member	Designation	Membership No.	Status(FCA/ACA)
1				
2				
3				
4				
5				

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

Date:

Signature:  
Name and Designation with Office Seal

**DETAILS OF EXPERIENCE**  
**(SUB- ANNEXURE-A2)**

**Details of experiences**

SI No	Name of the company / body audited (a) Co-operative Society/PSU/ autonomous body (b) Companies in private sector (c) Banks (d) Social Sector Programmes / Projects (e) Externally aided social sector projects (f) Education Projects /Programmes	Years of audit	Fees charged for each of the assignments in each year	Nature of Audit assignment viz. Statutory audit / or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm

Date:

Signature:  
Name and Designation with Office Seal

**ANNEXURE-B**  
**FINANCIAL BID\***  
**(To be filled in by bidder)**  
**PRICE QUOTATION FORMAT**

**NAME OF THE FIRM** \_\_\_\_\_

SI No	Name of the Work	Total
01	Statutory Audit fees per annum (Inclusive of all taxes)	

(Rupees \_\_\_\_\_) only.

\* [ The above quoted fee is inclusive of Professional Fee, Manpower, Travelling and /lodging, Food, GST and Service tax etc.]

**We agree to all the tender conditions and payment terms and the rates quoted above by the Firm will never change during the contract period.**

Signature of the Firm  
Date  
Place

## UNDERTAKING

The CA Firm will submit following Undertaking with all 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, Gajapati or any other DRDA for its poor performance.

Signature:  
Name and Designation and  
office Seal