

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

Letter No. 5419 /DRDA

Dated. 07.09.2020

**Expression of Interest for Engagement of Chartered Accountant Firms for  
Conducting Statutory Audit of DRDA, Gajapati for the F.Y 2019-20**

DRDA, Gajapati invites "Expression of Interest" from reputed and experienced Odisha based Chartered Accountant Firms empanelled with C & AG for the F.Y 2019-20 for conducting statutory audit of accounts of DRDA, Gajapati for the Financial Year 2019-20.

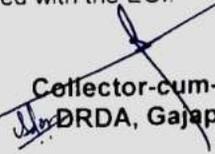
The engagement of Chartered Accountant Firms shall be done through two bid systems i.e. Technical Bid & Financial Bid. The Technically qualified Chartered accountant firms will eligible to participate in the Financial Bid. The CA firm should submit their offer in the prescribed format with tender paper 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 firm should submit their Technical & Financial Bid in two separate envelopes & both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelopes. The outer envelope is to be superscripted with "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF DRDA,GAJAPATI FOR THE F.Y 2019-20" and submit through Speed Post/ Registered Post only to "Project Director, District Rural Development Agency, Gajapati At/Po-Paralakhemundi, Dist-Gajapati, Pin-761200, Odisha".

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 07.09.2020 to 16.09.2020.

- Last date for submission of EOI: 16.09.2020 up to 1.00 P.M through Speed/Registered Post only.
- Opening of EOI: 16.09.2020 at 4.30 P.M in the office chamber of PD,DRDA,Gajapati

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

  
Collector-cum-CEO,  
DRDA, Gajapati

## Scope of Work & Terms of Reference

1. CA Firm shall conduct 100% checking of vouchers relating to transactions, and other relevant records, documents, Books of Accounts of the DRDA, Gajapati.
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 7 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/engaged 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. **2019-20** 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 2019-20 **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. Rate of Audit fees per annum must be to the **ceiling of Rs 30,000/- as maximum and Rs 20,000/- being the minimum** including of all taxes as applicable 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.

## PRE-QUALIFICATION CRITERIA OF THE CA FIRM

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

1. Should be empanelled with C & AG for the year 2019-20.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. Turnover of the firms must be three times of the approximate contract value.
5. Must registered with Institute of Chartered Accountant of India and have Income Tax PAN and GST Registration.
6. The firm who has conducted audit of DRDA, Gajapati for the preceding years i.e 2015-16 to 2018-19 is not eligible to participate in the EOI.

**The selected CA firm should submit authenticated documents of the followings:**

1. Copy of partnership deed.
  2. Copy of last 3 years Balance Sheet. (Profit & Loss A/C)
  3. An undertaking to the effect that the firm has not been Black listed by any Govt./PSU Institutions.
  4. An undertaking to the effect that no person of the Firm/partner is related to any employer of the concerned authorities/institutions nor have any interest in their activities.
  5. Firms profile indicating previous experience in undertaking similar work in any Govt Deptt/ Institutions and success story, if any, in streamlining financial management through their assigned work.
- B) - 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) After opening of Technical Bid, the CA firm who fulfilled all above necessary conditions will be considered as technically qualified and only after that the Financial Bid of the same firm will be opened.
- b) The lowest bidder may be considered as selected firm for conduct of statutory Audit of DRDA accounts.

  
Collector-Cum-CEO  
DRDA, Gajapati

**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>	
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	PAN NO of the CA Firm <b>(Submit copy)</b>	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	GST No. <b>(Submit copy)</b>	
		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. (2016-17, 2017-18 & 2018-19) ending on 31st March, 2019.

**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-ANNEXTURE-A1**

d )

The Firm should have at least 3 years experience in conducting **Statutory Audit of DRDA accounts**

Name of institutes where similar services were provided in the last 3 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	<b>Partners :-</b> 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]

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Rs in Lakh
				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**

Sl No	Name of the company / body audited (a) Co-operative Society/PS U/ 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 (Inclusive of all taxes)	

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

\* [ The above quoted fee is inclusive of Professional Fee, Manpower, Travelling and /lodging, Food 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**