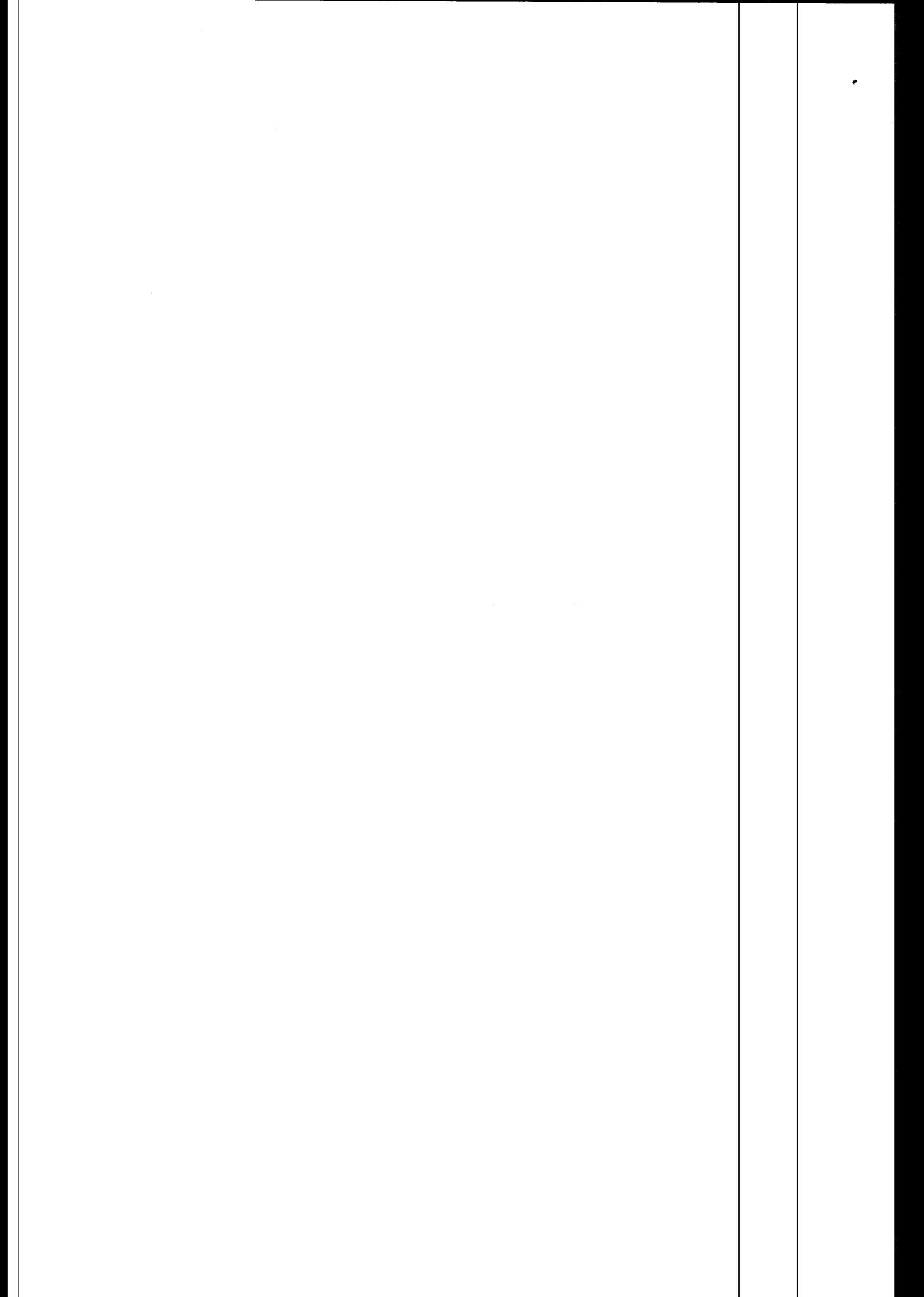


**NOTICE INVITING EXPRESSION OF
INTEREST (EOI) FOR EMPANELMENT
OF PARTNERSHIP CHARTERED
ACCOUNTANTS FIRMS FOR
CONDUCTING STATUTORY AUDIT OF
BOOKS OF ACCOUNTS OF DRDA,
JHARSUGUDA FOR THE YEAR 2019-20.**

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DISTRICT RURAL DEVELOPMENT AGENCY:JHARSUGUDA

No. 2018/2020

/dt. 12.06.2020

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT
FIRMS FOR CONDUCTING STATUTORY AUDIT OF ACCOUNTS OF
DRDA,JHARSUGUDA FOR THE FINANCIAL YEAR 2019-20**

DRDA,Jharsuguda invites Expression of Interest (EOI) from the C&AG empanelled(2019-20) partnership Chartered Accountant Firms for conducting Statutory Audit of Accounts of DRDA,Jharsududa for the financial year 2019-20. The engagement of Chartered Accountant Firms shall be made through two Bid systems i.e Technical & Financial separately. The Technically qualified Chartered Accountant Firms can only participate in Financial Bid.

- 1). Last date of receipt of Tender paper : date 25/06/2020 up to 01.00 p.m.
- 2). Opening of Tender paper : date 25/06/2020 at 04.00 pm.

Detailed terms & conditions along with Bid document will be available in Jharsuguda District website i.e www.jharsuguda.nic.in

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12/6/2020
Project Director,
DRDA,Jharsuguda.

DISTRICT RURAL DEVELOPMENT AGENCY(DRDA), JHARSUGUDA having 05 nos. of Blocks, 78 GPs, and multiple Line Departments ensures smooth implementation of developmental works under different Central & State sponsored Government programmes like MGNREGAS, PMAY(G), Biju Pucca Ghar Yojna, AGAB, GGY, CC road, State & Central Finance commission Award etc under the active supervision and guidance of Panchayat Raj & Drinking Water Department, Government of Odisha..

DRDA, JHARSUGUDA invites offers in **TWO PARTS**(Technical and Financial) from interested Chartered Accountant Firms meeting all the criteria as specified in the Column-3 below. The Chartered Accountant Firms should submit their bid in the **prescribed format (Annexure/Sub- Annexure)** of this EOI.

1. SCOPE OF WORK

- A. **The primary responsibility of the selected CA Firm should be to Conduct Audit of books of accounts and ancillary records and submission of report on yearly basis (from 2019-20) on various schemes and programmes being implemented by DRDA, Jharsuguda.**

Detailed activities of the services mentioned in Scope of Work are as follows:-

- a) 100% verification of vouchers, Head of Account wise entries as Receipts & Payments in Cash Book / other financial statements.
- b) Ensure arithmetical accuracy of all entries and all transactions recorded in Subsidiary Cash Books, Stock Register and reflected in Main Cash book.
- c) Prepare monthly analysis of Opening & Closing Balance taking unadjusted advances and fund position in different banks and post offices.
- d) Reconciliation/Compilation of all Bank Accounts and Ledgers.
- e) Ensure that all financial transactions are recorded in Cash Book and reflected in Pass Book and any deviation found is to be reported to the authority immediately.
- f) Ensure correctness of accounts i.e accounts to be maintained in double entry system and suggest necessary actions to be taken for rectification of same.
- g) The C A Firm / Members of the firm shall visit at least two times in a month to the District/Block/GP during the period of Audit.
- h) The Firm is required to Prepare the Trial Balance and Annual Financial Statements i.e Receipt & Payment A/c, Income & Expenditure A/c and Balance Sheet Scheme-wise and Consolidated.
- i) 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 procedures.
- j) Any other account related work as

2. TIME PERIOD OF ENGAGEMENT:

The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting Year i.e.2019-20 initially 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 three years. The Agency, however, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

TIME SCHEDULE:

The selected firm should submit the audit report for the Financial Year 2019-20 within 32 working days from the date of agreement.

REPORTING

The Firm will submit the Audit Report of 2019-20 (Four sets) to the Project Director DRDA, Jharsuguda within the stipulated time frame as mentioned above..

GENERAL

The firm will be given access to all information relevant for the purpose of conducting the audit. This would normally include Books of Accounts, all documents, correspondence, and other information associated with DRDA, Jharsuguda during 2019-20 addition to the audit report of previous years. The Firm should submit the annual financial statement along with their audit observation.

3. ELIGIBILITY CRITERIA OF THE CA FIRM

- A) The bids of only those firms shall be entertained, which satisfy the following eligibility criteria:
- CA firm must be odisha based and must have been empanelled as per the latest order of Comptroller and Auditor General of India(C&AG) for 2019-20.
 - CA firm must be Ten years old firm as on 01.04.2020 and have minimum 2 partners with at least one FCA. Single proprietorship firms are not eligible to participate.
 - The average annual turnover should not be less than Rs.30.00lakhs during the preceding three Financial Years i.e. 2016-17, 2017-18 & 2018-19. I.T return for the mentioned 3 F/Y with computation of Income and Certificate from a C.A Firm regarding Annual Average Turnover is mandatory.
 - The CA Firm must have registered with the Institute of Chartered Accounts Of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Valid Service Tax Registration.
 - Firm must have conducted any kind of Audit of Accounts of DRDA/BLOCK/GPs within the state at least for three years i.e. Statutory/Concurrent/Special Audit/Maintenance of A/c of GPs etc.
 - Firm must have external audit experience of at least 5 years in similar kind of State level Govt. Institutions/Agencies/Training Institutes/Societies under Panchayati Raj Department or any Govt. Organization/Autonomous bodies of State/Central Govt..
 - The firm must have at least two Partners with one FCA and have minimum three nos other Audit staff in addition to the Partners.
 - The firm must not have been blacklisted by any State/ Central Govt. organization/ /Institutions. The authorized signatory must furnish an undertaking to this effect.
 - 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.
 - All the above mentioned relevant documents/ Certificates duly attested by the authorized signatory of the firm in support to the eligibility criteria be furnished unflinchingly.
- (B) The audit team for conduct of audit at DRDA must comprise of one Audit Manager and two Audit staffs.
- The audit manager must be a qualified CA having at least 3years of post qualification experience.
 - The Audit staffs must have 3years of audit experience in execution of similar nature of work.

4. PAYMENT TERMS

The payment against the services provided by the firm is subject to the following terms and conditions:

- a. The Minimum and the Maximum price a Firm can quote is Rs.15000/- to Rs.50000/- including any Govt. statutory dues and taxes. The bid of the firm quoting lesser or above the threshold as specified above shall be treated as nonresponsive bid. The rate quoted and approved by the Lowest bidder(L1) should remain valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period. Payment shall be made to the Firm only through NEFT/RTGS.
- b. Service tax and any statutory Govt. dues shall be paid as per the prevailing Rates.
- c. TDS as applicable under Income Tax Act and GST Rule shall be deducted.

5. SUBMISSION OF EOI

- i) **ANNEXURE- A** duly filled in Qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner of the Firms should be submitted in one sealed envelope superscribed at right most corner of the envelop as -"TECHNICAL BID".
- ii) **ANNEXURE- B** duly filled in Financial Bid should be submitted in a separate sealed cover superscribed at right most corner of the envelop as "FINANCIAL BID".
- iii) The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed, superscribed as **"EXPRESSION OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR THE YEAR 2019-20"**. The C.A Firm should submit EMD of Rs.5000/- (Rupees Five thousand) only & Cost Of Tender Paper of Rs.500/-(Rupees Five Hundred)only (Non refundable) along with the Bid in shape of Demand Draft drawn from any Nationalized Bank in favour of "Project Director DRDA, Jharsuguda, payable at Jharsuguda. The EMD of unsuccessful bidders shall be refunded on written request for the same. Care should be made to ensure that the D.D should be put in the outer most envelop and not in the envelop meant for Technical or Financial Bid.
- iv) The technical bid should not contain any indication of price offered or else the entire bid will be rejected.
- v) The Tender Paper should reach to the Office of Project Director, DRDA Jharsuguda, Odisha through registered post/speed post only latest by 01.00pm on dt.25/06/2020. Tender paper received after the due date and time shall summarily be rejected. The bidders are required to download the Bid document from the Jharsuguda District web site i.e. www.jharsuguda.nic.in fill it up with relevant papers, check list and DD & submit it through registered post/speed post only.
- vi) Date & time of opening of bid is on date 25/06/2020 at 4.00pm. The interested bidders or their authorized representatives are requested to remain present at the time of opening of the bid.

vii) The authority reserves the right to accept or reject any or all the bid at any stage without assigning any reason thereof.

viii) Any dispute in connection with EOI shall be settled at any court under the jurisdiction of Jharsuguda District.

6. EVALUATION OF TECHNICAL BIDS

- a. The Technical Bid received by DRDA, Jharsuguda and those meeting the above criteria, would be taken up for detailed evaluation as per the technical evaluation criteria, described in Format A-5 below. The Bidders would be evaluated and assigned marks against the maximum score of 100marks. The selection will be made basing on highest marks secured by the Firm.
- b. After the selection in Technical Bid as per Format A-5, the Financial Bid will be opened in the presence of the representative of the firm. The Technical and Financial Bid Carry 50 marks each, but to qualify in Technical Bid, securing at least 40 marks is a must for any Bidder.
- c. The CA Firm having the maximum combined score in Technical and Financial Bid will be considered for selection as the Statutory Auditor of DRDA Jharsuguda for the financial year 2019-20.

A N N E X U R E - A

QUALIFICATION-CUM-TECHNICAL BID

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

| 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 | |
| | | MobileNo(s): | |
| | | e-Mail ID | |
| | | (Submit copy of supporting document regarding address) | |
| 2. a) | Qualification criteria 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 number under Service Tax | Mention Registration Number and Date of Registration (Submit copies of the registration certificates) & (Partnership Deed) | |
| | | PAN NO of the CA Firm (Submit copy) | |
| | | Service Tax Registration No. (Submit copy) & (copy of 3 yrs IT Returns with computation of income). | |
| b) | The CA Firm should be Empanelled with Comptroller And Auditor General of India (C&AG) | Empanelment Number (Submit copy of evidence). | |

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| | | |
|-------|--|---|
| c) | Average Gross Professional Fees received/earned by the CA Firm for the last 3 (three) years i.e.(2016-17,17-18 & 18-19). | <p>Average Gross Professional Fees received/earned</p> <p>Rs. (in figure) _____</p> <p>Rs. (in words) _____</p> <p>_____</p> <p>Provide copies of the Audited Financial Statements of last three years.</p> <p>SUB-ANNEURE -A1</p> |
| d (i) | The Firm should have at least 3 years of experience in conducting Audit of DRDA/Block/GP. | <p>No. of institutes where similar services were provided for 3 year</p> <p>Nos. (in figures).....</p> <p>Nos (in words)</p> <p>Details to be provided as per SUB-ANNEXURE-A-2 (Attach copy of works orders as evidence)</p> |
| d(ii) | The Firm should have at least 5 years experience of providing services of External Auditing | <p>Institute where services were provided during last 5(five) years</p> <p>Nos. (in figures)..... Nos (in words)</p> <p>Name of the institutes :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Details to be provided as per SUB-ANNEXURE-A-3 (Attach copy of works orders as evidence)</p> |
| e | CA firms should have minimum 2 (two) partners with one FCA | <p>Partners</p> <p>Nos. (in figures)..... Nos (in words)</p> <p>Submit details of the Chief Functionaries of the CA firms as provided in SUB-ANNEXURE-A-4</p> |
| f | No. of other staffs on payroll of Firm (Min. Accounts Managers – 1nos & Audit staff – 2 nos) | <p>No. of Accounts Manager (Qualified CA) and Audit Staffs (Min. 3 yrs experience) and other staff performing audit/accounting works (in figure and words)</p> <p>CV should be attached.</p> |

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, DRDA, Jharsuguda is at liberty to reject the proposal/work awarded to this 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]

Rs in Lakh

| Particular | Financial Year 2016-17 | Financial Year 2017-18 | Financial Year 2018-19 | Average Annual T.O |
|---|---------------------------|---------------------------|---------------------------|-----------------------|
| 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

Signature:

Date:

Name and Designation with Office Seal

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SUB-ANNEXURE : A2

Details of CA Firm's Experience of conducting Audit of DRDA/BLOCK/GP at least for three years.

| Sl. No. | Name of the assignment | Name of the assignment (start date / end date) | Name of the client | Nature of the assignments (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 the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Signature:

Date:

Name and Designation with Office Seal



SUB-ANNEXURE : A3

Details of CA Firm's Experience of providing Similar types of Services as per Scope of Work during the last 5 years.

| Sl. No. | Name of the Assignment | Name of the Institute | Nature of the Assignments as per the scope of work of this tender | Nature of the Supporting Documents provided |
|---------|------------------------|-----------------------|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Furnish the copy of the documentary evidence in support of the Information provided above.
Please attach additional sheets, if required.

Signature:

Date:

Name and Designation and Office Seal.

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SUB-ANNEXUREA-4
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.

Signature:

Date:

Name and Designation and Office Seal

Annexure – A-5
Finalisation of Bid

Entire Bid process will be two tire systems as follows :

1. Technical Evaluation (carry 50 marks) (Sl. No. 1 to 5)
2. Financial Evaluation (carry 50 marks) (Sl.No.6)

Basis of Evaluation :

| Sl. No. | Evaluation Criteria | Max. Marks |
|---------|---|------------|
| 1 | No. of years of Firm's existence and date of establishment : (a) More than 10 years of existence after partnership : 10 marks (b) At least 10 years of partnership : 05 marks | 10 |
| 2 | Partnership firm having registered office at undivided Sambalpur District : 10 marks Registered Office outside Sambalpur District : 05 marks | 10 |
| 3 | Average Turnover of the firm for the last Three years : (a) More than Rs.30.00 lakhs : 10 marks (b) At least Rs. 30.00 lakhs : 05 marks | 10 |
| 4 | No. of full time Fellow Partners : (a) More than 05 full time partners with more than 03 FCA & more than 10 Audit Staffs : 10 marks (b) More than 02 full time partners with 01 FCA & 3 Audit Staffs : 05 marks | 10 |
| 5 | a) Firm conducted any kind of Audit of Accounts of DRDA/BLOCK/GPs within the state. i.e. Statutory/Concurrent/Special Audit/Maintenance of A/c of GPs , for more than 3years : 10 marks b) At least for 3 years : 05 marks | 10 |
| 6 | Financial Bid Score = (Minimum Audit Fee / Price quoted by Individual Bidder) X 50 <i>(The bid/quotation will be rejected, if the price quoted by the bidder is less than Minimum Audit Fee i.e. Rs.15,000/- or greater than Maximum Audit Fee i.e.Rs.50,000/-.)</i> | 50 |

The bidder scoring highest marks in Technical & Financial Bid shall be declared as L-1. Similarly the bidder scoring second and third highest marks will be declared as L-2 & L-3 respectively.

NB: The financial Bid will be opened for the bidders who score minimum 40 marks in Technical Bid.

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

NAME OF THE FIRM _____

| Sl. No | Name of the Work | Total |
|--------|--|-------|
| 01 | Audit fees (Inclusive of all taxes) | |

(Rupees

Only)

* [The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e travelling, lodging and food etc.]. Plz provide bifurcation of the rate at which Taxes and duties are levied over and above the Audit fees. **We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.**

Signature of the Firm

Date

Place

CHICK LIST

| Sl. No | Particulars | Page |
|--------|--|------|
| 1. | Registration No. & Date of the Firm | |
| 2. | Copy of PAN Number | |
| 3. | Copy of GST Number | |
| 4. | Registered office with Address | |
| 5. | Number of Partner of Firm with FCA | |
| 6. | Number of Staff(Qualified & Semi-qualified) | |
| 7. | Annual Turn Over Certificate | |
| 8. | Demand Draft for Rs.5000/- & Rs.500/- towards EMD & Cost of Tender paper(No. & Date) | |
| 9. | Copy of Work Experience Certificate | |
| 10. | Undertaking regarding firm not being blacklisted | |
| 11. | Undertaking regarding any Staff or Partner's relative is an employee of DRDA, Jharsuguda | |
| 12. | Signature of Authorized Signatory in all the documents(Yes/No) | |

PROJECT DIRECTOR
DRDA JHARSUGUDA.

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