

DISTRICT MINERAL FOUNDATION, JHARSUGUDA

Quotation Call Notice

No. 698

Date 22/6/23

Quotation Call Notice for selection of Statutory Auditor for Audit of accounts of District Mineral Foundation, Jharsuguda for the financial year 2022-23

District Mineral Foundation Jharsuguda is inviting sealed quotations in the Letter head from all the Chartered Accountant, for statutory audit of accounts of District Mineral Foundation Jharsuguda for the financial year 2022-23.

General Instruction

1. ELIGIBILITY OF THE CHARTERED ACCOUNTANT FIRM

The Bid of only those Firms shall be entertained, which satisfy the following eligibility Criteria: -

- CA Firm must be Odisha based and Firms having Head Offices in Sundargarh or undivided Sambalpur District (i.e., Jharsuguda, Sambalpur, Deogarh & Bargarh) and must have been empaneled as per the latest order of Comptroller and Auditor General of India (C&AG) for the year 2022-23.
- The CA Firm must have registered more than 10 years back and have minimum 2 Partners with at least one FCA.
- The average annual turnover of the Firm should not be less than Rs. 5.00 Lakh for the last 03 preceding Financial Year.
- 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 GST Registration.
- At least 3 years of External Audit Experience in similar Kind of state Level Govt. Institution /Agencies/Societies of any Govt. Organization /Autonomous bodies/PSU of state/Central Government must be there.
- The CA Firm must not have been blacklisted by any Govt or any other organization and the Authorized signatory of the Firm must submit an undertaking to this effect.
- Have minimum 10 (ten) numbers of Audit staffs in addition to partners.
- Audit managers must be qualified Chartered Accountants (FCA) with valid Membership Number and having at least 5 years of post-qualification experience.
- The Audit staff must have 2 years of audit experience in similar nature of work. The Bidder will submit the relevant documents along with EMD of Rs.10,000/-

4

(Rupees Ten Thousand) only in shape of Demand Draft/TDR from any Nationalized Bank duly pledged in favour of "District Mineral Foundation Jharsuguda". The EMD of unsuccessful bidder will be refunded.

- Quotation will be available in the district website - www.jharsuguda.nic.in from dt. 22.06.2023 to dt. 10.07.2023.
- Last date for receipt of quotation is 10.07.2023 at 5.00 PM.
- Quotation along with all the documents can be submitted by the interested firms through **Speed Post/Registered Post** only to "District Mineral Foundation, behind Collector's Office, 1st floor above District Planning Office Jharsuguda, Pin- 768204, Odisha
- The firm should submit their Technical & Financial Bid in two separate envelopes & both the envelopes are to be placed inside one sealed envelope superscribing "Technical Bid" & "Financial Bid" on top of the respective envelopes. The outer envelope is to be superscribed with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DISTRICT MINERAL FOUNDATION JHARSUGUDA DISTRICT FOR THE FY 2022-23.**"
- The sealed quotation will be opened on 11.07.2023 at 11.30 A.M in the Office Chamber of the CDO-cum- EO, Zilla Parishad & CEO, DMF, Jharsuguda.

2. Scope & Coverage of audit:

During Audit special attention should be paid to the following points:

- 100% verification of all vouchers, Head of Accounts wise receipt & payment.
- 100% verification of Opening Balance entry in all Heads of Accounts with previous Cash Books. This verification should include Cash Books of all money parked in different banks.
- Analysis of Unadjusted advances to different Executive Agency.
- Executive Agency wise of DMF funded projects should be audited by the selected Auditor.
- Audit Report should be uploaded in section 10BB format of income tax along with the CA certificate, and shall be filed audit report along with the return as per the explanation to section 288(2) of the IT Act-1961.
- Filing of Income Tax Return in accordance with the provision of clause(g) of sub-section (4C) of sub-section 139 of IT Act-1961.
- Ensure arithmetic accuracy and recording of all transactions.
- Bank Reconciliation and certification.
- Reconciliation of Stock & Asset Register etc.
- Preparation of final accounts i.e. Receipt & Payment A/C, Income & Expenditure A/c & Balance Sheet. Submission of audit reports with necessary suggestion and recommendation to rectify the flaws if any in commensurate to the Govt. instructions.

dm

- Compliance to all the instructions issued by Govt. C&AG from time to time.

3. Audit Fees:

Intending C.A. Firms to participate in the Quotation Call Notice are required to quote consolidated audit fees. The details of Audit Fee structure are given below.

INSTITUTION	SCOPE OF WORK	Audit Fees in Rs.
DISTRICT MINERAL FOUNDATION	QUOTATION CALL NOTICE FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DISTRICT MINERAL FOUNDATION JHARSUGUDA DISTRICT FOR THE FY 2022-23.	Lowest quoted price (Including Tax)

22/6/23
CDO-cum-EO, Zilla parishad
&
CEO, DMF, Jharsuguda

Date. 22/6/23

Memo No. 699

Copy to the P.A to Collector, Jharsuguda for kind information of the Collector, Jharsuguda

22/6/23
CDO-cum-EO, Zilla parishad
&
CEO, DMF, Jharsuguda

Date 22/6/23

Memo No. 700

Copy forwarded to Sub-Collector, Jharsuguda/ Dy. Collector, Nizarat, Collectorate, Jharsuguda/ Tahasildar, Jharsuguda/ BDO, Jharsuguda/ EO, Jharsuguda Municipality/ DIO, NIC, Jharsuguda with a request to affix the Tender Call notice in their office notice board. The DIO, NIC, Jharsuguda is requested upload the Quotation Call Notice in the District Website of Jharsuguda for wide publicity.

22/6/23
CDO-cum-EO, Zilla parishad
&
CEO, DMF, Jharsuguda