



No.5697/ DRDA, Dated: 24/06/2019

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM
FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA GANJAM FOR THE FY 2018-19.**

District Rural Development Agency, Ganjam invites Expression of Interest (EOI) from the C&AG Empanelled List (Last Updated) partnership Chartered Accountants Firm for conduct of Statutory Audit of Accounts of DRDA, Ganjam for FY 2018-2019. The Engagement of Chartered Accountants Firm will be through two Bid Systems i.e. Technical Bid and Financial Bid. The Firm who qualifies the Technical Bid will go for the Financial Bid. EOI along with all the documents can be submitted by Interested Firm in Speed Post/Registered Post only to Project Director, DRDA, Ganjam, Chatrapur, PIN- 761020. The firms should submit their Technical Bid and Financial Bid in two separate envelopes indicating 'Technical Proposal' and 'Financial Proposal' on the top of the respective envelopes and both the envelopes are to be packed inside one single sealed envelope. The outer sealed Envelope is to be superscripted with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA GANJAM FOR THE FY 2018-2019**".

The Detail Term & Condition along with Bid documents will be available in Ganjam District Website i.e. : <https://ganjam.nic.in/>

- Opening Date for submission of E.O.I: **25/06/ 2019**
- Last date for receipt / submission of Bid paper: **10/ 07/ 2019 up to 5.30 PM.**
- Opening of Bid paper: **11/07/2019 at 11.00 AM** at DRDA, Ganjam, Chatrapur, in presence of quotationers.
- Cost of EMD: **Rs.10, 000. 00 (Rupees Ten Thousand) only** in favour of PD, DRDA Ganjam in shape of DD payable at Chatrapur.
- The tender papers can be obtained from office of PD, DRDA, Ganjam, Chatrapur from 25.06.2019 to 10.07.2019 during the office hour on payment of Rs. 500/- in shape of DD in favour of PD, DRDA, Ganjam, Chatrapur. The MR received against the deposit shall be submitted along with the bid papers.

- If the tender paper is downloaded from <https://ganjam.nic.in/> web portal, the bidder must submit a DD of Rs. 500/- along with the bid papers drawn in favour of PD, DRDA, Ganjam, Chatrapur payable at Chatrapur.

Without the MR/ DD the bid papers will be liable for rejection.


**Project Director
DRDA, Ganjam**

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Copy to DIO, NIC, Ganjam (Collectorate) for information and requested to web hoist the tender advertisement in the Ganjam district web portal.

Copy to DĪPRO, Ganjam, Chatrapur for information. He is requested to publish the Advertisement in 2 daily newspapers on dated: 25.06.2019 with expenditure limited to Rs. 3000/- each only.

Copy to notice board of Collectorate, Ganjam/ DRDA, Ganjam/ Sub- Collector's office, Chatrapur/ BDO, Chatrapur for wide publication and display.


**Project Director
DRDA, Ganjam**

Scope of Work/Works to be Completed within the Time Limit

- 100% Verification of Vouchers, Head of Account wise entries as receipt and Payment in Cashbook/Other Financial Statements of DRDA, Ganjam in PRIASOFT and Manual Cash books.
- Verification of Asset Register, Advance register, U.C & other Subsidiary Ledger of all accounts of DRDA, Ganjam.
- Ensure Arithmetical accuracy of all entries and all transaction recorded in subsidiary Cashbook, Stock register and reflected in Main Cashbook.
- Preparation of monthly analysis of Opening & Closing Balance taking unadjusted advance and fund position in different banks /Post office/ NSCs, KVPs, IVPs, FDs etc.
- Reconciliation /Compilation of all Bank Accounts and Ledgers.
- Ensure all Financial Transactions are recorded In Cashbook and reflected in passbook and any deviation found is to be reported to the authority immediately.
- Ensure correctness of accounts and suggest necessary action to be taken for rectification of same.
- Necessary Verification of all Transactions of PRIASOFT (Online Cash book)
- The Firm is required to prepare the Trial Balance and Annual Financial Statement i.e. Receipt & payment a/c, Income & Expenditure a/c and Balance Sheet & BRS Scheme wise and consolidated.
- 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 procedure.
- Necessary Compliance of all objections raised by Government in Audit report.
- Prepare proposal for claim of allotment from Government of India and Government of Odisha.


Project Director
DRDA, Ganjam

ELIGIBILITY OF THE CA FIRM AND ITS EXPERIENCE FOR STATUTORY AUDIT

The Bid of only those Firms will be considered, which satisfy the following eligibility Criteria. The Chartered Account Firm should:

- CA Firm must have been empanelled as per the latest order (updated) of Comptroller and Auditor General of India (C&AG).
- The CA Firm must have minimum 2 Partners. Single proprietorship Firms are not eligible to participate.
- Last three years average annual turnover of the Firm should not be less than Rs. 10, 00, 000. 00
- Must have registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Number (PAN) and GST Registration.
- At least 5 years of External Audit Experience in similar Kind of State Level Govt. Institution /Training Institute/Societies under Panchayati Raj & D.W. Department or any Other Govt. Organisation/Autonomous bodies/PSU of state/Central Government.
- Have not been blacklisted by any govt or any other organisation. Firms who have disengaged from DRDA, Ganjam or any other District for its poor performance are not eligible to participate in the Tender. **Authorised signatory of the Firm to submit an undertaking to this effect.**
- Have minimum three numbers of other Audit staffs in addition to partner.
- Audit manager must be qualified CA having at least 3 years of post qualification experience.
- The Audit staff must have 3 years of audit experience in similar nature of work.
- The Bidder will submit the relevant documents along with EMD of Rs.10, 000. 00 (Rupees Ten thousand) only in shape of DD in favour of PD, DRDA, Ganjam payable at Chatrapur which will be refunded to unsuccessful bidder. The Successful Bidder will get back his EMD after submitting Performance security Deposit of Rs.10, 000.00 (Rupees Ten thousand) only in shape of DD in favour of PD, DRDA, Ganjam which will refund after successful completion of Audit.


Project Director
DRDA, Ganjam

DETAIL OF BID OPENING

Entire Bid process will be two tier systems as follows:-

1. Tier-1-Technical Evaluation
2. Tier-2-Financial Evaluation

1. Technical Bid :-

The papers for the technical bid will be opened first. The information as required in the Annexure- A along with all required document documents (Form- 1 to 4) will be evaluated. The bidder should pass in all items of "Eligibility Criteria". The undertaking on not being blacklisted shall also be submitted by the bidder as per enclosure.

The firm qualifies the Technical Bid will go for the Financial Bid.

2. Financial Bid :-

- The financial bid papers shall be opened for successful qualifiers of technical bidders only. The ceiling for the financial bid has been fixed by the committed as follows. That,
- Minimum Audit Fees is of Rs. 50,000/- (Rupees Fifty Thousand). The firm who will quote the price less than Rs. 50,000/- and more than Rs. 1, 00, 000/- (Rupees One Lakh Only) will not be taken into consideration. The minimum and maximum Audit fee mention is inclusive of TA/ DA and all taxes. Hence, the bidder shall quote price inclusive of TA/ DA and all taxes.
- The financial bid shall be submitted as per the given **Annexure- B** only.
- The financial bid will be evaluated on lowest bid cost basis. The lowest bidder in financial bid will be termed as L1 and will be awarded the contract.
- If the L1 score holder will not confirm and submit the acceptance letter within a week from date of issue of engagement order, the tender order will be given to the L2 firm and subsequent.
- If any case more than one firm will come under L1 category, than the CA firm having registered / branch in Ganjam District will be preferred.
- Further, if 2 firms stands L1 without having any branch in Ganjam District/ if more than 2 firms stand L1 having branch in Ganjam district (or not), then the L1 will be selected on the basis of lottery system in presence of the selection committee.
- The committee has all the rights to finalise among the CA firms and the decision of the selection committee will be final.


21.06.19

3. DRDA, Ganjam reserves the right of negotiation with eligible Bidder before Finalisation of the Bid Contract.
4. DRDA, Ganjam reserves the right to accept or reject any or all Bid in total or in parts or to split the work among more than one Bidder without assigning any reason thereof.

5. PAYMENT TERMS

The payment against the service provided by the Firm is subject to following term and condition:-

- b. The price quoted by the Firm should be valid for the entire contract period. Payment shall be made after successful completion of the entire contract work. No price variation would be allowed during contract period.
 - c. The final rate shall be inclusive of TA/ DA and all taxes applicable.
 - d. TDS will be deducted as per the Income Tax Act/Rule.
 - e. If the Firm will not provide satisfactory performance to DRDA, Ganjam and will not comply the objection /words of DRDA within its stipulated time period then the Performance Security Deposit will not be refunded and also their financial claims and participate in similar work in future for breach of contract.
6. CA Firm must accomplish the complete Assigned works and will submit Audit Reports within 30 days of date of Engagement.


24.02.24

ANNEXURE – A

QUALIFICATION-CUM-TECHNICAL BID

(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl. No.	Particular	Firm's strength and capacity	
1	Chartered Accountants Firm(FILL UP FORM -1)	Name & Address of Registered office of the Firm	
		Name & Address of the branch office in Ganjam district. (If any)	
		Name and address of the Authorised Partner(s)	
		Telephone STD Code	
		Mobile No(s)	
		e-Mail ID:	
		Submit copy of Supporting documents regarding address	
2	Qualification Criteria		
a.	CA Firm should be empanelled with Comptroller and Auditor General of India(C&AG) (Latest)	Empanelment Number (Submit copy of Supporting documents regarding Number)	
b.	The CA Firm Should be registered with the institute of Chartered Accountant of India (ICAI) for minimum 10 years and must possess permanent Account Number (PAN) under Income Tax and registration Under GST.	Mention Registration Number and Date of Registration (Submit copies of the registration Certificates) and (partnership Deed) PAN No. of the CA Firm(Submit copy) GST Registration No. (Submit copy & copy of last 3 years IT Returns)	



c.	Annual Turn Over of last 3 years i.e. (2015-16,2016-2017,2017-2018) (FILL UP FORM -2)	Amount in Rs. 10, 00, 000/- (Submit copies of Audited statement /Balance Sheet , Profit and loss A/C of last 3 years)
d.	The Firm Should have at least 5 Years of External Audit Experience & experience copy of DRDAs.(FILL UP FORM -3)	Detail name of organisation with nature of work(fill up annexure-1) (Attach copy of work order as evidence)
e.	The Firm should have minimum 2 Partners (FILL UP FORM -4)	Partners Nos. (Submit the supporting documents)
f.	Numbers of other Staff on payroll of Firm (Audit Manager(s) & Audit Staff(s))	a. No. of Audit Manager (Qualified CA) b. Audit Staffs (Min 3 years Experience) & other staff performing audit/accounting work (in fig.) submit details in separate sheet.

Certify that the above particular are Correct. In the event of any information found to be incorrect, DRDA, Ganjam is at liberty to reject the proposal/Work awarded to this CA Firm.

**Signature of Bidder
(Name and Designation with Seal)**

FORM-1

NAME OF THE FIRM WITH ADDRESS AND C&AG EMPANELMENT LIST

SL NO.	NAME OF THE FIRM	ADDRESS	C&AG EMPANELMENT NUMBER	MOBILE NO.	EMAIL ID

***With supporting Documents.**

**Signature:
Name and Designation and office Seal**

FORM-2

ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS Amount in Rs. 10, 00, 000/-

PARTICULAR	FINANCIAL YEAR 2015-16	FINANCIAL YEAR 2016-17	FINANCIAL YEAR 2017-18	FINANCIAL YEAR 2018-19 (If Available)

***Furnish Audit report in support of the above Figure.**

**Signature:
Name and Designation and office Seal**

FORM-3

Detail of CA Firm's Experience of Similar Service during the last 5 years along with DRDA Experience

SL No.	Name of the Assignment (start date/End date)	Name of the Client/Organisation	Nature of Assignment(Please Specify the Work involved as detailed in scope of work)	Detail of the Supporting Documents provided
1				
2				
3				
4				
5				
6				

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

**Signature:
Name and Designation and office Seal**

FORM-4

DETAILS OF CA FIRM'S PARTNER(S)

Sl. No	Name of the Member	Designation	Membership No.

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

**Signature:
Name and Designation and office Seal**

**ANNEXURE-B
FINANCIAL BID
(To be filled by Bidder)
PRICE QUOTATION FORMAT**

Name of the Firm: _____

Address: _____

Sl. No	NAME OF WORK	Price Offered (Offer in Rupees)
1	AUDIT FEE (For Audit of Accounts of DRDA, Ganjam)	

 * Price must be quoted within the ceiling limits.

* The price quoted shall be inclusive of TA/ DA and all taxes applicable.

**Signature & Seal,
CA Firm**

Undertaking by CA Firm

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 been disengaged by the DRDA, Ganjam or any other DRDA for its poor performance.

**Seal and Signature
CA Firm**