



# DISTRICT RURAL DEVELOPMENT AGENCY, BARGARH

Dist.-BARGARH, Odisha. Pin- 768028

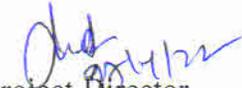
E-mail: [ori-dbargarh@nic.in](mailto:ori-dbargarh@nic.in) .

Letter No: 1333 Date: 27.4.22

## EXPRESSION OF INTEREST FOR STATUTORY AUDIT OF DRDA, BARGARH

Sealed expression of interest is invited from GST Registered and C & AG empanelled Partnership Chartered Accountants Firms for statutory Audit of accounts of DRDA Bargarh for the year 2021-22 to 2023-24. The bids should reach the undersigned by speed post/ registered post only. The last date for submission of tenders is **10.05.2022 up to 5.00 PM**. Details regarding terms & conditions and submission of bids can be downloaded from the district website of Bargarh: [www.bargarh.nic.in](http://www.bargarh.nic.in).

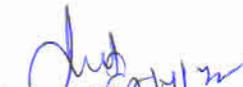
1. Opening Date for submission of EOI: dt28.04.2022
2. Last date for receipt of Bid paper: 10.05.2022
3. Opening of Bid paper: dt 11.05.2022 in presence of bidders.
4. Cost of EMD: Rs.5,000.00 in shape of TDR Duly pledged in favor of project Director, DRDA Bargarh

  
Project Director  
DRDA, Bargarh

Memo No- 1334

Dtd- 27.4.22

Copy to DIO, NIC, Bargarh to hoist the above notice for a period of **28.04.2022 to 10.05.2022** in the District portal.

  
Project Director  
DRDA, Bargarh

Memo No- 1335

Dtd- 27.4.22

Copy forwarded to the Publication , I & PRO, Govt.of Odisha, Bhubaneswar with request to Publish the notice in one English and one Odia dailies with largest circulation and sublit the bills to the under signed for necessary payement.

  
Project Director  
DRDA, Bargarh

## ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ବରଗଡ଼

ପତ୍ର ସଂଖ୍ୟା.....୧୩୩୩..... ତା :.....୨୭.୦୪.୨୨

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ବରଗଡ଼ର ଅତିରିକ୍ତ ନିମନ୍ତେ ଚାଟାର୍ଡ ଏକାଉଣ୍ଟ ସଂସ୍ଥା ମାନଙ୍କଠାରୁ ନିବିଦା ଆହ୍ୱାନ ।

ହିସାବ ନିୟନ୍ତ୍ରକ ଏବଂ ଅତିରିକ୍ତ ଜେନେରାଲଙ୍କ ଦ୍ୱାରା ସୁଚିତ୍ତ ତଥା ସେବା ଓ ଦ୍ରବ୍ୟ କର ପଂଜିକୃତ CA ଫର୍ମ ମାନଙ୍କ ଠାରୁ ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ବରଗଡ଼ ର ଅତିରିକ୍ତ ନିମନ୍ତେ ନିବିଦା ଆହ୍ୱାନ କରାଯାଉଅଛି । ଇଚ୍ଛୁକ ଫର୍ମ ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀଙ୍କ ନିକଟରେ ତା : ୧୦.୦୪.୨୦୨୨ ଅପରାହ୍ନ ୫ଟା ସୁଦ୍ଧା ରେଜିଷ୍ଟ୍ରି ଡାକ କିମ୍ବା କ୍ଷିପ୍ର ଡାକ ଜରିଆରେ ଡାକର ନିବିଦା ପଠାଇ ପାରିବେ । ସବିଶେଷ ନିବିଦା ସମ୍ପର୍କୀୟ ତଥ୍ୟ ଜିଲ୍ଲା ପୋର୍ଟାଲ [www.bargarh.nic.in](http://www.bargarh.nic.in) ରେ ଉପଲବ୍ଧ ଅଟେ ।

  
ପ୍ରକଳ୍ପ ନିର୍ଦ୍ଦେଶକ,

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ବରଗଡ଼

ଜ୍ଞାପକ ସଂଖ୍ୟା : .....୧୩୩୩..... ତା : .....୨୭.୦୪.୨୨

ଏହାର ଏକକିତା ନକଲ , DIO, NIC, ବରଗଡ଼ କ ଗୋଚରାର୍ଥେ ତଥା ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

  
ପ୍ରକଳ୍ପ ନିର୍ଦ୍ଦେଶକ,

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ବରଗଡ଼

**DISTRICT RURAL DEVELOPMENT AGENCY, BARGARH**

**Dist.-BARGARH, Odisha. Pin- 768028**

**E-mail : [ori-dbargarh@nic.in](mailto:ori-dbargarh@nic.in) .**



Letter No: 1336 Date: 27.4.22

Expression of Interest is invited from GST Registered and C&AG empanelled partnership Chartered Accountants firms for statutory Audit of accounts of DRDA Bargarh for the years 2021-22 to 2023-24. The terms and conditions of the assignment are as follows:-

**Scope of work:**

1. The CA firm shall make 100% verification of all vouchers, Head of Accounts-wise entries of receipt & payment in cash Book/ other financial statements.
2. The firm shall ensure arithmetic accuracy of all entries and ensure that all transactions recorded in subsidiary books are reflected in the main cash book.
3. Shall verify monthly analysis of Opening & closing Balance of unadjusted advances given to different categories of employees.
4. Shall verify fund position in different bank A/C of schemes, reconciliation of all bank accounts with respective scheme cashbook and check the bank Reconciliation statement.
5. Verify all ledgers, Stock & Store, GIA Register, U.C position and other records required for audit.
6. Ensure all financial transaction are recorded in cashbook and reflected in passbook as well.
7. Ensure correctness of accounts and suggest necessary action points, if any for rectification and improvement.

**Terms & conditions**

1. The Firm should be C&AG empanelled for the year 2021-22 and must have minimum 2(two) partners. Single proprietorship firms are not eligible.
2. The Firm must not have been blacklisted by ICAI, any Govt. department/ PSUs/ Autonomous body.
3. The audit is to be supervised by the partner(s) of the firm. It cannot be sublet/ assigned to any other firm/ person.
4. The engagement of the C.A. firm shall be made for 3 years term subject to renewal every year on satisfactory completion of the assigned work and continuance in C&AG empanelment.
5. The EOI should be submitted in the form of **Technical & Financial bid** in the prescribed format and should be submitted separately in sealed cover. Both the bids should be put in one cover and the cover should be super scribed as "EOI for statutory Audit of DRDA Bargarh for 2021-22". The envelope containing Technical bid should be super scribed as "EOI for statutory Audit of DRDA Bargarh for 2021-22 TECHNICAL BID" and the envelope containing financial bid should be super scribed as "EOI for statutory Audit of DRDA Bargarh for 2021-22 FINANCIAL BID".
6. The bids completed in all respect should reach the office of the PROJECT DIRECTOR, DRDA, Bargarh by **10.05.2022 up to 5.00 P.M.** by registered / speed post only. The bids

should be addressed to the Project Director, District Rural Development Agency, Subash Nagar, Bargarh, 768028. The Technical bids will be opened in the office of P.D., DRDA on **11.05.2022 at 11.00. A.M.** in presence of the committee members. The partners or their authorized representative of the firm may remain present at the time of opening of Technical bid. No other person is allowed to participate in the opening. Successful bidders will be intimated about the date and time of opening of financial bid by email address given in their technical bid.

7. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
8. The financial bid with any cutting, over writings or correction is liable to be rejected.
9. All the particulars to be furnished regarding the firm and partnership should be as on 01.01.2021.
10. The bidders can download the bid documents posted in district website of Bargarh district in the address, [www.bargarh.nic.in](http://www.bargarh.nic.in)
11. If at any stage it is found that the particulars furnished are not correct or incomplete DRDA reserves the right to cancel the appointment and initiate appropriate action against the firm and the partners thereof.
12. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
13. No TA/DA shall be paid to the selected CA firm on account of audit of accounts of DRDA.
14. Auditors having poor track of record or conducting audit of other DRDA shall be disqualified from participating in the EOI.
15. The bidders has submitted an EMD of Rs 5000/- in shape of TDR duly pledged in favour of PD, DRDA, Bargarh.

#### **Financial Bid scorers:-**

1. The Financial Bid paper shall be opened for successful qualifiers of technical bidders only. The ceiling for the financial bid has been fixed by the Committee as follows:
2. The Financial Bid shall be submitted as **per Annexure-B only**.
3. If the L1 score holder will not confirm and submit the acceptance letter within a week from date of issue of engagement order, then the tender order will be given to the L2 firm & subsequent.
4. If any case more than one firm will come under L1 category, then the CA firm having registered/ branch in Bargarh District will be preferred.
5. The Committee has all rights to finalize among the CA firms and the decision of the selection committee will be final.
6. DRDA, Bargarh reserves the right of negotiation with the eligible bidder before finalization of bid contract.

#### **PAYMENT TERMS:-**

- The payment against the service provided by the Firm is subject to following term and conditions:-
- a. 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.
  - b. GST will be paid at prescribed rate at the time of payment.
  - c. TDS will be deducted as per the income Tax Act/Rule.
  - d. If the Firm will not provide satisfactory performance to DRDA, Bargarh' 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 participation in similar work in future shall be treated for breach of contract.

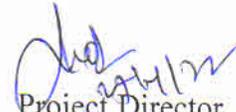


**Threshold limit of quoting the audit Fees:**

The minimum audit fee to be quoted is Rs. 15,000/- (Rupees Fifteen thousand) only per year plus applicable service tax. Firms quoting less than Rs.15,000/-(excluding GST) will be rejected. The rate quoted should be inclusive of all expenses (but excluding GST).

**Documents to be enclosed:**

1. Constitution certificate of the firm as on 01.01.2021 issued by ICAI
2. Copy of partnership deed.
3. Final accounts for the financial year 2018-19, 2019-20 and 2020-21 with copy of ITR-V related to those years.
4. GST registration certificate and copy of GSTR-3B return for the months of July 2021 to March 2022.
5. Copy of appointment letter in support of experience in similar assignment in any Govt. Department/ Institution.
6. Undertaking for not have been blacklisted by ICAI, any Govt. department/ PSUs/ Autonomous body.
7. PAN Card.

  
Project Director,  
DRDA, Bargarh

**Basis of evaluation**

Sl. No	Criteria	Max Marks
1	No. of partners 2 Partners -5 Marks 2-5 Partners -10 Marks More than 5 Partners -15 Marks	15
2	Firm having Head office in Bargarh District 20 Marks	20
	Firm having Branch office in Bargarh District 10 Marks	
	Firm having office in other District 10 Marks	
3	Experience in Statutory Audit of DRDA (1 Mark per DRDA per year)	10
4	Year of establishment (1 Mark per year)	20
5	CA(inter)/ ICWA(inter) Employees (1 Mark per staff)	05
6	<b><u>Average Turnover of last 3 years</u></b> Below Rs. 10 lakhs- 0 Marks Rs. 10 lakh to 30 lakh- 3 Marks Above Rs.30 lakh and up to Rs.50 lakh – 5 Marks Above Rs. 50 lakhs- 10 Marks	10
	<b><u>Total</u></b>	80
	<b>Financial bid score</b> : $\frac{\text{Minimum Audit Fee} \times 20}{\text{Price quoted by individual bidder}}$	20
	<b>Total points</b>	100

N.B.: The Financial bid will be opened for the bidders who will score 56 Marks or more in the Technical bid.

# Technical Bid for Statutory Audit of DRDA Bargarh

1. Name and address of the firm: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Contact No. \_\_\_\_\_

3. E mail Id: \_\_\_\_\_

4. Alternate email Id: \_\_\_\_\_

5. Constitution: Partnership  LLP   
 (Please tick)

6. Date of establishment (DD/MM/YYYY) 

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7. No. of branches with complete postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Name and contact No. of the in-charge of the branch \_\_\_\_\_  
 \_\_\_\_\_

9. Details of partners

Sl No.	Name	FCA/ACA	Membership No.	Date of joining the firm as partner
1				
2				
3				
4				
5				



## Undertaking

I, \_\_\_\_\_, partner of \_\_\_\_\_  
(Name & Address of the CA Firm), hereby undertake that neither our firm nor any partner (s) of our firm were debarred/ blacklisted by the institute of Chartered Accountants of India, Reserve bank of India, Comptroller & Auditor General of India, SEBI, any Central/ State Governments undertakings, Autonomous or Statutory Body. We further undertake that no case (s) is pending against our firm/ partners before ICAI, any courts in India for any professional misconduct.

I also undertake that no person of the firm / partner is related to any employee of the DRDA nor have any interest in their activities.

Place:

Date:

Seal & Signature

(Full Name of the Partner) \_\_\_\_\_

## Financial Bid

**Our unconditional Rate for statutory Audit of DRDA, Bargarh is as follows**

<b>Rate per year for statutory Audit of DRDA, Bargarh</b> excluding GST but including all other expenses, fees etc.
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Rs.
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Rupees.
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Place:

Seal & Signature

Date:

(Full Name of the Partner) \_\_\_\_\_

Note: Rate quoted in any other format and/ or conditional rate will make the tender liable to be rejected.