

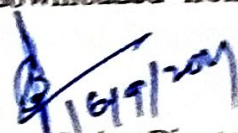
**DISTRICT RURAL DEVELOPMENT AGENCY:
KENDRAPARA**

At P.O./District-Kendrapara, 754211

No. 2815, Dt. 16-9-21

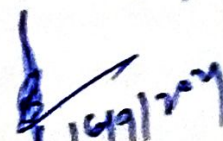
Expression of Interest for statutory Audit of DRDA, Kendrapara

Sealed expression of interest is invited from the C & AG empanelled partnership Chartered Accountants firms for statutory Audit of Accounts of DRDA, Kendrapara for the year 2020-21. The bids should reach the undersigned by speed post / registered post only. The last date for submission of tender is.....02.10.2021 up to 5.00 PM. Details regarding terms & conditions and submission of bids can be downloaded from the District website of Kendrapara i: www.kendrapara.nic.in


Project Director,
DRDA Kendrapara

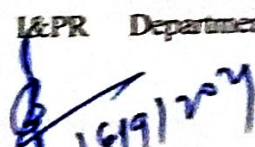
Memo no 2816 date 16-9-21

Copy submitted to DIO NIC, Kendrapara i, he is requested to upload the Expression Of Interest for statutory audit of DRDA Kendrapara in [www. Kendrapara.nic.in](http://www.Kendrapara.nic.in) from 18-9-21 to 02-10-21 for wide publicity.


Project Director,
DRDA Kendrapara

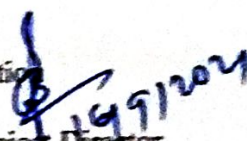
Memo no 2817 date 16-9-21

Copy submitted to Deputy Director, Advertisement, Bhubaneswar, Odisha for publishing in one Odia and one english daily newspaper.


Project Director,
DRDA Kendrapara

Memo no 2818 date 16-9-21

Copy submitted to the Director, PR&DW Department for kind information


Project Director,
DRDA Kendrapara

DISTRICT RURAL DEVELOPMENT AGENCY: KENDRAPARA

At/P.O./District- Kendrapara
754211, Odisha

Expression of interest is invited from the C & AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA, Kendrapara for year 2020-21. The terms and conditions of the assignment are as follows:-

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of **Rs. 500/- (Rupees Five hundred)** (non-refundable) and EMD worth of **Rs. 5000/- (Rupees Five thousand)** only in shape of Demand Draft drawn in favour of **Project Director, DRDA, Kendrapara payable at Kendrapara** must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD are summarily rejected by the Agency.

Scope of Work:

1. The CA firm shall make 100% verification of vouchers, head of Account-wise entries of receipt & payment in cashbook / 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 cashbook.
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, UC Register and other records required for audit.
6. Ensure all financial transactions are recorded in cashbook and reflected in passbook 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 the C & AG empanelled for the year 2020-21 and must have minimum 2 (Two) partners. Single proprietorship firms are not eligible.



2. The firm must not have been blacklisted by ICAI, any Government Departments/ 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.
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, Kendrapara for 2020-21". The envelope containing Technical Bid should be super scribed as "EOI for statutory audit of DRDA, Kendrapara for 2020-21-TECHNICAL BID" and the envelope containing Financial Bid should be super scribed as "EOI for statutory audit of DRDA, Kendrapara for 2020-21-FINANCIAL BID"
6. The bids completed in all respect should reach the Office of the Project Director, DRDA, Kendrapara by 02.10.2021 Up to 5:00PM by Registered / Speed post only. The bids should be addressed to the Project Director, District Rural Development Agency, Kendrapara -754211. The Technical bids will be opened in the office of Project Director, DRDA, Kendrapara on 04.10.21 at 11:00AM. in presence of the committee members. The partners or their authorized representative of the firm may remain present at the time of opening of the 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 e-mail 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 cuttings, 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 pasted in the District website of Kendrapara District in the address: www.kendrapara.nic.in.
11. If at any stage it is found that the particulars furnished are not correct or incomplete the DRDA reserves the right to cancel the appointment and initiate appropriate action against the firm and partners thereof.



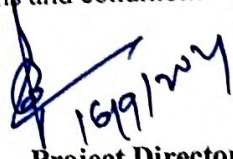
12. The firm who has conducted audit of DRDA, Kendrapara for the preceding years i.e 2017-18 to 2019-20 is not eligible to participate in the EOI.
13. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
14. **Address the issues written undertaking as and when raised by this agency within 24 hours, failing which 1% of his total Audit fees will be recovered as penalty per pay of delay.**
15. **Audit Fees:**

The firms those are interested to be appointed will have to quote consolidated audit fees for each agency. The firm quoting the lowest consolidated fees will be awarded the work of audit. The details of **minimum Audit Fees structure** are given below:

INSTITUTION	NO.S	SCOPE OF WORK	FEES (In Rs.) PER INSTITUTION
DRDA	1	ANNUAL STATUTORY AUDIT	27,000.00

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, Kendrapara 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


 Project Director
 DRDA, Kendrapara

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 2017-18, 2018-19 and 2019-20 with copy of ITR-V related to those years.
4. GST registration certificate and copy of GST return
5. Copy of appointment letter in support of experience in similar assignment in any Govt. Department / Institutions.

Information for the bidders regarding the basis of evaluation for selection.

Basis of evaluation:

SL. No.	Criteria	Max Marks
1	No. of Partners ACA-3 Marks FCA-5 Marks A member who is the partner of the firm for less than three years as on 01.01.2021 will not be considered for the above purpose.	25
2	Experience in PSU/Government Department, institution alongwith Statutory Audit of DRDA	10
3	Year of establishment (2 mark per year)	20
4	CA (Inter)/ICWA (Inter) Employees (2 mark per staff)	10
5	<u>Average Turnover of Last 3 years(2017-2018, 2018-2019, 2019-2020)</u> Minimum-20 lakhs – 15 Marks Rs.20 lakh to 30 lakh – 25 Marks Above Rs.30 lakh -35 marks	35
	Total Points	100

N.B: The Financial Bid will be opened for the bidders who will score 70 marks or more in the Technical Bid.



Technical Bid for Statutory Audit of DRDA KENDRAPARA

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) :

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				

10. Details of semi-qualified (CA (Inter)/ICWA(Inter) employees on the role of the firm

SL. No.	Name	Qualification
1		
2		
3		
4		
5		
6		

11. Gross turnover of the firm return of last three years

Financial Year	G.T.I. (In Rupees) excluding reimbursement of GST (Attach a copy of Balance Sheet and Profit & Loss Account of last three years duly certified/audited)
2017-18	
2018-19	
2019-20	
Average Turnover of above three years	

12. Detail of CA Firm Experience of Similar Service along with DRDA Experience

SL. No.	Name of DRDA/PSUs, Govt. undertakings, Govt. managed schemes/ projects, Externally Aided Projects	Year of Audit

Place:
Date:

Seal & Signature
(Full Name of the Partner)_____



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, Kendrapara is as follows

Rate per year for Statutory Audit of DRDA, Kendrapara excluding service tax but including all other expenses, fees etc.

Rs.

Rupees.(in words)

Place:

Seal & Signature

Date:

Full Name of the signing Partner _____

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

