

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

DISTRICT RURAL DEVELOPMENT AGENCY:BHADRAK

No. /2020 /Date.

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

DRDA, Bhadrak invites Expression of Interest (EOI) from the C&AG empanelled (2019-20) partnership Chartered Accountant Firms for conducting Statutory Audit of Accounts of DRDA, Bhadrak 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 the Financial Bid.

- 1). Last date of receipt of Tender Paper : date 06/07/2020 up to 1 p.m.
- 2). Opening of Tender Paper : date 06/07/2020 at 4 pm.

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

Sd/-

**Project Director,
DRDA,Bhadrak.**

DISTRICT RURAL DEVELOPMENT AGENCY(DRDA), BHADRAK having 07 nos. of Blocks, 218 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, State & Central Finance commission Award etc under the active supervision and guidance of Panchayati Raj & Drinking Water Department, Government of Odisha..

DRDA, BHADRAK 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, Bhadrak.**

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, Bhadrak 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, Bhadrak 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:

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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..
- g) The firm must have at least two Partners with one FCA and have minimum three nos. other Audit staff in addition to the Partners.
- h) The firm must not have been blacklisted by any State/ Central Govt. Organization/ /Institutions. The authorized signatory must furnish an undertaking to this effect.
- i) 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.
- j) All the above mentioned relevant documents/ Certificates duly attested by the authorized signatory of the firm in support to the eligibility criteria be furnished unfailingly.

(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 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 super-scribed 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 super-scribed at right most corner of the envelop as as “FINANCIAL BID”.
- iii) The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed, super-scribed 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 Rs500/- (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,Bhadrak, payable at Bhadrak. 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 envelope and not in the envelope meant for Technical or Financial Bid.
- iv) The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The Tender Paper should reach to the Office of Project Director, DRDA Bhadrak,Charigharia,P.O-Madhabnagar,PIN-756181, Odisha through registered post/speed post only latest by 1 pm on dt.06/07/2020. Tender paper received after the due date and time shall summarily be rejected. The bidders are required to download the Bid document from the Bhadrak District web site i.e. www.bhadrak.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 **06/07/2020 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 Bhadrak District.

6. EVALUATION OF TECHNICAL BIDS

- a. The Technical Bid received by DRDA, Bhadrak 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 Bhadrak for the financial year 2019-20.

ANNEXURE-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).	

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, Bhadrak 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

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.

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
Finalization of Bid

Entire Bid process will be two fire 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 Balasore District : 10 marks Registered Office outside Balasore 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 (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/-.)	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, all 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, Bhadrak	
12.	Signature of Authorized Signatory in all the documents(Yes/No)	

Signature:

Date:

Name and Designation and Office Seal

Covering Letter

**Format of letter to be given for applying for Engagement of Chartered Accountant Firm at DRDA,
Bhadrak**

To

**The Project Director,
DRDA, Bhadrak,
Charigharia,
P.O.-Madhabnagar,
Bhadrak-756181**

**Sub: - Engagement of Chartered Accountant Firm at DRDA, Bhadrak for the FY 2016-
16**

Dear Sir,

1. This is with reference to your EOI notice dated.....I have examined the relevant document and understood its contents, I hereby submit my Bid for Engagement of Chartered Accountant Firm to conduct Statutory Audit of Books of Accounts of DRDA, Bhadrak for 2016-16
2. The Bid is unconditional for the said EOI
3. It is acknowledged that the Authority will be relying on the information provided in the EOI and the documents accompanying such EOI for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the EOI and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying the Bid are true copies of their respective originals
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make us available to the Authority for any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - (a) We have examined the EOI document and have no reservations to this regard
 - (b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State
8. It is understood that DRDA may cancel the Bidding Process at any time without incurring any liability to the institute and that you are neither bound to invite the applicants to Bid for the Services nor to accept any Bid that you may receive
9. It is understood that the Agency can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicated or convicted by a court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.

11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements of the state Govt. of Odisha, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the participator, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of EOI document.
15. We agree to undertake to be liable for all the obligations of the bidders under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the bidding document

Yours Faithfully,

Place:-

Date.....

(Signature, name and designation of the Bidder/ Authorized Signatory with Official Seal)



Pledge of Compliance

(To be given by the legal owner/partner of the agency on the companies Letter Head)

Name.....Date.....

Designation.....

Declaration

I,.....Name.....
designation, acting on behalf of

.....(Firm name & address), which is an
applicant for Engagement of CA Firm at DRDA, Bhadrak hereby undertake that
we shall abide by the terms & conditions of the work order/agreement signed
between me/us & the DRDA, Bhadrak.

In the event of any breach of the terms & conditions of work
order/agreement during the entire period of contract, the full responsibilities
of any loss incurred by DRDA, Bhadrak because of our negligence including
financial, time & reputation as assessed by DRDA, Bhadrak shall lie with my
Firm will fully compensate DRDA, Bhadrak for all such losses without resort to
any legal process.

Signature.....,

Name.....

Address.....

.....

Official Seal