

**DISTRICT OFFICE, BHADRAK**

**(Child Protection Unit)**

No. 431 /DCPU Date 27/07/21

**Tender Call Notice**

Sealed tenders are invited from interested reputed CA firm (CAG empanelled) having minimum experience of 5 years to conduct audit of the account of District Child Protection Unit & Child welfare Committee, Bhadrak for the financial year 2020-21. The CA firm must full fill the following terms & conditions.

- The firm must be having valid CAG license and must be registered under Chartered Accountant Act.
- A sum of **Rs.2000/-** shall be deposited by the intending bidders in shape of account payee bank draft in favour of the " District Child Protection Society", Bhadrak and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
- The minimum fees for conducting year wise audit is **Rs.4, 500/-** per institution.
- The quotation completed in all respect should reach at the Office of District Child Protection Unit, Collectorate, Bhadrak on or before **16.08.2021** by **3.00pm** only through **Speed/Registered Post** and the tender will be opened on the same day i.e. on **16.08.2021** at **5.00pm** in presence of the bidders or their authorized representatives in the office chamber of ADM, Bhadrak.

The application form of tender containing general bid information & terms and conditions for conducting audit work will be available with DCPU Office, Collectorate, Bhadrak from **28.07.2021** to **16.08.2021** or can be downloaded from District website i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in) from **28.07.2021** to **16.08.2021**.

*[Signature]*  
**Collector  
Bhadrak**

Memo No. 432 /DCPU Date 27/07/21

Copy to Nizarat section, Collectorate, Bhadrak to affix a notice of tender in their notice board.

*[Signature]*  
**Addl. District Magistrate  
Bhadrak**

Memo No. 433 /DCPU Date 27/7/21

Copy to DIO, NIC, Bhadrak to upload tender notice in District website.

*[Signature]*  
**Addl. District Magistrate  
Bhadrak**

**TERMS & CONDITIONS FOR CONDUCTING AUDIT WORKS**

The following term & conditions must be filled by the successful bidder for conducting audit work of District Child Protection Unit.

1. The CA firm (CAG empanelled) shall conduct cent percent checking of receipt and payment vouchers relating to cash & noncash transactions, subsidiary registers general ledger and other documents etc.
2. The CA firm shall prepare the audit/consulting report covering both management and financial audit.
3. The CA firm (CAG empanelled) shall conduct audit & prepare audit report according to the financial rules, existing circulars of AGs Odisha.
  - A. A verification of grant received & sanctioned or utilized component wise.
  - B. A verification of records like cash book, ledger, advance register, stock register.
  - C. A verification of assets and liabilities of DCPU.
  - D. An examination and verification of all financial transactions of DCPU.
  - E. An examination of statement of account including the receipts & payments and expenditure statement, balance sheet, reconciliation sheet.

A note of an account to be prepared by the auditor along with the audit report on the following points.

- I. Any transaction which appears to the auditor to be contrary of the financial and OSCPS rules.
- II. Any sum which ought to have been put has not been brought to account.
- III. Whether or not the auditor has obtained all information and explanation which is required.
- IV. Whether the financial statement shows true and fairness of accounts of the DCPU and any further steps need to be taken, if any for true and fairness of records.
4. Conducting of audit of procurement undertaken by DCPU.
5. The auditor should submit a verification certificate in accordance with rules along with audit report.
6. No advance will be paid to the firm for conducting the audit works.
7. In case of any dispute the decision of the collector, Bhadrak shall be final and binding.

  
Signature of  
Tender Calling Authority  
(Addl. District Magistrate)  
**Add. District Magistrate**  
**Bhadrak**

ANNEXURE-III

GENERAL INFORMATION FOR CONDUCTING AUDIT

1. Name and address of the firm:
2. Registration no. of the firm:
3. CAG empanelled letter no.
4. Valid period of CAG license:
5. Date of Registration:
6. Proposed year wise rate for audit (including all charges)
7. Contact number of the firm:

Mobile no.....Telephone no.....

“Certified that the information’s submitted above are true to the best of my knowledge and belief.”

Seal & Signature of the  
Tenderer