

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR ENGAGEMENT OF CHARTERED ACCOUNTANT
FIRMS FOR CONDUCTING STATUTORY AUDIT OF
ACCOUNTS OF District Mineral Foundation Trust (DMFT)
Bhadrak FOR THE YEAR 2024-25.**

OFFICE OF THE ZILLA PARISHAD, BHADRAK.*At- Charigharia, PO – Madhabnagar, Dist.- Bhadrak, Pin – 756 181.**E-Mail – ori-dbhadrak@nic.in*No. 2630Date: 04.10.25**EXPRESSION OF INTEREST (Eoi)**

District Mineral Foundation Trust (DMFT), Bhadrak is inviting "Expression of Interest (EOI) for Statutory Audit of the Accounts of District Mineral Fund, Bhadrak for the year 2024-25 from Odisha based Partnership Chartered Accountant Firms those who are empanelled with C & AG (2024-25).

Interested firms can submit their EOI along with all supporting documents through Speed Post/ Registered Post only to the office address of "CDO-cum-EO,Zilla Parishad,Bhadrak, At-Charigharia,PO-Madhabnagar,Dist.-Bhadrak, PIN-756181, Odisha" as per the following deadline.

Document Available in the Web Site	04.10.2025
Last date for receipt of Eoi (Sealed Envelope)	20.10.2025 at 3.00 P.M
Date of Opening of Technical and Financial Documents	22.10.2025 at 10.00 A.M
Contact Details	Office of Zilla Parishad,Bhadrak, At-Charigharia, PO-Madhabnagar, Dist.-Bhadrak, PIN-756181, Website: https://bhadrak.nic.in
Earnest Money Deposit (EMD)/Bid Security	Rs. 1,000/- (Rupees One Thousand Only) in favour of DMF, Bhadrak payable at Bhadrak in shape of DD on any Scheduled Commercial Bank Payable at Bhadrak.

Detail Terms & Conditions of this Eoi notice can be downloaded from District Website i.e., <https://bhadrak.odisha.gov.in>


CDO-cum-EO,
Zilla Parishad,Bhadrak

Memo No. 2631Date 04.10.25

Copy forwarded to ADM, Bhadrak for information. He is requested to display the Eoi Notice on the notice board of District Office for wide publication.


CDO-cum-EO,
Zilla Parishad,Bhadrak

Memo No. 2632

Date 04.10.25

Copy forwarded to Sub Collectors / All Tahasildars / All BDOs / All Executive Officers, ULBs of Bhadrak District for information. They are requested to display the Eol on the notice board of their respective offices for wide publication.


CDO-cum-EO,
Zilla Parishad, Bhadrak

Memo No. 2633

Date 04.10.25

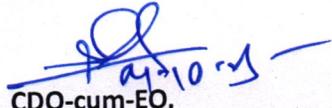
Copy forwarded to DEGM, Collectorate, Bhadrak for information. He is requested to web - host the Eol notice stating "Selection of C & AG empanelled Chartered Accountants Firm for conducting Statutory Audit of DMFT, Bhadrak" on the district website for wide publication.


CDO-cum-EO,
Zilla Parishad, Bhadrak

Memo No. 2634

Date 04.10.25

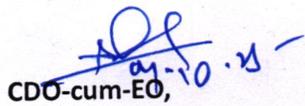
Copy forwarded to Addl.EO(Admn),ZP/ BDO,Bhadrak Sadar/ PM(LH),ZP/ Cashier,ZP Bhadrak for information & as a committee member for selection of CA firm under DMF, they are requested to attend the said meeting on dtd. 22.10.2025 .


CDO-cum-EO,
Zilla Parishad, Bhadrak

Memo No. 2635

Date 04.10.25

Copy submitted to Collector, Bhadrak for favour of kind information.


CDO-cum-EO,
Zilla Parishad, Bhadrak

Eligibility Criteria:

The Chartered Accountants (CA) Firm must possess the following eligibility criteria and to this effect must produce the relevant supportive documents along with the bid documents.

- i. The Odisha based CA firm must be empanelled with Comptroller & Auditor General of India (C&AG) for 2024-25. Self-attested copy of latest C & AG empanelment letter must be submitted.
- ii. The firm must have Income Tax Permanent Account Number (PAN) and valid GST Registration. Self attested copy of the same must be submitted along with the bid documents.
- iii. Sole proprietorship firms are not eligible to participate.
- iv. Last three years average annual turnover of the firm should not be less than Rs. 10 Lakh.
- v. Must be registered with The Institute of Chartered Accounts of India (ICAI) for not less than 10 years (Total Experience) as on 31st March 2025.
- vi. Must have minimum five years of experience (as on 31st March 2025) in Statutory Audit of Govt. Departments / Societies / Institutions/PSUs.
- vii. Have minimum three numbers of Audit staff in addition to the Partners. The Audit staff must have minimum 3 years of audit experiences in similar nature of work.
- viii. Have not been blacklisted by any govt. or any other organization. Authorized Signatory of the firm to submit an undertaking to this effect.

An undertaking to the effect that no person of the firm/Partner is related to any employee of the ZP nor have any interest in their activities (Submit relevant documents duly attested by the authorized signatory in support of the eligibility criteria)

(Signature of Bidder)
With Official Seal

Note: - Please use extra page if required.

OPENING OF BID

1. **OPENING OF BID (Technical)**
The Technical Bid received by the Agency and those meeting the Experience and Qualification criteria would be taken up for detailed evaluation as per the technical evaluation criteria, described below:
2. **OPENING OF BID (Financial)**
Financial Bid of the Bidder who technically qualifies shall be opened in the presence of designated Authority/Representative of the bidder who wish to be present there. The opening of Financial Bid of the bidder who become successful in the Technical Bid shall be done on the same day
3. **Threshold limit for Quoting Audit Fees**
Any Firm quoting Audit fees lesser than Rs. 3,000/- (Rupees Three Thousand) only and more than Rs.6,000/- (Rupees Six Thousand) only shall not be taken in consideration
4. **Clarification regarding Bid Document**
To assist in the examination, evaluation and comparison of Bid ZP, Bhadrak may at its discretion ask the Bidder for a clarification on the EOI which is submitted by him. The request for clarification and the response shall be in writing.
5. **EVALUATION OF EOI**
5.1 The entire bid process will be of TWO tiers system as follows -
Tier -1 - Technical evaluation (35 Marks)
Tier -2 - Financial Evaluation (65 marks)

Technical Bid Score:

- a) (i) Firm based within the District(Bhadrak) : 05 marks
(ii) Within undivided Balasore Dist.: 03 marks
(iii) Firm within the State: 02 marks.
- b) (i) Partnership Firm having two number of qualified partners: 03 marks.
(ii) Partnership firm having more than two number of qualified Partners : 06 marks
- c) (i) Accounts Manager in the Firm Min. -2 and Audit staff Min. - 3 : 03 marks
(ii) Accounts Manager in the firm more than -2 and Audit Staff more than - 3: 06 marks
- D) (i) Must have minimum 5 years of Experience (as on 31st March 2025) in Govt./PSU/Societies.
05 years to 10 years- 02 marks
10 years to 15 years-04 Marks
More than 15 years-06 marks
- e) Minimum 10 years of total Experience (as on 31st March 2025)
10 years to 15 years-02 Marks
15 years to 20 years-04 marks
More than 20 years-06 marks
- f) Average annual turnover of the firm should not be less than Rs. 10 lakh.
10 lakh to 15 lakh-02 marks
15 lakh to 20 lakh-04 marks
More than 20 lakh-06 marks

Normalize Financial Bid Score= (Lowest Bid price * 65)/ (Price quoted by the Individual Bidder)' The Bidder scoring the highest marks in Tier-1 & Tier-2 will be declared L1, similarly the bidder scoring the second and third highest mark will be declared L2 and L3 respectively'

- i) **ANNEXURE – A** duly filled Qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner of the Firm should be submitted in one sealed envelope super scribed as – “TECHNICAL BID”.
- ii) **ANNEXURE – B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed 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 under DMF**”.
- iv) The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) Tender paper received after the due date and time shall be summarily be rejected.
- vi) The interested bidders or their authorized representatives are requested to remain present at the time of opening of bid.
- vii) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.
- viii) Any dispute that may arise will be settled at any court under the jurisdiction of Bhadrak District.

6. EVALUATION OF TECHNICAL BIDS

- (I) The Technical Bid received by ZP, 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 100 marks. The selection will be made basing on

highest marks secured by the Firm.
(II) 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.

(III) The CA Firm quoting least cost will be considered for selection as the Statutory Auditor of ZP, Bhadrak (DMF) for the financial year 2024-25.

Instructions to Bidders:

1. The proposals shall be submitted in a sealed envelope superscripted as "EoI FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR CONDUCTING STATUTORY AUDIT OF DMF BHADRAK FOR THE FY 2024-25".
2. The proposal shall contain all relevant documents in support of eligibility criteria with reference to Para-1 (i to x) & 2 (A) and must be duly signed. The bidder must fill-up the Annexure - A and submit along with the bid documents.
3. Any material omission in the proposal shall make the proposal unacceptable at the discretion of the management/selection committee and the proposal will be liable for rejection.
4. DMFT, Bhadrak reserves the right to negotiate with eligible Bidder before finalization of the Bid.
5. DMFT, Bhadrak reserves the right to accept or reject any or all Bid in total or in parts without assigning any reason thereof at any point of time.

5. Award of Contract:

1. The contract will be awarded in favour of the firm who will be selected through the manner stipulated above and on compliance to eligibility criteria.
2. Any effort by a firm to influence the management / selection committee in its decision on bid evaluation or issue of appointment order may result in rejection of firm's bid.
3. Any legal dispute arising out of this is subject to Bhadrak jurisdiction only.

6. Terms of Reference:

a. Scope of Works:

The firm shall be responsible for the following work:

1. For conducting statutory/ Annual audit of accounts of District Mineral Foundation, Bhadrak and preparation of Audit Report as per the Audit schedule.
2. The audit should scrutinize both receipts and expenditures as well as shortfalls in collections, bank reconciliation and propriety of expenditures in conformity with ODMF Rules.
3. Preparation of Project Financial Statements (PFS) for the financial year 2024-25.

4. To recommend improvements to internal controls.

b. Period of Engagement:

1. The engagement shall be for an initial period of one year, i.e, FY 2024-25.
2. The contract may be renewed for another two years subject to satisfactory performance of the firm and with the mutual consent of both the parties. But the authority reserves the right to take final decision on this.
3. DMFT may disengage the Auditor from service, with prior intimation in case found any negligence on the part of the Auditor.
4. The Auditor shall, during the course of his work, will have access to classified documents, which he is not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.

C. Payments & Price Validity:

1. The price quoted by the firm should be valid for the entire period of contract. Payment shall be made after successful completion of the assignments undertaken for a particular year and submission of Audit Report. No price variation would be allowed during contract period.
2. TDS will be deducted as per the Income Tax Act/Rule.
3. If the Firm will not provide satisfactory performance and will not comply within stipulated time period then the EMD will not be refunded and also the financial claims will be forfeited. Further they will not be allowed to participate in any of the future assignment of the DMF, Bhadrak.
4. The firm must complete the audit works and submit the audit report within 10 days from acceptance of the assignment.



ANNEXURE - A
QUALIFICATION-CUM-TECHNICAL BID
[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]

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	
		Mobile No (s):	
		e-Mail ID: (Submit copy of supporting document regarding address)	
2.	Qualification criteria		
a)	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 3yrs IT Returns)	
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. (2021-22,2022-23& 2023-24) ending on

Average Gross Professional Fees received / earned

Rs (in figure)

.....
.....

Rs. (in words)

.....
.....

Provide copies of the Audited Financial Statements of last three years .

SUB-ANNEXURE -A1

d (i)

The Firm should have at least 5 years experience

No. of institutes where similar services were provided in the last 5 years

Nos. (in figure)

.....
.....

Nos. (in words)

.....
.....

Details to be provided as per **SUB-ANNEXURE A-2.**

(Attach copy of Works Orders as evidence)

d(ii)	The Firm should have at least five year experience of providing services of External Auditing,	<p>Institute where the services were provided during the last 5 (five) years.</p> <p>Nos. (in figure)</p> <p>Name of the Institutes</p> <p>Details to be provided as per SUB-ANNEXURE A-3. (Attach copies of work orders as evidence)</p>
e	CA Firm should have minimum 2 (Two) Partners	<p>Partners :-</p> <p>Nos. (in figure)</p> <p>Nos. (in words)</p> <p>Submit the details of the Chief Functionaries of the CA firm as provided in SUB-ANNEXURE – A4</p>
f.	Numbers of other staff on payroll of Firm (min. A/cMng-2nos & Audit Staff-3nos)	<p>No. of A/C Manager (Qualified CA) & Audit Staffs (Min 3yrs Exp.) & other staff performing audit/accounting work (in figs and words) (CV should be attached)</p> <p>.....</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, ZP, 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 2021-22	Financial Year 2022-23	Financial Year 2023-24	Average Annual
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 Similar Services during the last 5 (five) 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 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	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-ANNEXURE A-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-B

FINANCIAL BID*

(To be filled in by bidder)

PRICE QUOTATION FORMAT

NAME OF THE FIRM _____

SI No	Name of the Work	Total
01	Audit fees (Inclusive of all taxes)	

(Rupees

Only)

* [The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e travelling, lodging and food etc.]
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

