



DISTRICT RURAL DEVELOPMENT AGENCY NABARANGPUR

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Letter No 5043 /2021


Dated 27 /09 /2021

Expression of Interest for statutory Audit of DRDA, Nabarangpur

Sealed expression of interest is invited from the C & AG empanelled partnership Chartered Accountants firms for statutory Audit of Accounts of DRDA, Nabarangpur for the year 2020-21 to 2022-23. The bids should reach the undersigned by speed post / registered post only. The last date for submission of tender is.....11/10/21..... up to 5.00 PM. Details regarding terms & conditions and submission of bids can be downloaded from the District website of Nabarangpur: www.nabarangpur.nic.in


Memo no 5044

Copy submitted to DIO, NIC, Nabarangpur, he is requested to upload the Expression Of Interest for statutory audit of DRDA, Nabarangpur in www.nabarangpur.nic.in from 27/09/2021 to 11/10/21 for wide publicity.


Project Director,
DRDA, Nabarangpur
date 27/09/2021


Memo no 5045


Copy submitted to Deputy Director, Advertisement , I&PR Department, Bhubaneswar, Odisha/ DIPRO, Nabarangpur for publishing in one Odia and one English daily newspaper .


Project Director,
DRDA, Nabarangpur
date 27/09/2021

Memo no 5046

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


Project Director,
DRDA, Nabarangpur


Project Director,
DRDA, Nabarangpur



DISTRICT RURAL DEVELOPMENT AGENCY NABARANGPUR

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Letter No 5047 /2021

Dated 27/09/202

Expression of interest is invited from the C & AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA, Nabarangpur for year 2020-21 to 2022-23. The terms and conditions of the assignment are as follows:-

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, Nabarangpur for 2020-21**”. The envelope containing Technical Bid should be super scribed as “EOI for statutory audit of DRDA, Nabarangpur for 2020-21-TECHNICAL BID” and the envelope containing Financial Bid should be super scribed as “EOI for statutory audit of DRDA, Nabarangpur for 2020-21-FINANCIAL BID”
6. The bids completed in all respect should reach the Office of the Project Director, DRDA, Nabarangpur by ...11/10/2021..... Up to ...5:00.....PM by Registered / Speed post only. The bids should be addressed to the Project Director, District Rural Development Agency, Nabarangpur -764059. The Technical bids will be opened in the office of Project Director, DRDA, Nabarangpur on the same date at 5:30.....PM. 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 Nabarangpur District in the address: www.nabarangpur.nic.in.
11. If at any stage it is found that the particulars furnished are not correct or incomplete the DRDA, Nabarangpur reserves the right to cancel the appointment and initiate appropriate action against the firm and partners thereof.
12. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

13. Audit Fees:

The firms those are interested to be appointed will have to quote consolidated audit fees for the 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: The firms quoted less than the minimum Audit fees will not be considered.

INSTITUTION	NO.S	SCOPE OF WORK	FEES (In Rs.) PER INSTITUTION
DRDA	1	ANNUAL STATUTORY AUDIT FEES	30,000.00


Project Director,
DRDA, Nabarangpur

Documents to be enclosed:

1. Constitution certificate of the firm as on 01.01.2021 issued by ICAI
2. Copy of partnership deed
3. CAG Empanelment Letter for the year 2020-21
4. Financial Statement for the financial year 2017-18, 2018-19 & 2019-20 with copy of ITR-V related to those years.
5. GST registration certificate
6. Copy of appointment letter in support of experience in similar assignment as statutory audit of DRDAs.

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.	15
2	Firm having Head Office in Nabarangpur District 10 Marks	10
3	Firm having Brach Office in Nabarangpur District 05 Marks	
4	Experience in Statutory Audit of DRDA (2 mark per year of Audit)	20
5	Experience in Statutory Audit of DRDA , Nabarangpur	10
6	Year of establishment (1 mark per year)	20
7	CA (Inter)/ICWA (Inter) Employees (3 mark per staff)	15
8	<u>Average Turnover of Last 3 years</u> Below 10.00 Lakhs - 0 Marks Rs.10 lakh to 15 lakh – 05 Marks Above Rs.15 lakh --10 Marks	10
	Total Points	100

N.B: The Financial Bid will be opened for the bidders who will score 60 marks or more in the Technical Bid.

Technical Bid for Statutory Audit of DRDA, Nabarangpur.

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 roll of the firm

SL. No.	Name	Qualification	Certificate in Support of Qualification
1			
2			
3			
4			
5			
6			

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

Financial Year	Turnover
2017-18	
2018-19	
2019-20	
Average Turnover of above three years	

12. Experience of the firm in statutory audit of DRDA

SL. No.	Name of DRDA	Year of Audit
1		
2		
3		
4		
5		
6		
7		
8		

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, Nabarangpur is as follows

Rate per year for Statutory Audit of DRDA, Nabarangpur excluding GST 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.