

DISTRICT RURAL DEVELOPMENT AGENCY; BALASORE.

TENDER CALL NOTICE

No 3482/Dtd 19/8/2019

**Expression of Interest for Engagement of Chartered Accountant Firms for
Conducting Statutory Audit.**

- a) DRDA, Balasore invites "Expression of Interest" from reputed and experienced Chartered Accountant Firms from empanelled list of C & AG for the year 2018-19 in the prescribed formats for Maintenance and Audit of Accounts of DRDA, Balasore for the Financial Year 2018-19.
- b) The "Expression of Interest" in the prescribed format should be submitted separately as described in the detailed tender call notice to the office of the Project Director, DRDA, Balasore by Speed/Regd. Post on or before 27.08.2019 at 5.00 PM and the tender will be opened on 28.08.2019 at 10.00 AM in the presence of selection committees and the bidders/authorized representatives. Incomplete formats / format received after the prescribed last date will not be entertained.
- c) Terms of Reference and Scope of audit work and the tender paper can be obtained from website (<http://www.baleswar.nic.in>). All the documents will available in the website from 19.08.2019 to 27.08.2019.
- d) Undersigned reserves the right to reject any or all the offers without assigning any reason thereof.


Collector-Cum-CEO,
DRDA, Balasore
Collector & C.E.O
DRDA, Balasore

**Expression of Interest for Engagement of Chartered Accountant Firms for
Maintenance & Audit of Accounts of DRDA, Balasore**

DRDA, Balasore invites Expression of Interest from Chartered Accountant firms empanelled with C & AG for FY 2018-19 for Maintenance and statutory Audit of Accounts of DRDA, Balasore for the Financial Year 2018-19.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of Rs 1000/- (non-refundable) and EMD worth Rs 5000/- in shape of Demand Draft drawn in favour of PD, DRDA, Balasore payable at Balasore must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD is to be summarily rejected by the Agency. The E.O.I. can be downloaded from District website www.baleswar.nic.in

Scope of Work & Terms of Reference

1. CA Firm shall conduct cent percent checking of vouchers relating to transactions, and other relevant records, documents, Books of Accounts of the DRDA, Balasore.
2. Firm will prepare analysis of Opening and Closing Balance taking unadjusted advances given to different categories of employees and funds position in different Banks/Post Offices or treasury.
3. Firm will ensure all the financial transactions that are recorded in Cash Book and reflected in Pass Book.
4. Firm will reconcile all the Bank accounts and ledgers like Stock and Store, GIA register.
5. Firm will ensure the correctness of accounts and may suggest necessary action points as per their requirements.
6. The Audit Firm will have to start the audit within 3 days of the receipt of the letter of appointment from DRDA, Balasore.
7. No TA/DA expenses will be borne by the Agency for the CA firms undertaking audit work and this will be met by the Audit firms.
8. The successful bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
9. Firms selected by DRDA, Balasore shall have to give an undertaking to follow all ethics of faith and the information provided by DRDA, Balasore shall be kept 'strictly confidential' and all assignments shall be carried out with due diligence maintaining quality of work done and in the least possible time.

10. In case of any dispute, the decision of Collector-Cum-CEO, DRDA, Balasore shall be final and binding.
11. After completion of the assigned work, the firm shall mandatorily give their overall findings/ views/ suggestions/ comments etc. for proper maintenance of accounts adopting Govt Financial Rule.

PERIOD OF ENGAGEMENT

The Selected CA firm will act as Statutory Auditor for one Financial Year i.e. 2018-19 which may be renewed for another two years periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances and the same CA firm shall not be engaged for consecutive second term (i.e. beyond 3 yrs) . The agency however reserves all rights to disengage the Firm at any time.

TIME SCHEDULE

The selected firm should submit the Audit Report for the Financial Year 2018-19 within 45 working days from the date of agreement.

REPORTING

The Firm will submit the Audit Report of 2018-19 (Three sets) to the Project Director DRDA, Balasore.

REGULATION OF AUDIT FEES

The fees of the CA firm for audit of DRDA Accounts would be of following basis.

1. Rate quoted for audit fees per annum must include all taxes as applicable and valid for engagement period. The CA firm quoting least cost will be considered for statutory audit of DRDA, Balasore for the financial year 2018-19.
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, Balasore 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.

PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The CA firm satisfying following eligibility criteria can bid only for maintaining and conducting Statutory Audit of the Agency.

1. Should be empanelled with C & AG for the year 2018-19.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. Turnover of the firms must be three times of the approximate contract value.
5. The Firm must be registered with Institute of Chartered Accountant of India and have Income Tax, (PAN) and GST Registration.

The selected CA firm should submit authenticated documents of the followings.

1. Copy of partnership deed.
2. Copy of last 3 years Balance Sheet. (Profit & Loss A/C)
3. Copy of last 3 years IT Return.
4. An undertaking to the effect that the firm has not been Black listed by any Govt./PSU Institutions.
5. An undertaking to the effect that no person of the Firm/partner is related to any employer of the concerned authorities/institutions nor have any interest in their activities.
6. Firms profile indicating previous experience in undertaking similar work in any Govt Deptt/ Institutions and success story, if any, in streamlining financial management through their assigned work.

SUBMISSION OF BID

Annexure-A :- Pre-qualification-Cum-Technical Bid with all the requisite documents duly signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "PRE-QUALIFICATION-Cum-TECHNICAL BID".

Annexure-B :- Financial Bid duly filled and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "FINANCIAL BID".

The above two envelope containing Annexure-A and Annexure-B should be placed in one sealed envelope superscribed as "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF DRDA"

OPENING OF BID

After opening of Technical Bid, the CA firm who fulfilled all above necessary conditions will be considered as technically qualified and only after the Financial Bid of the same firm will be opened.

The lowest bidder shall be considered as selected firm for statutory Audit of DRDA, Balasore.


Collector-Cum-CEO
DRDA, Balasore
Collector & CEO
DRDA, Balasore