

OFFICE OF THE ZILLA PARISHADA: BALASORE

Quotation No. 4613 /Dt. 19.11.25 /

Sealed quotations are invited from intending/interested C & AG (latest empanelled) Chartered Accountant firms of Balasore district for Audit of Accounts on District Mineral Foundation Trust, Balasore Scheme for the year 2024-25 in respect of ZP, Balasore as per terms and conditions appended. The name of CA Firm should be in the latest empanelled list of the C&AG, India, New Delhi. The quotations shall reach the office of the District Planning & Monitoring Unit (Planning Wing), Balasore through Speed Post / Registered Post only on or before 19.11.2025 upto 10.00 AM and it will be opened on the same day at 11.00 AM committee members in the office Chamber of the Deputy Director, DPMU, Balasore. The cover page of the Quotation envelope should be superscribed in capital letters "**AUDIT OF DMF ACCOUNTS**". Further, for any queries, the intending firms may clarify the same from **the office of District Planning & Monitoring Unit (Planning Wing), Balasore** on any working day between 11.00 AM to 5.30 PM except Govt. holidays. As per stipulations contained in the letter No.9782/dt.02.08.2017 of P&C Deptt., the audit fee would be borne out of the DMF-Administrative Charges. Keeping in view of the volume of transactions for the Minor Mineral Districts, the audit fee should not exceed Rs.10,000/- per annum. In-complete quotations shall not be entertained and liable for rejection. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof. The interested party can download the quotation form and the copy of terms and conditions available in the district website [www.baleswar.nic.in](http://www.baleswar.nic.in).

  
CDO-cum-CEO, ZP  
CEO, DMFT, Balasore

Memo No. 4614 /Dt. 19.11.25 /

Copy to DPMU (Planning Wing) Notice Board / Notice Board of Collectorate, Balasore / Notice Board of ZP, Balasore.  
Copy forwarded to DIO, NIC, Balasore for information and necessary action. He is requested to hoist the same in the District website.

  
CDO-cum-CEO, ZP  
CEO, DMFT, Balasore

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**Quotation**

13. Name of the C.A. firm -
14. Address -
15. Valid / Up-to-date firm Registration No.,  
GST No., PAN. -
16. Gross turn over for last three Financial Years -
17. Sl. No. in the C&AG latest Empanelled list -  
*(Supported Copy should be enclosed)*
18. Telephone No. / Contact No. -
19. E-mail address -
20. Remuneration / Fee (*in Rs.*) quoted -  
for audit of DMF for the year  
2024-25
21. Time period for completion and -  
Submission of Audit Report / Certificate  
*(Maximum 10 days from the date of Engagement)*

Authorized signatory  
Designation and seal of the firm

*(Terms and conditions at Next Page)*

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**TERMS AND CONDITIONS**

22. The name of CA Firm must find place in the **latest empanelled** list of C&AG, India. The copy of latest empanelled CA firms of CAG showing the name of the firm should be submitted at the time of submission of quotation.
23. Fee / remuneration payable to CA firm shall be met out of Administrative expenses under DMF by the District Authority through NEFT / RTGS.
24. Lowest price quoted in the bidding process will be accepted as per the following :-
- a. Acceptance of engagement of CA firm and the fee payable shall be confirmed within one week from the date of issue of engagement order by the District Authority.
  - b. Audit should be completed preferably within maximum period of 10 (ten) days of engagement of CA firm.
  - c. Audit will be taken up by the selected lowest quoted CA firm for DMF Balasore for the year 2024-25.
  - d. The information used for the audit purpose should be confidential and not to be published / handed over to any person / institution by the CA firm.
  - e. Any legal matter with the jurisdiction of Balasore only.
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