



**DISTRICT RURAL DEVELOPMENT AGENCY,  
BALANGIR**

In front of SBI Main Branch  
Titilagarh Road, Balangir-767001  
Phone No.06652-232863  
Fax,06652-233082  
E-mail-ori-dbolangir@nic.in

Letter No. 2095 /DRDA/FIN/ /2019/Dt. 02.07.19

**Expression of Interest for Statutory Audit of DRDA, Balangir**

Sealed expression of interest is invited from GST Registered and C & AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA Balangir for the year 2018-19 to 2020-21. The bids should reach the undersigned by speed post/ registered post only. The last date for submission of tenders is **12.07.2019 up to 5.00 P.M.** Details regarding terms & conditions and submission of bids can be downloaded from the District website of Balangir: [www.balangir.nic.in](http://www.balangir.nic.in).

By Order of  
Collector-cum-C.E.O.DRDA Balangir

  
Project Director.  
DRDA, Balangir



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Expression of Interest is invited from GST Registered and C&AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of DRDA Balangir for the years 2018-19 to 2020-21. 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, U.C. Register and other records required for audit.
6. Ensure all financial transactions are recorded in cashbook 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 C&AG empanelled for the year 2018-19 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 and continuance in C&AG empanelment.
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 Balangir for 2018-19". The envelope

*M.O*  
*20/07/19*

- containing Technical Bid should be super scribed as "EOI for statutory audit of DRDA, Balangir for 2018-19 - TECHNICAL BID" and the envelope containing Financial Bid should be super scribed as "EOI for statutory audit of DRDA Balangir for 2018-19 - FINANCIAL BID".
6. The bids completed in all respect should reach the Office of the Project Director, DRDA, Balangir by **12.07.2019 up to 5.00 P. M.** by registered/speed post only. The bids should be addressed to the Project Director, District Rural Development Agency, Infront of SBI Main Branch, Titilagarh Road, Balangir-767001. The Technical bids will be opened in the office of P. D., DRDA on the **15.07.2019 at 4.00 P.M.** 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 01.01.2019.
  10. The bidders can download the bid documents pasted in District website of Balangir District in the address, [www.Balangir.nic.in](http://www.Balangir.nic.in)
  11. If at any stage it is found that the particulars furnished are not correct or incomplete DRDA reserves the right to cancel the appointment and initiate appropriate action against the firm and the partners thereof.
  12. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

#### **Threshold limit of quoting the audit fees**

The minimum audit fee to be quoted is Rs. 42,000/- (Forty two thousand) only per year plus applicable service tax. Firms quoting less than Rs. 42,000/- (excluding GST) will be rejected. The rate quoted should be inclusive of all expenses (but excluding GST).

By Order of  
Collector-cum-C.E.O.DRDA Balangir

  
Project Director, DRDA

**Documents to be enclosed:**

1. Constitution certificate of the firm as on 01.01.2019 issued by ICAI
2. Copy of partnership deed.
3. Final Accounts for the financial year 2015-16, 2016-17, and 2017-18 with copy of ITR-V related to those years.
4. GST registration certificate and copy of GSTR-3B return for the months of July 2018 to March 2019.
5. Copy of appointment letter in support of experience in similar assignment in any Govt. Department/ Institutions.

**Information for the bidders regarding the basis of evaluation for selection.**

**Basis of evaluation**

Sl. No	Criteria	Max Marks
1	No. of Partners ACA-5 Marks FCA-7.5 Marks  A member who is the partner of the firm for less than three years as on 01.01.2019 will not be considered for the above purpose.	15
2	Firm having Head Office in Balangir District 20 Marks	20
	Firm having Branch Office in Balangir District 10 Marks	
3	Experience in Statutory Audit of DRDA (1 Mark per DRDA per year)	10
4	Year of establishment (1 Mark per year)	20
6	CA(Inter)/ ICWA(Inter) Employees (1 Mark per staff)	05
7	<b><u>Average Turnover of Last 3 Years</u></b> Below Rs. 10 lakhs – 0 Marks Rs.10 lakh to 30 lakh- 3 Marks Above Rs.30 lakh and up to Rs.50 lakh- 5 Marks Above Rs. 50 lakhs- 10 Marks	10
	<b><u>Total</u></b>	80
	<b><u>Financial bid</u></b>	20
	<b><u>Total points</u></b>	100

N.B.: The Financial Bid will be opened for the bidders who will score 56 Marks or more in the Technical Bid.

*HS*  
*20/11/19*

# Technical Bid for Statutory Audit of DRDA Balangir

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



**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:

Seal & Signature

Date:

(Full Name of the Partner) \_\_\_\_\_

## Financial Bid

Our unconditional Rate for Statutory Audit of DRDA, Balangir is as follows:

Rate per year for Statutory Audit of DRDA, Balangir excluding GST but including all other expenses, fees etc.
Rs.
Rupees.

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.