



**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

NO- 1526/DRDA

Dated: 29.04.2022

NOTICE

**HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR
STATUTORY AUDIT OF DRDA/ZP OF BALANGIR DISTRICT**

DRDA Balangir invites "Proposal for Statutory Audit of DRDA/ZP of Balangir district" from Odisha based Partnership Chartered Accountant Firms empanelled with C & AG for the year 2020-21 or latest.

The engagement of Chartered Accountant Firms will be two bid systems i.e. Technical Bid & Financial Bid. The firm who qualifies the Technical Bid will go for the Financial Bid. RFP along with all the documents can be submitted by the interested firms in Speed Post/ Registered Post/Courier service only to "Project Director, District Rural Development Agency, Balangir- 767001, Odisha". The firm should submit their Technical & Financial Bid in two separate envelopes & both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelopes. The outer envelope is to be superscripted with "REQUEST FOR PROPOSAL FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA/ZP OF BALANGIR DISTRICT FOR THE YEAR 2021-22, 2022-23 & 2023-24".

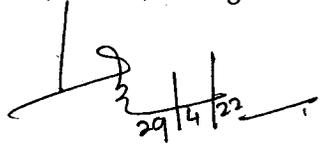
The Detail Term & Condition along with RFP documents will be available at {www.balangir.nic.in}.

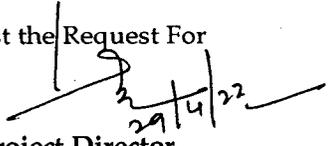
Opening date for submission of RFP: 29.04.2022

1. Last date for submission of RFP Documents: 07.05.2022 at 1.00 PM
2. Opening of RFP documents : 09.05.2022 at 10.00 A.M. (Technical Bid)
3. Opening of RFP documents : 09.05.2022 (After finalisation of Technical Bid)
4. The firm should submit and execute a "Bid security Declaration" in lieu of Bid security (EMD) with stipulation that if the bidder withdraws or modifies his bids during period of validity etc., the bidder will be suspended for the time specified in the tender documents as per finance department letter no.8943/F dated 08.03.2021 of Government of Odisha.
5. The firms are required to deposit non-refundable Tender paper cost Rs.500/- (Rupees Five Hundred) only in shape of Demand Draft of in favour of Project Director, DRDA, Balangir Payable at Balangir while submitting Bid.

Memo No 1527/DRDA Date 29.04.2022

Copy to DIO, NIC, Balangir for information & requested to web hoist the Request For Proposal (RFP) in Balangir district web portal. (online mode)


Project Director
DRDA, Balangir


Project Director
DRDA, Balangir

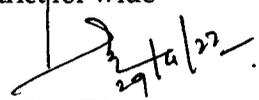
Memo No 1529 / DRDA Date 29.04.2022

Copy to DIPRO, Balangir for information. He is requested to publish the Advertisement in their notice board.


Project Director
DRDA, Balangir

Memo No 1529 / DRDA Date 29.04.2022

Copy to notice board of DRDA, Balangir/ All BDOs of Balangir District for wide publication & display.


Project Director
DRDA, Balangir

REQUEST FOR PROPOSAL (RFP)

District Rural Development Agency, Balangir seeks to invite Proposal from Odisha based C&AG empanelled Chartered Accountant firms for conducting the statutory audit of DRDA/ Zilla Parishad of Balangir district for the Financial Year 2021-22, 2022-23 & 2023-24.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria, fee structure and general instructions for selection of the C.A. firms are outlined in the following paragraphs.

Terms of Reference (ToR)

1. Background:

District Rural Development Agency, Balangir is an Agency established under Societies Registration Act, 1860 bearing Registration No. 18931/14/84-85 dtd.03.04.1984 to act as the principal agency for Assistance and Support in implementation of Poverty Alleviation Programmes of MoRD, GoI., Panchayati Raj Department and other Departments of Govt. of Odisha. Its mandate includes Financial, Technical and Managerial Assistance to the Gram Panchayats in conceptualizing planning, fund release under various Poverty Alleviation Programmes and assist in implementation and monitoring of the same for rural development.

2. Implementing Agencies to be covered:

DRDA Balangir releases fund to various implementing agencies in the district:

Sl.	Implementing Agency	Place	No. of Agencies
1	District Rural Development Agency & Zilla Parishad	Balangir	1

3. Funding & Accounting Arrangements:

Funds for the various schemes are transferred through DRDA and directly to the implementing agencies by the Panchayati Raj Department and other Departments of Govt. of Odisha as well as MoRD, GoI for taking up different developmental activities.

4. Objective of audit services:

The objective of the audit is to ensure that DRDA/Zilla Parishad of Balangir district receives adequate, independent, professional audit assurance that the grant proceeds provided by MoRD, Govt. of India and PR & DW Dept., & H &UD Dept., Govt. of Odisha are used for purposes intended in line with approved yardsticks of individual schemes and that the Annual Financial Statements are free from material mis-statements and the terms of the development partners are complied with in all material respects.

The objective of the audit of the financial statements - Individual Financial Statements of each implementing agencies as well as the Consolidated Financial Statements of the District as a whole i.e., Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, Notes to Accounts and Schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited Financial Statements with the expenditure reported as per the Odisha Government Financial Rules (OGFR) to enable the auditor to express a professional opinion as to whether -


Project Director
DRDA, Balangir

- a. The Financial Statements give a true and fair view of the Financial Position of the each Implementing Agencies and Consolidated District Agency at the end of the financial year and of the funds received and expenditure incurred for the accounting period ended.
- b. The funds were utilized for the purposes for which they were provided, and
- c. Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the implementing units shall form the basis for preparation of the individual financial statements as well as the consolidated financial statements for the district as a whole.

5. Standards:

The audit will be carried out in accordance with Engagement & Quality Control Standards (Standards on Audit) issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

6. Eligibility criteria of CA firms for audit:

- a. Chartered Accountant firms must be an Odisha based firm and empanelled with C&AG for the year 2020-21 or latest.
- b. The Chartered Accountant firms should have a minimum of 5 years experience of conducting external audit of PSUs, Government undertakings, Government managed programmes/ schemes/ Projects, Externally aided projects etc. The firm must have minimum 8 years of existence as Partnership Firm.
- c. The Chartered Accountant firm should have audit experience in Balangir district during last 10 (Ten) preceding financial years.
- d. The Chartered Accountant Firm have not been blacklisted by any Govt. or any other organisation. Authorised signatory of the firm to submit an under taking to this effect.
- e. The Chartered Accountant firms must have a minimum Average Annual turnover of Rs 20.00 lakh (Twenty lakh) or more.
- f. The Chartered Accountant firm must have 02 (Two) or more, full time partners. Single Proprietorship firms are not eligible.
- g. No. of Audit staff of the Chartered Accountant Firm must be 10 (Ten) or more, out of which 02 (five) must be CA Inter qualified.

7. Scope & Coverage of audit:

In conducting the audit special attention should be paid to the following:

- a. An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as Adequacy and effectiveness of accounting, financial and operational controls; Level of compliance with established policies, plans and procedures; Reliability of accounting systems, data and financial reports; Methods of remedying weak controls; Verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter.
- b. Funds have been spent in accordance with the condition laid down by the


Project Director
DRDA, Balangir

concerned Department from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.

- c. Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government. For externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions and have all the necessary supporting documentation.
- d. All necessary supporting documents, records and accounts have been kept in respect of the project.

Assignment	Institution	Detail Scope of Work
Annual Statutory Audit	DRDA / Zilla Parishad	<ol style="list-style-type: none"> 1. 100% verification of vouchers, Head of Accounts wise receipt & payment. 2. Ensure arithmetic accuracy and recording of all transactions in the cash books. 3. Reconciliation of bank accounts and ledgers. 4. Analysis of un-adjusted advance. 5. Preparation of final accounts and submission of audit reports. 6. Consolidation of audit reports of Blocks and Gram Panchayats.

8. Audit Fees:

The firms those are interested to be appointed will have to quote consolidated audit fees for each agency. The firm quoting the lowest consolidated fees will be awarded the work of audit. Any CA firm quoting deliberately low price to get the contract, the same will be out rightly rejected by the Tender-cum-Selection Committee. The details of Audit Fees structure are given below:

INSTITUTION	NO.S	SCOPE OF WORK	Minimum Fees (In Rs.) PER INSTITUTION	Remarks
DRDA & ZILLA PARISHAD	01	ANNUAL STATUTORY AUDIT	42,000/-Per Annum (Inclusive of all expenses and taxes.(including DRDA & ZP Accounts)	Firm quoting less than Rs 42,000/- (including all taxes) will be rejected. The rate quoted should be inclusive of all expenses and taxes

- i) **Payment to be made to the Chartered Accountant Firm after completion of all stages of Audit.**
- ii) **The total audit fee is inclusive of all statutory taxes & expenses.**

9. Payment Terms:

The payment against the services provided by the firms is subject to the following terms and conditions:

- a. The price quoted by the firm should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed.
- b. **Payment of audit fees will be made at completion all books accounts i.e., at DRDA.**
- c. Service tax will be paid/deducted at prescribed rate.
- d. TDS will be deducted as per Income Tax Act/Rule.

10. Job Chart of the Chartered Accountant :

- a) The engagement of C.A Firm is for three years term (2021-22 to 2023-24) subject to renewal every year on satisfactory completion of assigned work.


 Project Director

- b) The C.A Firm shall provide sufficient man power (qualified & Semi qualified Audit staff) for early completion of the assignment.
- c) The CA firm members shall visit the Institutions under audit at least two times in a month in case of DRDA, Zilla Parishad during the audit period.
- d) The C.A Firm shall make 100% verification of entries of all vouchers including heads of accounts wise entries of receipts & Payment in cashbook and Public Distribution System accounts.
- e) The C.A Firm shall ensure arithmetic accuracy of all entries and ensure that all transactions recorded in subsidiary books are reflected in the main Cashbook.
- f) The C.A Firm shall verify monthly analysis of Opening & Closing balance of unadjusted advances given to different categories of employees including PRI representatives and funds position in different banks/post offices/instruments like NSCs, KVPs, IVPs and fixed deposits etc.
- g) Reconciliation /compilation of all Bank accounts and ledgers like stock and store. GIA register and Demand Collection register etc as per prescribed under OGP Act.
- h) Ensure all financial transaction are recorded in cashbook and reflected in passbook and reflected in passbook as well. Any variation found thereon is to be reported to the undersigned and concerned authority immediately.
- i) Ensure correctness of accounts and suggest necessary action points, if any for rectification of the same.
- j) Analysis of all cases under the following accounts with due reasonable reporting and includes their comments in their report. Besides, they will prepare separate schedules for all those accounts and append to the monthly and final accounts as follows:
 - i) Unadjusted advances account with list of persons against whom such advance is outstanding - Advance Register
 - ii) Cash payment accounts made to the labourers - Payment Register
 - iii) List of work executed - Works Register
 - iv) List of assets created & maintained - Asset Register
 - v) List of incomplete works account
 - vi) Investment of surplus funds account
- k) Conduct of all Bank reconciliation along with compilation of bank ledger, cheque issue & receipt register and its certifications.
- l) The CA firm should give their views and suggestions on correctness of maintenance of cash books and other financial documents.
- m) They have to certify the correctness of accounts subject to their comments, if any, at the end of each month in appropriate format.
- n) They have to certify their related party disclosure in appropriate format.

11. Financial Statements:

The following financial statements and relevant schedules showing the consolidation of all the programmes/ schemes shall be submitted:

- a. Audit Opinion.
- b. Balance sheet showing accumulated funds of the scheme, Assets and liabilities of the scheme, if any for the Year ending 31st March.
- c. Income & Expenditure account for the year ending on 31st March.
- d. Receipt and Payment Account for the year ending on 31st March.


 Project Director
 DRDA, Baranagar

- e. Other Schedules to the Balance sheet as appropriate, but which shall include:
 - i. Statement of Fixed Assets in the form of a Schedule
 - ii. Schedule of Loans and Advances (Age-wise analysis)
 - iii. Schedule of all Cash & Bank Balances (supported by bank reconciliation statements)
 - iv. Scheme wise statement of expenditure
- f. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the individual implementing agencies and State Society and any other significant observation of the auditor.
- g. Auditor shall have to specify the significant observations, including internal control.
- i. **Representation by Management:** The management should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

12. Reporting and Timing:

The final Audit Report should be submitted within 45 days from the date of getting audit assignment to the DRDA/ZP Balangir and the DRDA/ZP Balangir should then promptly forward 03 copies (**Spiral Bound**) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the **Final Utilisation Certificates signed by the Collector and Auditor both**, to GoO/GoI/C&AG with their comments, if any.

13. Additional Instructions to Auditors:

- a. Audit Report of the Implementing Agencies, shall include audit of all the transactions at District level.
- b. Audit for the financial year will include all the components and schemes.
- c. An Audit Team will be constituted and deployed consisting at least 05 Audit Staff under guidance of an Audit Manger being a qualified C.A.
- d. The auditor will specifically mention in the audit report about the coverage of audit (SHOULD MENTION THAT AUDIT OF ALL THE IMPLEMENTING AGENCIES HAS BEEN COMPLETED BY HIM) on these components and also will ensure that all releases and expenditures are duly and separately reflected in each program's financial statements.
- e. The auditor appointed shall be required to issue separate Audit Report for each implementing agency individually and prepare a Consolidated Report for the DRDA/ZP.
- f. An undertaking to the effect that neither any person of the firm/partner is related to any employee of the DRDA/ZP nor have any interest in their activities must be submitted.

14. Re-appointment of Auditor:

As the auditor once appointed can continue for three years term i.e. 2021-22, 2022-23 & 2023-24, subject to the satisfactory performance & if DRDA/ZP wishes to re-appoint the same auditor, after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting major PSU audits for the year


Director
Balangir, Odisha

for which firm is being re-appointed. Further, any comments/ remarks/ observation of the Ministry in this regard shall have to be considered while re-appointing the same auditor. But the same firm can't be engaged for consecutive second term (i.e., beyond 03 years).

15. Tender Paper:

- a. The cost of Tender Paper is Rs.500/- (non-refundable).
- b. Cost of Tender Paper will be received **only** through Demand Draft drawn in any schedule bank in favour of "Project Director, DRDA Balangir" payable at Balangir.

GUIDELINES FOR SUBMITTING THE RFP:

C.A. Firms are required to submit the proposal as per the guidelines and formats detailed outlined in the following paras:

- a. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIEM FOR STATUTORY AUDIT OF ACCOUNTS OF DRDA/ZP OF BALANGIR DISTRICT FOR THE YEAR 2021-22**". DRDA Balangir will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ Bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid. The BIDs completed in all respect shall reach the office of the Project Director, DRDA, Balangir by 07.05.22 up to 01.00 P.M. by register/speed post/Courier Services only. The BIDs should be addressed to the Project Director, DRDA, Balangir-767001. The Technical Bids will be opened in the office of the Project Director, DRDA, Balangir on 09.05.2022 at 10.00 A.M. in the presence of the committee members. The partners or their authorized representative (Only One Person) 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 of bid. The Financial Bid will be opened on the same day.
- b. Single Proposal: A firm should submit **only one proposal**. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- c. All bidders must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- d. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- e. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in blue/black ink.
- f. The bidder must attach the money receipt (in original) in support of purchase of Tender paper. In absence of such document, the RFP will be automatically rejected.


Project Director
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- g. The firm should submit and execute a "Bid security Declaration" in lieu of Bid security (EMD) with stipulation that if the bidder withdraws or modifies his bids during period of validity etc., the bidder will be suspended for the time specified in the tender documents as per finance department letter no.8943/F dated 08.03.2021 of Government of Odisha.
- h. The RFP duly filled must be submitted through Registered Post/Speed Post/Courier services only. Any RFP received after due date will be out rightly rejected. DRDA, Balangir will not be responsible for any postal delay or misplacement of the document.
- i. DRDA, Balangir reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.
- j. If the required constitution of the audit team is not deployed by the firm, DRDA Balangir shall take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Panchayati Raj Department informed.
- k. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- l. The proposals have to be submitted in two parts, as given below.
 - a) **Technical Proposal** will consist:
 - i. Letter of Transmittal (*Form T-1*)
 - ii. Form for Technical Proposal (Details of the Firm along with Details of Partners) (*Form T-2, T-2.1 & T-2.2*)
 - b) **Financial Proposal** will consist Form for Financial Proposal (*Form F-1*)

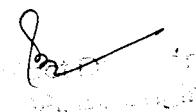
SELECTION PROCESS OF C.A. FIRM:

Open advertisement at district level for inviting proposals from Odisha based C&AG empanelled Chartered Accountant firms for conducting statutory audit of DRDA/Zilla Parishad of Balangir district will be issued. Advertisement along with the detailed RFP shall also to be uploaded on the district website i:e www.balangir.nic.in.

A Tender-cum-Selection Committee, chaired by the Project Director, DRDA Balangir has been constituted for the selection of auditors. The committee will adopt a two stage process for selection of auditors. In the 1st stage the Technical Proposals will be scrutinized and the eligible firms will be shortlisted for the 2nd stage. The Financial proposals of the shortlisted firms will be opened by the Tender-cum-Selection Committee and the firm having lowest quotation in Financial Bid (L-1) will be selected. Similarly the second lowest scoring and third lowest scoring will be declared as L2 & L3 respectively.

On completion of selection process, the firm selected shall be awarded the contract of audit of DRDA/ZP by issuing the Letter of Award (LOA). The firm should furnish a letter of acceptance to the Project Director, DRDA within 1 week of the issuance of LOA. In absence, the L-1 will be cancelled and the contract will be awarded to the L-2 with the price of L1.

(In case the bidding firm is found not suitable for audit on any reasonable ground, DRDA, Balangir reserves the right to reject such proposal without assigning any reason. Any dispute to the effect will be settled within Balangir jurisdiction only.)



Letter of Transmittal

To,

The Project Director,
District Rural Development Agency,
Balangir.

Dear Sir,

We, the undersigned, offer to provide the audit services for [*Name of Agency*] in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till one year from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that the DRDA, Balangir is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()


Project Director
DRDA, Balangir

FORM FOR TECHNICAL PROPOSAL

Sl. No.	PARTICULARS	Supporting Documents (self attested) required to be submitted along with this form
1	Details of the CA Firm	
1.1	Name of the Firm	
1.2	Contact Details of the Firm	
1.3	Address of the Head Office	
1.4	Phone No. Mobile No. of Contact Person:	
1.5	Fax No.	
1.6	Branch Offices: 1. 2. 3. (Attach separate sheet if necessary. Particulars of each branch including contact details to be given)	(Attach copy ICAI certification)
2	i. Date of establishment of the firm	
	ii. Date since H.O. & B.O. are functioning at the existing Station.	(Attach copy ICAI certification)
3	Firm's Income Tax PAN No.	(Attach copy of PAN card)
4	Firm's Service Tax Registration No.	(Attach copy of Registration)
5	Firm GST registration certificate and copy of GSTR-3B return	(Attach copy for the months of April, 2021 to March 2022)
6	Firm's Registration No. with ICAI	
7	C&AG empanelment No.	(Attach proof of empanelment with C&AG for the year 2020-21 or latest.
8	No. of years of Firm's existence & Date of establishment	(Attach copy of Certificate issued by ICAI)
9	Turnover of the Firm for the last three years (in Rs.) 2018-19: 2019-20: 2020-21:	(Attach a copy of Balance Sheet and Profit & Loss Account of last three years duly certified/audited)
10	Audit Experience of the Firm	
10.1	Number of Assignments in Commercial/ Statutory Audits	i. Attach copy of the Offer letter for each assignment.
10.2	Number of Assignments of auditing PSUs, Govt. undertakings, Govt. managed schemes/ projects, Externally Aided Projects	ii. Relevant evidences to be given of the turnover and fee.
11	Profile of persons to be engaged in the work, both professional and support staff.	(CAs of the professional staff to be engaged in this assignment to be enclosed, duly signed by the authorised person of the firm.)
12	Details of Partners:	
12.1	No. of Full Time Fellow Partners associated with the firm	
12.2	▪ Name of each partner	Attach self attested copy of



 Name of the Firm

	<ul style="list-style-type: none"> ▪ Date of joining the firm ▪ Membership No. ▪ Status - FCA/ACA ▪ Date of becoming FCA/ACA ▪ Highest qualification ▪ Experience (in years) ▪ Type of Engagement (Part Time/ Full Time) ▪ Contact Details (Correspondence Address, e-mail, mobile no.) 	Certificate issued by ICAI
13	Details of Audit Staff:	
13.1	No. of Audit Staff engaged by the firm	
13.2	<ul style="list-style-type: none"> ▪ Name of Audit Manager ▪ Name of each Audit Staff ▪ Date of joining the firm ▪ Highest qualification ▪ Experience (in years) ▪ Contact Details 	Attach self attested copy to the effect.

Seal & Signature of Partner
Membership No.



 Partner

**Detail of CA Firm Experience of Similar Service during the last 5 years along with
DRDA Experience**

SL NO.	Name of the Assignment (start date/End date)	Name of the Client/Organisation	Nature of Assignment(Please Specify the Work involved as detailed in scope of work)	Detail of the Supporting Documents provided
1				
2				
3				
4				
5				
6				
7				
8				

**Seal & Signature of Partner
Membership No.**



FORM FOR FINANCIAL PROPOSAL

(Please provide the break-up of Firm's quoted fees for each work and unit)

Name of Agency	No. of Units	Professional (Audit) Fee (Rs.)	GST (Rs.)	Total (Rs.)
DRDA/ZP Balangir	01			

DRDA/ZP, Balangir (01nos)

(Rupees.....)

****Note: Percentage of Funds involved shall not be a basis of quoting the audit fees.**

Seal & Signature of Partner
Membership No.


 Project Director
 P. A. Balangir

Finalisation of Bid:

Entire Bid process will be two tire systems as follows:

1. Technical Evaluation (carry 80 marks)(Sl. No. 1 to 6)
2. Financial Evaluation (carry 20 marks)(Sl. No. 7)

Basis of Evaluation:

Sl. No.	Criteria	Max. Marks
1	No. of years of Firm's existence & Date of establishment: a) More than 10 years of existence after partnership : 15 marks b) Under 10 years of partnership : 10 marks	15
2	Average Turnover of the Firm for the last three years (in Rs.): a) More than Rs.10.00 lakh : 05 marks b) Rs.10.00 Lakh to Rs.20.00 lakh : 10 marks c) More than Rs.20.00 lakh : 20 marks	20
3	Experience in successful & satisfactory completion of Statutory Audit of DRDA (1 mark per DRDA per year)	10
4	No. of Full time Fellow Partners: a) More than 05 full time partners along with more than 03 FCA :20 marks b) 03 full time partners out of which 02 FCA : 10 marks c) 02 full time partners : 05 marks	20
5	a) Firms having Head Offices in Balangir District : 10 marks b) Firms having branch Offices in Balangir District : 05 marks	10
6	CA (inter) /ICWA (Inter) employees (2 mark per staff)	05
	Total Marks (1 to 6)	80
7	Financial Bid	20
	Grant Total Marks:-	100

Auditors having poor track record in conducting Audit of DRDA, Balangir or any DRDA shall be disqualified from participating in the EOI.

The bidder scoring highest marks in Technical & Financial Bid shall be declared as L-1. Similarly the Bidder scoring second & third highest mark will be declared as L-2 & L-3 respectively.

NB: The financial Bid will be opened for the bidders who will score 60 marks or more in the Technical Bid.


Director
DRDA, Balangir