



DISTRICT RURAL DEVELOPMENT AGENCY, DHENKANAL

E-mail-drda.dhenkanal@gmail.com

NO - 2752

EXPRESSION OF INTEREST

dt- 9/7/19

Expression of interest has been invited from the C&AG Empanelled (2018-19) Chartered Accountant Firm(CA) for statutory Audit of different schemes of DRDA, Dhenkanal for the FY 2018-19.

Interested CA Firms are requested to download the Eol documents from the website: [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in). Last date for receipt of Eol documents is 22-7-2019 upto 05.00PM. Bid documents are to be submitted by speed post/ Registered post (India Post) only.

  
Collector-cum-CEO,  
DRDA, Dhenkanal.



## DISTRICT RURAL DEVELOPMENT AGENCY, DHENKANAL

At: Mahisapat. PO/Dist: Dhenkanal-759001, Tel.No. (06762)224506, Fax No.- (06762)226085, E-mail: ori-ddhenkanal@nic.in

No 2752 /DRDA/Dtd. 9/7/19

### **Expression of Interest for Engagement of Chartered Accountant Firm(s) For Conducting Statutory Audit of various schemes of DRDA, Dhenkanal**

Sealed tenders are invited for Expression of Interest for Engagement of Chartered Accountant Firm(s) for Conducting Statutory Audit of different Schemes of DRDA, Dhenkanal.

- DRDA, Dhenkanal 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 Conducting Statutory Audit of various Schemes of DRDA, Dhenkanal for the Financial Year 2018-19.
- The "Expression of Interest" in the prescribed format should be submitted separately as described in the detailed tender call notice to the O/o - PD DRDA, Dhenkanal, At- Mahinsapata, NH - 55, Po/Dist-Dhenkanal, PIN - 759001 by Registered Post/ Speed Post latest by **05:30 PM on 22.07.2019**. The tender will be opened on **23.07.2019 at 11.00 AM** in the presence of selection committees and the bidders/authorized representatives in the office chamber of PD, DRDA. Incomplete formats / format received after the prescribed time and last date will not be entertained. The undersigned will not be responsible for postal delay to reach the required documents in time.
- Terms of Reference and Scope of audit work and the tender paper can be obtained from website (<http://www.dhenkanal.nic.in>). All the documents will be available in the website from **09.07.2019**.
- The CA firm should submit their offer in the prescribed format downloaded from the District website (<http://www.dhenkanal.nic.in>). Tender paper along with tender processing cost of Rs 500/- (non-refundable) and EMD worth Rs 5000/- (refundable), both in shape of Demand Draft drawn in Favour of PD, DRDA, Dhenkanal payable at Dhenkanal must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD will be summarily rejected, by the undersigned.
- Undersigned reserves the right to reject any or all the offers without assigning any reason thereof.

  
Collector-Cum-CEO  
DRDA, Dhenkanal

**Expression of Interest for Engagement of Chartered Accountant Firm(s)  
For Conducting Statutory Audit of various schemes of  
DRDA, Dhenkanal**

DRDA, Dhenkanal invites Expression of Interest from Chartered Accountant Firms empanelled with C & AG, effective for the years 2018-19 for conducting Statutory Audit of various Schemes of DRDA, Dhenkanal for the Financial Year 2018-19.

The “Expression of Interest” in the prescribed format should be submitted separately as described in the detailed tender call notice to the O/o - PD DRDA, Dhenkanal, At-Mahinsapata, NH – 55, Po/Dist-Dhenkanal, PIN - 759001 by Registered Post/ Speed Post latest by **05:30 PM on 16.07.2019**. The tender will be opened on **17.07.2019 at 11.00 AM** in the presence of selection committees and the bidders/authorized representatives in the office chamber of PD, DRDA. Incomplete formats / format received after the prescribed time and last date will not be entertained. The undersigned will not be responsible for postal delay to reach the required documents in time.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender processing cost of Rs 500/- (non-refundable) and EMD worth Rs 5000/- (refundable), both in shape of Demand Draft drawn in favour of PD, DRDA, Dhenkanal payable at Dhenkanal must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper or, EMD will be summarily rejected by the Agency.

**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 scheme(s) allotted to them for the Financial Year 2018-19.
2. Firm will prepare analysis of Opening and Closing Balance taking unadjusted advances or, funds released to different employees/ Executing Agencies and funds position in different Banks/Post Offices.
3. The 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 10 days of the receipt of the letter of appointment from DRDA, Dhenkanal.
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, Dhenkanal shall have to give an undertaking to follow all ethics of faith and the information provided by DRDA, Dhenkanal 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, Dhenkanal 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 FY i.e., 2018-19 which may be renewed for another two years periodically on satisfactory completion of the assigned work and as per requirement. The firm shall not be engaged for more than three years in any circumstances basing on this advertisement and selection process thereof. 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 30 working days from the date of receipt of respective orders.

#### **REGULATION OF AUDIT FEES**

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

1. Rate of Audit fees per annum must be to the ceiling of Rs 50,000/- as maximum and Rs 15,000/- being the minimum including of all taxes as applicable for DRDA Admin

Contingency and valid for the engagement period. The quoted cost should not exceed the ceiling cost.

2. The firms while quoting the rate of Audit fees/annum for other schemes must follow the guidelines and the Audit Fees quoted therein. The quoted cost must not exceed the ceiling cost mentioned in the scheme guidelines.
3. No price escalation will be allowed during the engagement period.
4. The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report (if any), submission of Final Audit Report and discussion thereof with the DRDA.
5. 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, Dhenkanal along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency/ Govt. in PR & DW Dept. 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.

- a. Should be empanelled with C & AG for the year 2018-19. If latest empanelled list is not available, then previous year list can be considered.
- b. Must not have been blacklisted by any Private or, Govt. Department/PSU/Agency/ Office. **An undertaking to this effect is to be submitted by the CA firm.**
- c. **Must have minimum two partners.** Single proprietorship firms are not eligible for participation.
- d. Turnover of the firms must be three times of the approximate contract value.
- e. Must be registered with Institute of Chartered Accountant of India and have Income Tax (PAN) and Goods and Service Tax (GSTIN) Registrations.

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 Pvt./Govt./PSU Institutions.