

## OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, DHENKANAL

### **Expression of Interest (Eoi) for empaneled Chartered Accountant firms to conduct Audit of Accounts under Shree Anna Abhiyan, Dhenkanal**

Expression of Interest (EOI) is invited from comptroller & Auditor General empaneled audit firms for auditing of Accounts of the Scheme "Shree Anna Abhiyan", Dhenkanal for the financial year 2024-25 of the Chief District Agriculture Officer-cum-Project Director, ATMA Dhenkanal and accounts of 5 FAs & CBO/ FPOs of 5 SAA blocks (Bhuban, Hindol, Kamakhyanagar, Kankadahad and Odapada) of Dhenkanal district.

The Expression of Interest should indicate the audit Fees, taxes, TA/ DA and accommodation charges if any separately. The interested and eligible firm submit their applications as per the format at "Annexure-1" (Format for Application) duly filled & signed along with requisite self-attested documents and it should reach at the office of the Chief District Agriculture Officer, Dhenkanal, Near Dhenkanal Bus Stand, Odisha-759001 in sealed envelope superscribed as *Eoi for empaneled Chartered Accountant firms to conduct Audit of Accounts under Shree Anna Abhiyan (SAA), Dhenkanal* by 26.08.2025 up to 5.00 pm through Regd./ Speed post only. Proposals in e-Mail would not be entertained in this regard. Any application (Eoi) received after due date & time due to any reason whatsoever, shall not be considered.

The Eoi will be opened on 29.08.2025 at 10.30 A.M. in the presence of selection committee constituted by the CDAO-cum-PD, ATMA, Dhenkanal.

The authority shall not be responsible for any short of postal delay and the Eoi received beyond scheduled date and time shall not be entertained and out right to be rejected. The authority reserves all the right to cancel/ reject any or all the EOI without assigning any reason thereof.

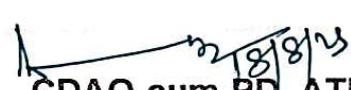
#### **Terms and Conditions:**

1. The Firm must be **Odisha based** and must have empaneled by **C & AG/ State AG**.
2. The CA firm should have a minimum of **ten (10) years'** experience with sufficient staff to carry out the audit.
3. Preference will be given to the CA firms having adequate experience in auditing service sector projects implemented by Govt. & funded by Govt. or external agencies. For this the firm has to produce the relevant document supporting its experience.
4. The time period allowed for completion of audit work is **1 (One) Months or 30 days** from date of issue of work order to successful CA firm.

5. The interested Chartered Accountant firms are requested to furnish EOI indicating fees, taxes, TA/ DA and accommodation charges if any separately.
6. The firm must not have been blacklisted by any State/ Central Govt. organization/ institution. The authorized signatory must furnish an undertaking to this effect. (Annexure-2)
7. The rate quoted should be inclusive of GST and other related taxes. However, the TDS will be deducted from the bill amount as per the rules.
8. The applicant shall quote the rates towards audit fees, TA/ DA, accommodation, GST, and other applicable taxes separately on their letterhead and submit the same along with the Eoi application.
9. After completion of Audit of all the accounts payment will be made on submission of reports with bills.
10. The authority reserves all the right to cancel/reject any or all the EOI without assigning any reason thereof.
11. The authority shall not be responsible for any short of postal delay and the Eoi received beyond scheduled date and time shall not be entertained and out right to be rejected.
12. If the quoted price of more than one agency found to be equal, the committee reserves the right to take the final decision on it. Price bid will be only considered if more than one firm secure same mark in technical bid otherwise the firm secured maximum mark in the technical bid will taken into consideration.
13. All firms are required to enclose the following documents.
  - (i) A copy of constitution certificates of firm issued by the ICAI containing inter-alia.
    - (a) Date of formation of the firms with a full time FCA.
    - (b) Details of partners/ Sole Proprietor/ CA employees as on date of the firm.
  - (ii) A copy of the latest partnership deed in the case of partnership firms.
  - (iii) A copy of the acknowledgement of the IT return of the firm.
  - (iv) A copy of year wise annual turnover/ financial statement of the firm for at least 3 consecutive years i.e, 2021-22, 2022-23 and 2023-24 along with schedules.
  - (v) Details of court cases/ arbitration cases/ or any other case pending against the firm.
  - (vi) Copy of the empanel code issued by C & AG/ State AG.
  - (vii) Copy of the experience certificates.
  - (viii) Details of service sector audit undertaken by the firm.
  - (ix) Copy of the GST registration certificate with latest GSTR-3B.
  - (x) Copy of the PAN/ TAN.

**14. Criteria for Selection:**

Sl. No.	Particulars	Maximum Marks	Evaluation Criteria
1.	Average Turnover of the firm for last three years. (i. e FY 2021-22, FY 2022-23 & FY 2023-24)	20	<ul style="list-style-type: none"><li>• Firms with average turnover more than 1 Crore = 20</li><li>• Firm with average turnover more than 50 Lakh up to 1 Crore = 10</li><li>• Otherwise = 0</li></ul>
2.	No. of audit assignments of Internal Audit/ Compilation of accounts of Govt Organisation (Not Banks) conducted by July 2025.	20	<ul style="list-style-type: none"><li>• More than 10 no's of Internal Audit/ Compilation of Accounts = 20</li><li>• More than 5 No's up to 10 No's of Internal Audit/ Compilation of Accounts = 10</li><li>• Otherwise = 0</li></ul>
3.	No of Partners/ Qualified Assistant in the firm as on 01.08.2025.	20	<ul style="list-style-type: none"><li>• More than 10 = 20</li><li>• More than 5 up to 10 = 10</li><li>• Otherwise = 0</li></ul>
4.	Nos. of years of establishment of the firm	20	<ul style="list-style-type: none"><li>• More than 30 years= 20</li><li>• More than 20 years up to 30 = 10</li><li>• More than 10 up to 20 = 5</li><li>• Otherwise = 0</li></ul>
5.	Head Office	20	<ul style="list-style-type: none"><li>• In Odisha = 20</li><li>• Outside Odisha=10</li></ul>
<b>Total Marks</b>		<b>100</b>	

  
CDAO-cum-PD, ATMA,  
Dhenkanal

**Annexure-1: Format of Application for EOI**

**Expression of Interest for short listing Chartered Accountant Firms for the Audit of the accounts under the Shree Anna Abhiyan (SAA), Dhenkanal**

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. CAG Empanelment No and date:
5. Details of Head Office & Branch Office (s):  
(Enclose Self attested copy of Registration/ Constitution)

Head Office:

Address	Date of Establishment	Partner In charge	Contact Person/Mobile number/ Landline Nos./Fax	E-mail

Branch Office 1 (if any):

Address	Date of Establishment	Partner In charge	Contact Person/Mobile number/ Landline Nos./Fax	E-mail

(Insert information for additional Branch office(s), if any)

6. Details of Proprietor/ existing CA qualified Partners:

Sl. No.	Name of the Proprietor / Partner(s)	Membership No.	Location of Office
1			
2			
3			

7. Details of Experience with the Govt. sector/ organization. (Relevant Experience)  
(Enclose self-attested copies of appointment letters).

Sl. No.	Name of the Govt. Department/ Organization	Scope of work
1		
2		

(Insert information for additional (s), if any)

8. Turnover of Audit Firm

Sl. No.	Year	Turnover (Rs.)
1	FY 2021-22	
2	FY 2022-23	
3	FY 2023-24	

(Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2021-22, 2022-23, 2023-24), P & L Account and Balance Sheet of the period)

9. PAN No. of the Firm:

10. GST Registration No. of Firm:

Date:

**Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal**

Place:

**Annexure-2: Undertaking & Compliance Certificate (On Applicant's Letter Head)**

We M/s. \_\_\_\_\_, proprietor/ partnership/LPP Firm of Chartered Accountant do hereby verify and declare that: -

- a. We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/ allotment of valuation assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. Our firm should have adequate manpower (i.e. CA Inter/ qualified resource) for the assignment.
- e. The constitution of our firm as on date of application is the same as that as per ICAI records.
- f. Our firm have not been blacklisted by any State/ Central Govt. organization/ institution.

Date:

**Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal**

Place: