



ZILLA PARISHAD, DHENKANAL

At/Po – Mahisapat, Dist - Dhenkanal-759001, Tel No- (06762)224506, Fax No-(06762)226085, E-mail: on-catenkanalnic.in

No. 4049 Date. 15/09/25

Expression of Interest for Engagement of Chartered Accountant Firm(s) For Conducting Statutory Audit of DMF and MGNREGS schemes of Zilla Parishad, Dhenkanal

Sealed tenders are invited for expression of Interest for Engagement of Chartered Accountant Firm(s) for Conducting Statutory Audit of DMF and MGNREGS Schemes of Zilla Parishad, Dhenkanal.

a) Zilla Parishad, Dhenkanal Invites "Expression of Interest" from reputed and experienced Chartered Accountant Firms from empanelled list of C & AG for the year 2024-25 in the prescribed formats for Conducting Statutory Audit of DMF and MGNREGS Schemes of Zilla Parishad, Dhenkanal.

b) The "Expression of Interest" in the prescribed format should be submitted separately as described in the detailed tender call notice to the Zilla Parishad, Dhenkanal, At-Mahisapata, NH 55, Po/Dist-Dhenkanal. PIN-759001 by Registered Post/ Speed Post latest by 05:00 PM on 22.09.2025. The tender will be opened on 23.09.2025 at 11.00 AM in the presence of selection committees and the bidders/authorized representatives in the office chamber of CDO-cum-EO, Zilla Parishad, Dhenkanal. 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.

c) Terms of Reference and Scope of audit work and the tender paper can be obtained from website (<http://www.dhenkanal.nic.in>). The documents will be available in the website from 16.09.2025.

d) The CA firm should submit their offer in the prescribed format down loaded from the District website (<http://www.dhenkanal.nic.in>). Tender paper along with tender processing cost of Rs 100/- (non-refundable) and EMO worth Rs 500/-(refundable), both in shape of Demand Draft drawn in Favour of CDO-cum-EO, Zilla Parishad, Dhenkanal payable at Dhenkanal must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMO will be summarily rejected, by the undersigned.

e) Undersigned reserves the right to reject any or all the offers without assigning any reason thereof Zilla Parishad, Dhenkanal.


CDO-cum-EO
Zilla Parishad
Dhenkanal

Expression of Interest for Engagement of Chartered Accountant Firm(s) for Conducting Statutory Audit of DMF and MGNREGS schemes of Zilla Parishad, Dhenkanal

Zilla Parishad, Dhenkanal invites Expression of Interest from Chartered Accountant firms empanelled with C & AG, effective for the years 2024-25 for conducting Statutory Audit of DMF and MGNREGS schemes of Zilla Parishad, Dhenkanal.

The "Expression of Interest" in the prescribed format should be submitted separately as described in the detailed tender call notice to the Zilla Parishad, Dhenkanal, At-Mahisapata, NH 55, Po/Dist-Dhenkanal. PIN-759001 by Registered Post/ Speed Post latest by 05:00 PM on 22.09.2025. The tender will be opened on 23.09.2025 at 11.00 AM in the presence of selection committees and the bidders/authorized representatives in the office chamber of CDO-cum-EO, Zilla Parishad, Dhenkanal. 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 100/- (non-refundable) and EMD worth Rs 500/- (refundable), both in shape of Demand Draft drawn in favour of CDO-cum-EO, Zilla Parishad, Dhenkanal payable at Dhenkanal and 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.
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 Zilla Parishad, 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 mason whatsoever for the above audit work.
9. Firms selected by Zilla Parishad, Dhenkanal shall have to give an undertaking to follow all ethics of faith and the information provided by Zilla Parishad, 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, Z.P. 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 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 2024-25 within 30 working days from the date of receipt of respective orders.

REGULATION OF AUDIT FEES FOR DMF & MGNREGS

1 The fees of the CA firm for audit of Zilla Parishad Accounts would be following basis. IR Rate of Audit fees per annum must be WITH IN THE CELLING LIMIT MENTIONED. The quoted cost should not exceed the ceiling cost.

2. The firms while quoting the rate of Audit fees/annum for DMF as well as MGNREGS must be the ceiling of Rs. 10,000/- excluding GST as maximum and Rs. 5000/- only being minimum excluding GST as per follow the guidelines and the Audit Fees quoted therein. The quoted cost must not exceed the ceiling cost mentioned in the scheme guidelines.

3. 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 Zilla Parishad.

4. The Agency will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the C.D.O-cum-EO, Zilla Parishad, Dhenkanal along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency/ Govt. in PR & PW 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 forms 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 1 year 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.
5. An undertaking to the effect that no person of the Firm/partner is related to any employee of the concerned authorities/institutions not has any interest in their activities.
6. Firm's profile indicating previous experience in undertaking similar type of work in any Govt. Deptt/ Institutions and success story, if any, in streamlining financial management through their assigned work.

SUBMISSION OF BID

Annexure-A Pre-qualification-Cum-Technical Bid with all the requisite documents duly signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope super-scribed as "PRE-QUALIFICATION-Com-TECHNICAL BID".

Annexure-B Financial Bid duly filled in and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope super-scribed as "FINANCIAL BID".

The above two envelope containing Annexure-A and Annexure-B should be placed one sealed envelope super-scribed as "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF Zilla Parishad, Dhenkanal.**"

OPENING OF BID

After opening of Technical Bid, the CA firms who fulfill all above necessary conditions will be considered as technically qualified and the Financial Bid of the same firms only will be opened. The lowest bidder may be considered as selected firm for statutory Audit of ZP, Dhenkanal.

[Handwritten Signature]
CDO-CA
Zilla Parishad
Dhenkanal

PRE-QUALIFICATION-CUM-TECHNICAL BID

TO BE FILLED IN BY BIDDER AND ENCLOSE AS INDICATED

Sl. No.	Particulars	Firm's Strength and Capacity	Remarks
1	Chartered Accountant Firm	Name & Address of the Firm	
		Name and address of the Authorized Partner(s) (Separate sheets can be attached)	
		Telephone STD Code	
		Mobile No(s):	
		e-Mail ID:	
		Submit copy of supporting document regarding address	
2 a)	Prequalification criterion The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration number under GST	Mention Registration Number and Date of Registration (Submit copies of the registration certificates)	
		PAN of the CA Firm (Submit copy)	
		GSTIN (Submit copy)	
2 b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) for FY 2024-25	Empanelment Number (Submit copy of evidence)	
		Average Gross Professional Fees received/earned Rs (in figure)	
c)	Average Gross Professional Fees received / earned by The CA Firm for the last 3 (three) years i.e. (2022-23, 2023-24 & 2024-25) ending on 31st March, 2025.	<p>Average Gross Professional Fees received / earned Rs (in figure):</p> <p>_____</p> <p>Rs (in words):</p> <p>_____ Provide copies of the Audited Financial Statements for all the 3 (Three) years along with evidence as per Sub Annexure - A I</p>	

d)	The Firm should have at least 5 years experience in the similar field	<p>Name of institutes where similar services were provided in the last 5 years</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>Details to be provided as per SUB-ANNEXURE A-2: <i>(Attach copy of Works Orders as evidence)</i></p>
e)	CA Firm should have minimum 2 (Two) Partners	<p>Partners: Name Submit the details of the Chief Functionaries of the CA firm as provided in SIJB-ANNEXUI E-A3</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect at any time, Zilla Parishad, Dhenkanal is at liberty to reject the proposal/work awarded to the CA Firm.

Date:

Signature:

Name and Designation with Office Seal



SUB-ANNEXURE: A1
Details of CA Firm's Professional Income
[Gross Professional Fees received/earned]

Rs in Lakh

Particular	Financial Year 2022-23	Financial Year 2023-24	Financial Year 2024-25	Average Annual Income
Gross Professional Fees received/earned				

* Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income.
(Tax Return for all the 3 (three) years)

Signature: _____

Date: _____

Name and Designation with Office Seal

DETAILS OF EXPERIENCE

(SUB - ANNEXURE - A2)

Details of experiences

Sl. No.	Name of the company/ body audited	Years of audit	Fees charged for each of the assignments in each year	Nature of Audit assignment viz. Statutory audit/ or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm
	(a) Co-operative Society/PSU/ autonomous body					
	(b) Companies in private sector					
	(c) Banks					
	(d) Social Sector Programmes / Projects					
	(e) Externally aided social sector projects					
	(f) Education Projects / Programmes					

Date:
and Office Seal

Signature
Name and Designation

SUB-ANNEXURE A-3

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)
1				
2				
3				
4				
5				

Furnish the copy or the documentary evidence in support of the information provided above.

Date:

Signature

Name and Designation and Office Seal

ANNEXURE-B

FINANCIAL BID*

(To be filled in by bidder)

PRICE QUOTATION FORMAT

NAME OF THE Firm _____

SI N		Name of the Work/ Scheme	Statutory Audit fees (Rs.) (Inclusive of all taxes)
01			
02			
Total			

(Rupees _____ Only)

* [The above quoted fee is inclusive of Professional Fee, Manpower, Travelling and /lodging, Food etc]

We agree to all the tender conditions and payment terms and the rates quoted above by the Firm will never change during the contract period.

Signature of the Firm

Date: _____

Place: _____