



COLLECTORATE, RAYAGADA

(Dist. Child Protection Unit)



Advt. No: 216/DCPU/2018

Date: 05/10/2018

EXPRESSION OF INTEREST

Expression of interest is invited from the interested CAG Empanelled CA Farms (Sole Proprietorship with one full time FCA) in the prescribed format for engagement of the audit of the accounts of District Child Protection Unit (DCPU), Rayagada for financial year 2016-17 and 2017-18 as per the enclosed TOR/Scope of work.

The details of TOR/Scope of work, the quotation format and the term of reference can be downloaded from the District Official Website (www.rayagada.nic.in). The expression of interest containing the total audit fee for two years including GST, service tax, accommodation during audit period, food, T.A & D.A of the audit team must reach the **District Child Protection Officer, Co-operative Colony, 1st Lane, Convent School Road, Rayagada-765 001**, Phone-06856-223656 through Regd. Post/Speed Post only during office hours on or before 31.10.2018 (1.00 P.M). The expression of interest received after the scheduled date and time shall not be taken into consideration. The expression of interest must be submitted in a sealed envelop superscribed with "Expression of interest for Audit".

The sealed covers will be opened in the same day i.e. on 31.10.2018 by 4.00 P.M by the selection committee in presence of the bidders or their authorized representatives having authorization letter.

The chairman of the Committee reserves the right to reject any or all the quotations without assigning any reason thereto.

Signature of the DCPO,

D.C.O.,
Rayagada

Collector-cum-Chairperson,

DCPU, Rayagada

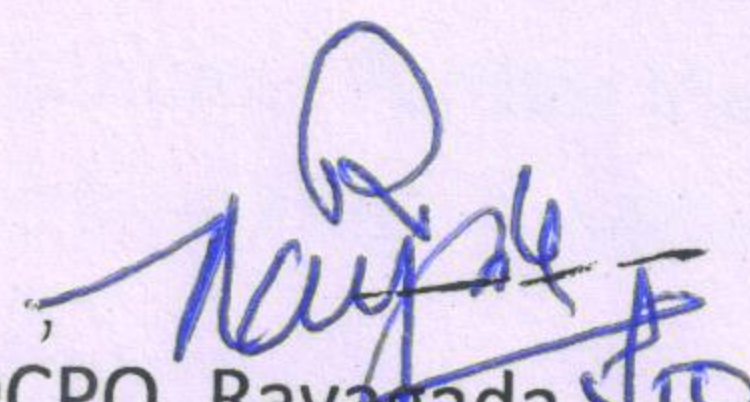
RAYAGADA

SCOPE OF WORK

1. Audit is to be conducted for the financial year 2016-17 and 2017-18.
2. The audit work is to be completed within 10 days and the reports along with UCs are to be submitted not later than 15 days.
3. Total funds received by the DCPU including the internal receipts during above period is Rs 1,36,44,000/.
4. 100% verification of vouchers, Head wise entries and all transactions recorded in Cash book and Ledger of DCPU, Rayagada.
5. Ensure arithmetical accuracy of all entries and all transaction recorded in Cash Book, Ledger and stock Book.
6. Ensure all financial transactions are recorded in Cash Book and reflected in Bank Pass Book and any deviation found is to be reported to the authority.
7. Ensure correction of Accounts and suggest necessary action to be taken for rectification of the same.
8. The Farm is required to prepare the Trial balance and Annual Financial Statement, Balance Sheet & Utilization Certificate.
9. After completion of the Audit work, the CA Firm shall mandatory give the overall findings/views/ suggestions/comments etc for proper maintenance of Accounts along with minimum 4 copies of the Audit report.

NB: *The Audit fees should be quoted including all charges like Service Tax, GST, TA/DA and accommodation of the auditors during audit etc. No other claims will be considered during or after the audit.*

(Self attested photo copies of the documents like Regn. certificate, Membership of Partners, PAN Card, Empanelment certificate, Details of experience in Govt. Audit etc, if any, are required to be submitted with Expression of interest format and the original documents to be submitted during opening of the tender for verification.)


DCPO, Rayagada
Rayagada

EXPRESSION OF INTREST FORMAT

The DCPO,
Rayagada.

Sub: Submission of expression of intrest for audit.

Ref: Advertisement No: _____/dated _____

Sir,

In inviting to a kind reference to the above subject, I/we express my/our interest and submit herewith the expression of intrest as desired.

1. (a) Name of the CA Farm/ Sole Proprietor :
(b) Address of the CA Farm/ Sole Proprietor:
(c) Contact Number:
2. (a) PAN Number of the CA Farm/ Sole Proprietor:
(b) ICAI Registration Number:
(c) Date of the Constitution of the Farm / Sole Proprietorship:
(d) Date since the Farm has a full time FCA:
3. CAG empanelment No: _____, Valid upto _____
4. Audit fees including service tax, food, accommodation, TA&DA: Rs _____
(Rupees _____)

Declaration

I/we, the sole proprietor/ Proprietor of the farm M/S _____ do hereby declare that the above information furnished /documents submitted are true and genuine. Further I/we declare that there are no court/arbitration /any other legal case against the farm/ Sole Proprietor to the best of my/our knowledge and belief.

Yours faithfully,

Encl:

(Seal & Signature)