

# DISTRICT RURAL DEVELOPMENT AGENCY, RAYAGADA

Notice No: 2855 /2021

Date: 25.08.2021

## Expression of Interest for Engagement of Chartered Accountant Firms for Conducting Statutory Audit of DRDA, Rayagada for the FY 2020-21

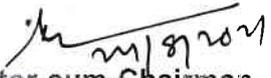
DRDA, Rayagada invites "Expression of Interest" from reputed and experienced Odisha based Chartered Accountant Firms empanelled with C & AG for the FY 2020-21 for conducting statutory audit of DRDA, Rayagada for the Financial Year 2020-21.

The engagement of Chartered Accountant Firms shall be through two bid systems i.e. Technical Bid & Financial Bid. The Technically qualified Chartered accountant firms will eligible to participate in the Financial Bid. EOI along with all the documents can be submitted by the interested firms through **Speed Post/ Registered Post** only to "**Project Director, District Rural Development Agency, Rayagada, Dist-Rayagada, Pin-765001, Odisha**". The firm should submit their Technical & Financial Bid in two separate envelops & both the envelops are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelops. The outer envelope is to be superscripted with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF DRDA, RAYAGADA FOR THE FY 2020-21**".

The Detail Term & Condition, formats to be filled along with Bid documents will be available in Rayagada District Website i.e.: [www.rayagada.nic.in](http://www.rayagada.nic.in) from 25.08.21 to 06.09.21.

- Last date for submission of EOI: 06.09.21 up to 5:30 PM through Speed/Registered Post only.
- Opening of EOI: 07.09.21 at 11:00 AM in the office chamber of PD, DRDA, Rayagada

The details of the Eligibility criteria & formats to be filled are annexed with the EOI.

  
Collector-cum-Chairman,  
DRDA, Rayagada

Memo No: 2856

Date: 25.08.2021

Copy to DIO, NIC, Rayagada for information & requested to web hoist the Expression of Interest (EOI) in Rayagada district web portal.

  
Collector-cum-Chairman,  
DRDA, Rayagada

Memo No: 2857

Date: 25.08.2021

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

  
Collector-cum-Chairman,  
DRDA, Rayagada

**Expression of Interest for Engagement of Chartered Accountant Firms for conducting  
Statutory audit of DRDA, Rayagada for the FY 2020-21**

DRDA, Rayagada invites Expression of Interest from Odisha based Chartered Accountant firms empanelled with C & AG for FY 2020-21 for conducting statutory Audit of Accounts of DRDA, Rayagada for the Financial Year 2020-21.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of **Rs. 500/- (Rupees Five hundred)** (non-refundable) and EMD worth of **Rs. 3000/- (Rupees Three thousand)** only in shape of Demand Draft drawn in favour of **Project Director, DRDA, Rayagada payable at Rayagada** must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD are summarily rejected by the Agency.

**Scope of Work & Terms of Reference**

1. CA Firm shall conduct 100% checking of vouchers relating to transactions, and other relevant records, documents, Books of Accounts of the DRDA, Rayagada.
2. Firm will prepare analysis of Opening and Closing Balance taking unadjusted advances given to different categories of employees and funds position in different Banks/Post Offices.
3. 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 07 days of the receipt of the letter of appointment from DRDA, Rayagada.
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, Rayagada shall have to give an undertaking to follow all ethics of faith and the information provided by DRDA, Rayagada 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. If the selected/engaged C.A firm does not confirm the offer within the stipulated time, the committee may cancel their selection/engagement & opt for 2<sup>nd</sup> lowest bidder with L1 cost.
11. In case of any dispute, the decision of Collector-Cum-CEO, DRDA, Rayagada shall be final and binding.
12. 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 Financial Year i.e, 2020-21 which may be renewed for another two years periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances. 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 2020-21 within 10 working days from the date of engagement.

## **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. 33,000/- being the minimum including of all taxes as applicable and valid for engagement period. The cost should not be exceeded the ceiling cost.
2. No price escalation will be allowed during the engagement period.

The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report and discussion thereof with the DRDA. 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, Rayagada along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency 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 conducting Statutory Audit of the Agency.

1. Chartered Accountant firms must be an Odisha based firm and empanelled with C & AG for the year 2020-21.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. The Chartered Accountant firms should have a minimum of 3 years experience of conducting external audit of any PSUs, Government undertakings, Government managed programmes / schemes/ Projects, Externally aided projects etc.
5. The Chartered Accountant firms must have a minimum Average Annual turnover of Rs. 10.00 lakh (Rupees Ten lakh) only or more for the last 03 (three) preceding financial years.
6. Must be registered with Institute of Chartered Accountant of India and have Income Tax PAN and GST Registration.
7. The firm who has conducted audit of DRDA, Rayagada for the preceding years i.e 2016-17 to 2019-20 is not eligible to participate in the EOI.

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. An undertaking to the effect that the firm has not been Black listed by any Govt./PSU Institutions.
  4. An undertaking to the effect that no person of the Firm/partner is related to any employer of the concerned authorities/institutions nor have any interest in their activities.
  5. Firms profile indicating previous experience in undertaking similar work in any Govt Deptt/ Institutions and success story, if any, in streamlining financial management through their assigned work.
- B) The audit team for conduct of audit at DRDA must comprise of one audit manager & two audit staff.
- The audit manager must be a CA qualified at least 3 years of post qualification post.
  - The audit staff must have 3 years of audit experience in similar nature of work.

### **SUBMISSION OF BID**

i) **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 superscribed as "PRE-QUALIFICATION-CUM-TECHNICAL BID".

ii) **Annexure-B** :- Financial Bid duly filled and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "FINANCIAL BID".

iii) The above two envelope containing Annexure-A and Annexure-B should be placed in one sealed envelope superscribed as "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF DRDA**".

iv) The EOI duly filled must be submitted through **Registered Post/Speed Post** only to DRDA, Rayagada. Any EOI received after due date will be out rightly rejected. DRDA Rayagada will not be responsible for any postal delay or misplacement of the document.

v) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

### **OPENING OF BID**

- a) After opening of Technical Bid, the CA firm who fulfilled all above necessary conditions will be considered as technically qualified and only after that the Financial Bid of the same firm will be opened.
- b) The lowest bidder may be considered as selected firm for statutory Audit.

  
Collector-cum-Chairman,  
DRDA, Rayagada

**FORM FOR TECHNICAL PROPOSAL**

Sl. No.	PARTICULARS	Supporting Documents (self attested) required to be submitted along with this form
1	<b>Details of the CA Firm</b>	
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	Branch Offices:  1.  2.  (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 GSTIN Registration No.	(Attach copy of Registration)
5	Firm's Registration No. with ICAI	
6	C&AG empanelment No.	(Attach proof of empanelment with C&AG for the year 2020-21)
7	No. of years of Firm's existence as partnership firm & Date of establishment	(Attach copy of Certificate issued by ICAI)
8	Turnover of the Firm for the last three years (in Rs.)  2017-18:  2018-19:  2019-20:	(Attach a copy of Balance Sheet and Profit & Loss Account of last three years duly certified/audited)

<b>9</b>	<b>Audit Experience of the Firm</b>	
9.1	Number of Assignments in Commercial/ Statutory Audits	i. Attach copy of the Offer letter for each assignment.
9.2	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.
10	Profile of persons to be engaged in the work, both professional and support staff.	(CVs of the professional staff to be engaged in this assignment to be enclosed, duly signed by the authorized person of the firm.)
<b>11</b>	<b>Details of Partners:</b>	
11.1	No. of Full Time Fellow Partners associated with the firm	
11.2	<ul style="list-style-type: none"> <li>▪ Name of each partner</li> <li>▪ Date of joining the firm</li> <li>▪ Membership No.</li> <li>▪ Status - FCA/ACA</li> <li>▪ Date of becoming FCA/ACA</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Type of Engagement (Part Time/ Full Time)</li> <li>▪ Contact Details (Correspondence Address, e-mail, mobile no.)</li> </ul>	Attach self attested copy of Certificate issued by ICAI
<b>12</b>	<b>Details of Audit Staff:</b>	
12.1	No. of Audit Staff engaged by the firm	
12.2	<ul style="list-style-type: none"> <li>▪ Name of Audit Manager</li> <li>▪ Name of each Audit Staff</li> <li>▪ Date of joining the firm</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Contact Details</li> </ul>	Attach self attested copy to the effect.

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

**Detail of CA Firm Experience of Similar Service during the last 3 years along with DRDA Experience**

Sl. No.	Name of the Assignment (start date/End date)	Name of the Client/Organization	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				

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

Date: \*

Signature:  
Name and Designation with Office Seal

**DETAIL OF CA FIRM'S PARTNER**

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

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

Date:

Signature:  
Name and Designation with Office Seal

Details of CA Firms Professional Income  
[Gross Professional Fees received/ earned]

(Rs. in Lakh)

Particular	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average Annual Turn Over
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

Date:

Signature:

Name and Designation with Office Seal

**FINANCIAL BID\***

**(To be filled in by bidder)**

**PRICE QUOTATION FORMAT**

**NAME OF THE FIRM** \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of the Work</b>	<b>Total</b>
01	Statutory Audit fees (Inclusive of all taxes)	

(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