



**Directorate of Municipal Administration  
Urban Development and Housing Department  
Government of Jharkhand**

1<sup>st</sup> Floor, Juipme Building, Dhurwa, Ranchi.  
Phone No.: 0651-2401955, 2401182(Fax), E-mail:-director.ma.goj@gmail.com

**VERY SHORT NOTICE**  
**Quotation Call Notice for selection of CAG empanelled Chartered**  
**Accountants firm for Statutory audit of DAY-NULM.**

NIT No.: 07/न०प्र०नि०/NULM/Audit Report 14-15/193/2015(part 1) .15/10/23

Date: 03/10/23

1.	Name of the work	Very Short Notice Call for invitation of Quotation from CAG empanelled Chartered Accountants Firms (CA Firms) for reconciliation of ULBs balances with State Head Quarter and Interest earned under program (DAY-NULM).
2.	Mode of Quotation Submission	Off-Line Quotation
3.	Date / Time of Start of Submission of Quotation	4 <sup>th</sup> October 2023, 15:00 Hrs
4.	Last Date / Time of Quotation Submission	11 <sup>th</sup> October 2023, 15:00 Hrs
5.	Date of Quotation Opening	11 <sup>th</sup> October 2023, 16:30 Hrs
6.	Quotation Document	It can be collected from Assistant Director, DMA on any Working Day (Monday To Friday) from 4 <sup>th</sup> October 2023 to 10 <sup>th</sup> October 2023 (11:00 AM to 04:00 PM)
7.	Venue for Getting & Submission of Quotation Document:	Assistant Director, Directorate of Municipal Administration JUPMI Building, 1 <sup>st</sup> Floor, Dhurwa, Ranchi – 834004 Phone No. : 0651-2401955, Fax no: 2401182, e-mail ID: director.ma.goj@gmail.com

*Anshu*  
31/10/23  
Assistant Director,  
Directorate of Municipal Administration  
अनुशु कुमारी  
सहायक निदेशक  
नगरीय प्रशासन निदेशालय

**Selection of C&AG empanelled Chartered Accountant firm for reconciliation of ULB balances with State Head Quarter and Interest earned under program (DAY-NULM).**

Very Short Notice Call for invitation of Quotation from Chartered Accountants Firms (CA Firms) for for reconciliation of ULB balances with State Head Quarter and Interest in grant since start of the program (DAY-NULM). The work will include:

- a) Statutory Audit of SMMU (DAY-NULM) for FY 2021-2022 & 2022-2023
- b) Reconciliation of ULBs balances with State Head Quarter.
- c) Interest received to be shown separately in Opening and Closing Balance
- d) Fund returned by ULBs before SNA and after SNA.
- e) Summarization of ULB level bank accounts under DAY-NULM before SNA and after SNA. (fund received, Expenditure, other source earnings, interest earned)
- f) Expenditure reported by ULBs. (component-wise)
- g) Prepare Income and Expenditure, Receipt & Payment and Balance sheet as on 31<sup>st</sup> March for FY 2021-2022 & 2022-2023 in prescribed format.

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2. The interested C&AG empanelled Chartered Account firms having head/ branch office in Jharkhand may submit their quote in the prescribed Performa provided herein, which included Notice, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical details (Experience and Eligibility Criteria) as per **Annexure-I** along with the Financial quote (Professional Fee) as per **Annexure-II**.

3. The sealed Quotation may be submitted superscripting "DAY-NULM financial reconciliation" containing Technical details along with Financial Quote superscripting as such and addressed to Assistant Director, DAY-NULM, DMA, UD&HD, Ranchi.

4. The technical detail must be in the prescribed Performa as per **Annexure-I** with all relevant documents in support of eligibility and experience criteria. The financial quote envelope must contain only the financial details as per **Annexure-II**. The financial quote shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the audit services will not accept any claim other than professional fee/charges etc. specified in financial quote.

5. The Quotation will be opened at the office of Director, Directorate of Municipal Administration, JUPMI Building, 1<sup>st</sup> floor, Dhurwa, Ranchi in the presence of the bidders who wish to be present.

6. The minimum fee for the assignment is fixed as per the guidelines of Institute of Chartered Accountants of India No1-CA (7)/03/2016 dated 07.04.2016.

7. The interested CA firms are advised to read carefully the entire quote document before submitting their quote and the quote documents not received in prescribed format and/or are found in complete in any respect will be summarily rejected.

8. Any further clarifications can be sought from the office of Directorate of Municipal Administration, GoJ.

*Signature*  
31/10/23  
Assistant Director,  
Directorate of Municipal Administration  
सहायक निदेशक  
नगरीय प्रशासन निदेशालय

### Eligibility Criteria

1. The Chartered Accountant firm should have atleast an experience of 5 years from the establish mentor registration of the firm.
2. In Case sole proprietor firm, the proprietor should be an ACA/FCA while in case of Partnership firm, one of the partners should be an ACA/FCA.
3. The firm should have not been debarred from Statutory Audit/Internal audit of any Company by Central/State Govt., Central/State PSU.
4. The Chartered Accountant firm should have its local office in Ranchi.
5. The Chartered Accountant firm should have at least 5 Articles/Articled clerks/Paid Staff (CA/ICWA inter).
6. CA/ICWA inter (as on closing date of Quotation submission).
7. The Chartered Accountant firm should have conducted either statutory audit/internal audit of three State Govt., Central Govt., Govt. Department/ Central /State PSUs/ Govt. Bank, with annual average turnover of Rs. 5.00 Crore with multi Locations/Offices/branches/units.
8. The annual average turnover of the Chartered Accountant firm shall not be less than Rs. 60.00 Lakhs in each of last three financial years.

### Terms and Conditions

1. The firm has to finalize the report in our prescribed format.
2. DMA reserves the right to accept or reject any application at any time without assigning any reason.
3. DMA will not accept any claim other than professional fee/Charges etc. specified in financial Quote.
4. Each page of the quote documents is required to be signed by the CA Firm. The documents / Certificates in support along with the Quotation shall also be signed by the Partner.
5. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
6. The work assigned to Auditor has to complete the task in one month from the date of agreement.

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**TECHNICAL DETAILS**

(The details to be provided as on the closing date of this Notice for Quotation Call)

**General Information**

1	Name of the Chartered Accountants Firm	
2	Registered/Main/Local Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	No. of branches in India (Attach a list along with address)	
6	PAN Number & GST Number	

<b>Eligibility Criteria</b>		
1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date of registration of Chartered Accountants firm	
4	C&AG Empanelled no.	
5	No. of Partners (as on closing date of Quotation)	
6	No. of Article/Audit Clerks/Paid Staff (CA/ICWA inter) (as on closing date of Quotation)	
7	Experience Certificate for Statutory Audit of Govt./PSU/ Govt. Bank of last three years (in conical order)	
8	Whether the Chartered Accountants firm has an experience of conducting requisite no. of statutory of eligible clients/organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
9	Annual turnover of CA firm for	
	a. F.Y. 2019-20	
	b. F.Y. 2020-21	
	c. F.Y.2021-22	

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**FINANCIAL QUOTE**

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sl. No.	Particulars	Amount in Rs.
1.	Professional fee for reconciliation of ULB balances with State Head Quarter and Interest in grant since start of the program (DAY-NULM).	
2.	Service Tax/GST including Education Cess	
3.	Grand Total	

**Grand Total (Professional Fees in Words)**

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**Signature of Partner**  
**With name and Firm Seal**