

**NOTICE INVITING EXPRESSION OF  
INTEREST (EOI) FOR ENGAGEMENT OF  
EMPANELLED PARTNERSHIP  
CHARTERED ACCOUNTANTS FIRMS FOR  
CONDUCTING STATUTORY AUDIT OF  
ACCOUNTS OF ZILLA PARISHAD,  
SUNDARGARH FOR THE F.Y- 2022-23**

# **ZILLA PARISHAD :SUNDARGARH**

**Expression of interest from C&AG empanelled Chartered Accountant partnership firm for Statutory Audit of accounts of Zilla Parishad, Sundargarh for the FY 2022-23 to 2024-25.The Terms and Condition of the assignment are as follows.**

**ZILLA PARISHAD, Sundargarh** invites offers in **TWO PARTS** (Technical and Financial) from interested Chartered Accountant Firms meeting all the criteria as mentioned in attached **Annexures and Forms**. The Chartered Accountant Firms should submit their offer in the **prescribed format (Annexure/Forms)** of this tender.

**A. Scope of Works:**

1. 100% verification of vouchers, Head of Account wise entries as Receipts & Payments in Cash Book / other financial statements.
2. Ensure arithmetical accuracy of all entries and all transactions recorded in Subsidiary Cash Books, Stock Register and reflected in Main Cash book.
3. Prepare monthly analysis of Opening & Closing Balance taking unadjusted advances given to different categories of employees including PRI representatives and fund position in different banks and post office.
4. Bank Reconciliation/Compilation of all Bank Accounts and Ledgers like Stock & Store, GIA Register, Demand Collection Register etc as prescribed under OGP Act.
5. Ensure all financial transactions are recorded in Cash Book and reflected in Pass Book as well and any deviation found is to be reported to the authority immediately.
6. Ensure correctness of accounts and suggest necessary actions points ,if any for rectification of the same.
7. The C A Firm / Members of the firm shall visit at least two times in a month to the District/Block/GP during the period of Audit.
8. The Firm is required to Prepare the Trial Balance and Annual Financial Statements i.e Receipt & Payment A/c, Income& Expenditure A/c and Balance Sheet Scheme-wise and Consolidated complying the previous pending paras.
9. After completion of the assigned work, the CA Firm shall mandatorily give their overall findings / views / suggestions / comments etc. for proper maintenance of accounts adopting latest available procedures.
10. Firm should ensure Audit of any left out schemes of ZP, Sundargarh for the previous financial years within the quoted price limit.

**B. Time period of engagement:**

The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting Year i.e.2022-23 which may be renewed for another two years on satisfactory completion of the assigned work. But the same CA Firm shall not be engaged for consecutive second term i.e beyond three years. The Agency, however ,reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice

**C. Time schedule:**

The selected firm should submit the audit report of all scheme for the Financial Year 2022-23 within 30 working days from the date of agreement.

#### **D. Reporting :**

The Firm will submit the Audit Report of 2022-23 (Four sets) to the CDO-cum-EO ,Zilla Parishad ,Sundargarh.

#### **E. General :**

The firm will be given access to required information relevant for the purpose of conducting the audit. This would normally include Books of Accounts, all documents, correspondence, and other information associated with Zilla Parishad, Sundargarh during 2022-23.In addition to the audit report and the annual financial statement the firm should submit audit observation.

#### **F. Qualification Criteria Of The CA Firm**

A) The bids of only those firms will be considered, which satisfy the following eligibility criteria: The Chartered Accountant Firm should:

- Have registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration of firm (GST).
- Odisha based CA Firm and must have been empanelled as per latest order of Comptroller and Auditor General of India (C&AG) for 2023-24 or 2022-23.
- Have minimum 10 years of experience after its registration
- At least have more than 6 years of external audit experience in similar kind of Govt. Department/Organizations/Institutions or PSU Institutions /Training Institute/Societies under Panchayati Raj Department or any other Govt. Departments.
- Last three years average annual turnover should not be less than 10.00lakhs.
- Have at least two Partners. Concerned firm should submit the Partnership deed to this effect
- Have minimum three nos. of other Audit staff in addition to the Partners.
- Have not been blacklisted by any govt. or any other organization (PSU Institutions). Authorized Signatory(s) of the firm to **submit an undertaking** to this effect.
- **An undertaking** to the effect that no person of the firm / partner is related to any employee of the Zilla Parishad (ZP) nor have any interest in their activities.
- Submit relevant documents duly attested by the authorized signatory in support of the eligibility criteria given above.
- The Bidder will submit the relevant documents along with EMD of Rs. 10,000/- (Rupees Ten Thousand) only in shape of **Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Sundargarh ,payable at Sundargarh** which will be refunded to unsuccessful bidder . The successful Bidder will get back his EMD after submitting Performance Security deposit of Rs. 10,000/- (Ten Thousand ) only in shape of **Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Sundargarh ,payable at Sundargarh** which will be refunded after successful completion of Audit.
- The Bidder should submit the Tender cost fee of Rs. 1,000/- (Rupees One Thousand) only in shape of **Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Sundargarh ,payable at Sundargarh** which is non refundable.
- Firm must submit last 3 years (2019-20,2020-21,2021-22) Balance sheet, income/expenditure & profit/loss statement as a mandatory documents of the technical bid.

- Firm must submit last 3 years (2019-20,2020-21,2021-22) IT return as a mandatory documents of the technical bid.

B) The audit team for conduct of audit at Zilla Parishad must comprise of one Audit Manager and three Audit staff.

- The audit manager must be a qualified CA having at least 3 years of post qualification experience.
- The Audit staffs must have 3 years of audit experience in similar nature of work.

#### **G. Payment Terms :**

The payment against the services provided by the firm is subject to the following terms and conditions:

- The maximum audit fee per annum to be quoted is Rs.50,000/- (Fifty Thousand) only per including all applicable taxes . Firm quoting less than Rs.15,000/- (Fifteen Thousand) only including all taxes will be rejected and the quoted rate should be inclusive of all expense and taxes.
- The price quoted by the firm, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period.
- Service tax will be paid at prescribed rate.
- TDS will be deducted as per Income Tax Act/Rule.
- If the Firm will not provide satisfactory performance to Zilla Parishad ,Sundargarh and will not comply the objection/words of ZP within its stipulated time period then the Performance Security Deposit will not be refunded and also their financial Claims and participation in similar work in future will be restricted under breach of contract.

#### **H. Submission Of EoI**

- i) **ANNEXURE-A** duly filled Qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner of the Firm should be submitted in one sealed envelope super scribed as—"TECHNICAL BID".
- ii) **ANNEXURE- B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as "FINANCIAL BID".
- iii) The above two envelopes containing Annexure-A/Forms and Annexure-B should be placed in One Covering Envelope and sealed super scribed as "EXPRESSION OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANT FIRM".
- iv) The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The Tender Paper should reach to the Office of CDO-cum-EO,ZP, Sundargarh, Odisha latest by **12.00 pm** on dt **10.07.2023**. Tender paper received after the due date and time shall be summarily be rejected.
- vi) Date & time of opening of bid is dt:**10.07.2023 ,4.00 pm** .The interested bidders or their authorized representatives are requested to remain present at the time of opening of bid.

- vii) 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.
- viii) Any dispute that may arise will be settled at any court under the jurisdiction of Sundargarh District.

## **I. Evaluation Of Technical Bids**

(I) The Technical Bid received by ZP, Sundargarh and those meeting the above criteria, would be taken up for detailed evaluation as per the technical evaluation criteria, described in Annexure and Forms attached. The Bidder will be evaluated and assigned marks against the maximum score of 100marks. The selection will be made basing on highest marks secured by the Firm.

(II) After the selection in Technical Bid as per attached Annexure and Forms, the Financial Bid will be opened in the presence of the representative of the firm.

(III) The CA Firm Scoring highest marks will be considered for selection as the Statutory Auditor of ZP, Sundargarh for the financial year 2022-23.

(IV) Bidders are requested to submit all the necessary information in the prescribed Annexures and Forms attached below.

(V) The minimum qualifying marks for the bidder in technical bids is 30 marks out of 50 (i.e 60%)

**Evaluation of Scores for Selection of Statutory Auditor of Zilla Parishad, Sundargarh For the financial Year 2022-23.**

Entire Bid process will be two tier system as follows:

- 1- Tier-1 Technical Evaluation (carry 50 marks)
- 2- Tier-2 Financial Evaluation (carry 50 marks)

**1-Technical Bid Score:**

Sl.No	Criteria	Maximum Marks
1	Head Office of the firm within Sundargarh District	10 marks
	Head Office of the firm within Sambalpur and Jharsuguda	5 marks
	Head Office of the firm from any other district within the state	2 marks
2	Satisfactory Experience on completion of External Audit of Govt. Department/Organizations/Institutions or PSU Institutions /Training Institute/Societies under Panchayati Raj Department or any other Govt. Departments for more than 15 year	10 marks
	Satisfactory Experience on completion of External Audit of Govt. Department/Organizations/Institutions or PSU Institutions /Training Institute/Societies under Panchayati Raj Department or any other Govt. Departments for a period of 10 to 15 years	7 marks
	Satisfactory Experience on completion of External Audit of Govt. Department/Organizations/Institutions or PSU Institutions /Training Institute/Societies under Panchayati Raj Department or any other Govt. Departments for a period of 06 to 10 years	5 marks
3	Average Annual turnover of last three Financial Year above 25 lakhs	10 marks
	Average Annual turnover of last three Financial Year from 10 lakh to 25 lakh	7 marks
4	Year of Establishment of registered Partnership Firm (above 20 ) years	10 marks
	Year of Establishment of registered Partnership Firm (15 to 20 ) years	8 marks
	Year of Establishment of registered Partnership Firm (10 to 15) years	6 marks
5	Successful completion of the Statutory Audit of ZPs (erstwhile DRDA) for more than 6 years	10 marks
	Successful completion of the Statutory Audit of ZPs (erstwhile DRDA) for 3 to 6 years	5 marks

**2-Financial Bid Score:** Minimum Audit Fee x 50  
**Price quoted by individual bidder including GST**

**3-Final Bid Score: Technical Bid Score + Financial Bid Score**

(3.1) The Bidder should pass in all terms of Eligibility Criteria .Eligible Firm will go to the next stage that is to the technical Bid of tender . If the firm will qualify in the technical bid will go for financial Bid.

(3.2) If the L-1 score holder will not confirm and submit the acceptance letter within a week from date of issue of engagement order, the tender order will be given to the L-2 Firm and subsequent. If any case more than one Firm will come under L-1 Category than committee has all the right to Finalize among the CA Firms.

(3.3) Zilla Parishad, Sundargarh reserve the right of negotiation with eligible Bidder before Finalization of the Bid Contract and to accept or reject any or all Bid in total or in parts or to split the work among more than one bidder without assigning any reason thereof.

**Annexure- A**  
**QUALIFICATION –CUM-TECHNICAL BID**  
**( TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)**

<b>Sl.no.</b>	<b>Particulars</b>	<b>Firm's strength and capacity</b>
1	Charted Account Firm (Fill up Form -1)	Name & Address of the Firm Name and address of the Authorized Partner(s) Telephone STD Code Mobile No (s) e-mail ID: <b>(Submit copy of Supporting documents regarding address)</b>
2 (a)	<b>Qualification Criteria</b> CA Firm should be empaneled with Comptroller and Auditor General of India (C&AG)	Empanelment Number <b>(Submit Copy of Supporting documents regarding Number)</b>
(b)	The CA Firm should be registered with the Institute of Chartered Accountant of India (ICAI) for minimum 10 years and must possess permanent account number (PAN) under Income Tax and registration under Service Tax (GST)	Mention Registration number and Date of Registration <b>(Submit copies of the registration Certificates) and (partnership Deed)</b> PAN No. of the CA Firm (Submit Copy) Service Tax Registration No.: <b>(Submit Latest copy of GST Return)</b> <b>(Submit Copy also copy of Last three FY IT Returns for FY 2019-20 ,2020-21, 2021-22 duly signed) and latest if available.</b>
(c)	Average Annual Turn Over of Last three FY (2019-20, 2020-21 & 2021-22) (Fill up Form -2)	Amount in Rs. <b>(Submit Copies of Audited Statement/Balance sheet of Last three year duly signed)</b>
(d)	The Firm should have at least 5 years of External Audit & experience copy of ZP (erstwhile DRDA) (Fill up Form -3)	Detail name of the Organization with nature of work <b>(Attach copy of work order and completion of work as evidence)</b>
(e)	The Firm should have minimum 2 Partners (Fill up Form -4)	Partners Nos. <b>(Submit the Supporting Documents)</b>
(f)	Numbers of other Staff in payroll of Firm (Min. A/C Manager-2 and Audit Staffs – 3 nos)	No. of A/C Manager (Qualified CA) Audit Staffs (Min. 3 years Experience) & other staff performing audit/accounting work (in Fig.) <b>(Submit CV)</b>
(g)	Undertaking	To be submitted as per the prescribed format

Certify that the above particulars are Correct. In the event of any information found to be incorrect, ZP (erstwhile DRDA), Sundargarh is at liberty to reject the proposal/work awarded to this CA.

**Signature of Bidder**  
**(Name and Designation with Seal)**

**FORM -1****NAME OF THE FIRM WITH ADDRESS AND C&AG EMPALLENMENT LIST**

SL.NO	NAME OF THE FIRM	ADDRESS of REGISTERED OFFICE	C&AG EMPALLENMENT NUMBER	MOBILE. NO	EMAIL ID	BANK DETAILS
						<b>BANK:</b> A/C N o: IFSC CODE: (Attach first page of passbook for refund of EMD)

- **With supporting Document Attached**

**Signature of Bidder**  
**(Name and Designation with Seal)**

**FORM -2****ANNUAL TURN OVER OF CA FIRM OF LAST 3 FINANCIAL YEAR ( Amount in Rs.)**

Particulars	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22	Average turn over of 3 Financial Year
<b>Gross Professional Feesreceived/ earned</b>				

- **Furnish Audit report in support of the above figure highlighted**

**Signature of Bidder**  
**(Name and Designation with Seal)**

**FORM – 3**  
**DETAILS OF CA FIRM EXPERIENCE OF SIMILAR SERVICE DURING THE LAST 5  
YEAR ALONG WITH ZP (erstwhile DRDA) EXPERIENCE.**

<b>Sl.No.</b>	<b>Name of the Assignment (start date/end date)</b>	<b>Name of the Client/Organisation</b>	<b>Nature of Assignment (Please Specify the work involved as detailed in scope of work)</b>	<b>Detail of the Supporting Documents provided</b>

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

**Signature of Bidder**  
**(Name and Designation with Seal)**

**FORM – 4**  
**DETAIL OF CA FIRM'S PARTNER**

<b>Sl.No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No.</b>

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

**Signature of Bidder**  
**(Name and Designation with Seal)**

**ANNEXURE -B**  
**FINANCIAL BID**  
**(To be filled by Bidder)**  
**PRICE QUOTATION FORMAT**

**NAME OF THE CA FIRM:** \_\_\_\_\_

<b>SL.NO.</b>	<b>NAME OF WORK</b>	<b>TOTAL</b>
1	<b>STATUTORY AUDIT OF ACCOUNTS OF ZILLA PARISHAD, SUNDARGARH FOR THE FINANCIAL YEAR 2022-23 TO 2024-25</b>	<b>AUDIT FEE per year (Including all expenses, duties and taxes applicable) (in Rs.)</b>

- Price must be quoted within the ceiling limit.

**We are agreed to all the tender conditions and payment terms and the fee quoted  
above by the Firm will not change during the contract period.**

**Signature of Bidder**  
**(Name and Designation with Seal)**

## **UNDERTAKING SUBMISSION BY CA FIRM**

**The CA Firm will submit following Undertaking with all Bid Documents:**

- 1- An undertaking to the effect that neither any person of the Firm/Partner is related to any employee of the ZP (erstwhile DRDA) ,Sundargarh nor have any interest in their activities.
- 2- An undertaking to the effect that Firm has not been blacklisted by Govt./ PSU institution.
- 3- An undertaking to the effect that Firm has not been disengaged by the ZP (erstwhile DRDA) ,Sundargarh or any other Zilla Parishad for its poor performance and misconduct.
- 4- All the information submitted is true and correct to the best of our knowledge ,any discrepancy found at any stage , the authority reserve right to cancel the engagement and blacklist of the firm

**Signature of Bidder**  
**(Name and Designation with Seal)**