

**DISTRICT RURAL DEVELOPMENT AGENCY: KORAPUT  
(DMF Cell)**

Ph. No.06852-250376 (O)/ 252182 (O)/Email. ori-dkoraput@nic.in

No. 6333 xxxviii-35/2019.

Date: - 10.12.2019.

**TENDER CALL NOTICE**

The undersigned invites bids in 2 parts-Technical & Financial tenders from the interested CA/firms fulfilling all the criteria as mentioned in the enclosed Annexure. The CA/firms should submit their bids in the prescribed format to this office on or before 23<sup>rd</sup> December 2019 by 1.00 pm sharp through registered post/speed post only.

The selected CA/Firm shall have to conduct Audit of records, receipt & payments in cash book/other financial statements of DMF Koraput along with the records of concerned executing agencies for the financial year 2018-19 within a period of 5 days.

**TIME SCHEDULE:**

The selected Firm should submit the Audit Report within 3 days from the date of completion of the Audit.

**REPORTING:**

The firm will submit the **Audit report for the year 2018-19** to this office in triplicate within 3 days of completion of Audit.

**QUALIFICATION CRITERIA OF THE CA/FIRM**

- A. The bids of only those Firms will be considered, which satisfy the following eligibility criteria  
The CA Firm Should be
- Registered with the institute of Chartered Accounts of India (ICAI) and have income tax Permanent Account Number (PAN) and Service Tax Registration (GST)
  - Based on Odisha empanelled as per latest order of Comptroller and Auditor General of India (C & AG)
  - Having minimum 5 years of experience after its registration.
  - Having at least 5 years of External audit experience in similar kind of State level Govt. Institution/Training Institute/ Societies/Trusts/ under any Department.
  - Should have an average annual turnover of not less than Rs. 10.00 lakhs during the last 3 years.
  - Having at least two partners
  - Having minimum 3 numbers of other Audit staffs in addition to the partners
  - Should not have been blacklisted by any Govt. or any other organizations authorised signatory of the Firm to submit an undertaking to this effect.
  - Should submit relevant documents duly attested by the authorised signatory in support of the eligibility criteria given above.
- B. The Audit team for Audit of DMF must comprise of one Audit Manager and 2 Audit Staffs.
- The Audit manager must be a CA qualified at least 2 years of experience.

- The Audit staffs must have 2 years of audit experience in similar nature of work.

#### 1. PAYMENT TERMS:

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

- A. The price quoted by the firm should be valid for the entire contract period. Payment shall be made at agreed rates as decided by the selection committee and as per instruction communicated by the Govt. in P & C, Deptt. Letter no. 9782 dated 2.8.2017. All Payment shall be made by the undersigned after completion of the work and submission of audit reports & bills. No price variation would be allowed during the contract period.
- B. After successful completion of the assigned work for the year 2018-19 further engagement for the period of 2019-20 shall be considered.
- C. Service tax will be paid at prescribed rate under GST rule.

#### 2. SUBMISSION OF TENDER PAPER:

- I. Annexure-A: Dully filled qualification cum Technical bid along with all supporting documents dully signed with seal of the authorised partner of the firm should be submitted in one sealed envelope super scribed as "Technical bid".
- II. Annexure-B: Dully filled financial bid should be submitted in a separate sealed cover super scribed as "Financial Bid".
- III. The above two envelopes containing Annexure-A & B should be placed in one Covering Envelope and sealed upper scribed as **"TENDER FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR DMF KORAPUT"**
- 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 the following address latest by 1.00 pm on 23<sup>rd</sup> December 2019 to the **PROJECT DIRECTOR CUM CEO DMF KORAPUT** Odisha through registered post/speed post. Tender paper after due date and time shall be rejected.
- VI. Date & time of opening of bid is 24<sup>th</sup> December 2019 at 4.00 pm. The interested bidders or their authorised 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 Koraput Court.

### 3. EVALUATION OF TECHNICAL BID

- I. The technical bid received by DRDA Koraput and those meeting the above criteria would be taken up for detailed evaluation as per the technical evaluation criteria, described in the Annexure below.
- II. After the selection of Technical Bid, the Financial Bid will be opened in the presence of the representative of the Firm.
- III. The CA Firm quoting least cost will be considered for Audit of DMF Accounts subject to decision of the selection committee.

  
COLLECTOR, KORAPUT

**ANNEXURE - A**

**QUALIFICATION-CUM-TECHNICAL BID**

**[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

Sl. No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	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 document regarding address)</b>	
2.	<b>Qualification criteria</b>	Mention Registration Number and Date of Registration	
	a) The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) for minimum 5 years and must possess permanent account number (PAN) under Income Tax and registration number under Service Tax	<b>(Submit copies of the registration certificates) &amp; (Partnership Deed)</b>	
		PAN NO of the CA Firm <b>(Submit copy)</b>	
		Service Tax Registration No. <b>(Submit copy) &amp; (copy of 3yrs IT Returns)</b>	
	b) The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number <b>(Submit copy of evidence)</b>	

c)	Average Gross Professional Fees received / earned by the CA Firm for the last 3 (three) years i.e. (2016-17, 2017-18 & 2018-19) ending on 31 <sup>st</sup> March 2019	<p><b>Average Gross Professional Fees received / earned</b></p> <p>Rs (in figure) .....</p> <p>Rs. (in words) .....</p> <p><b>Provide copies of the Audited Financial Statements of last three years.</b></p> <p><b><u>SUB-ANNEXURE -A1</u></b></p>
d (i)	The Firm should have at least 5 years experience	<p>No. of institutes where similar services were provided in the last 5 years</p> <p>Nos. (in figure) .....</p> <p>Nos. (in words) .....</p> <p>Details to be provided as per <b><u>SUB-ANNEXURE A-2.</u></b></p> <p><b>(Attach copy of Works Orders as evidence)</b></p>

d (ii)	The Firm should have at least five year experience of providing services of External Auditing,	Institute where the services were provided during the last 5 (five) years. Nos. (in figure) ..... Name of the Institutes ..... Details to be provided as per SUB-ANNEXURE: A-3. (Attach copies of work orders as evidence)
e	CA Firm should have minimum 2 (Two) Partners	<b>Partners :-</b> Nos. (in figure) ..... Nos. (in words) ..... Submit the details of the Chief Functionaries of the CA firm as provided in SUB-ANNEXURE – A4
f.	Numbers of other staff on payroll of Firm (Minimum three)	No of other staff performing audit/accounting work (in fig and words) CV should be attached

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, DRDA, Koraput is at liberty to reject the proposal / work awarded to this 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 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual
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

**SUB-ANNEXURE: A2**

Details of CA Firm's Experience of Similar Services during the last 5 (five) years]

Sl. No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in Scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

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

Please attach additional sheets, if required.

Signature:

Date:

Name and Designation with Office Seal

**SUB-ANNEXURE A-3-**  
**Details of CA Firm's Partners**

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

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

Signature:

Date:

Name and Designation and Office Seal

**ANNEXURE- B**  
**FINANCIAL BID**  
**(TO BE FILLED IN BY BIDDER)**  
**PRICE QUOTATION FORMAT**

Name of the Firm \_\_\_\_\_

Sl No	Name of the Work	Amount quoted Rs.
1	Audit Fee of Account of DMF Koraput along with related executing agencies (Maximum Fee Rs. 30,000/-inclusive of all taxes)	

(Rupees \_\_\_\_\_ only)

(\* The above quoted fee is inclusive of professional fees, taxes and cost of manpower i.e. travelling, lodging & foding etc.)

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 the Firm

Date:

Place: