



COLLECTORATE, KORAPUT
(DIST. CHILD PROTECTION UNIT)



Adv. No: 100/Depu/2020

Date: 31-01-2020

EXPRESSION OF INTREST

Expression of intrest is invited from interested CAG empanneled CA farms (sole propritership with one full time FCA) in the prescribed format for engagement of audit of the accounts of District Child Protection Unit (DCPU), Koraput for the period from the financial year 2017-18 and 2018-19 as per the enclosed TOR/Scope of work.

The detailed of TOR/scope of work ,the quotation format and the term of reference can be downloaded from the District Official Website (www.koraput.nic.in). The expression of intrest containing the total audit fees including service tax, accomodation during audit, food,TA & DA of the audit team must reach the **District Child Protection Officer, Sahid Laxman Nayak Bhavan, Near Aurobindo School, Koraput dist., Phone : 06852-252104** through **Registered post / Speed post** only during the office hours on or before **15-02-20** (5 P.M.) The expression of intrest received after the scheduled date and time shall not be taken into consideration. The expression of intrest must be submitted in a sealed envelop superscribed with "Expression of intrest for Audit".

The sealed covers will be opened in the same day i.e. **15-02-20** by **5** P.M at the office chamber of the Sub-Collector, Koraput 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 thereof.


Sub-Collector, Koraput.

EXPRESSION OF INTREST FORMAT

To

The DCPO,
Koraput

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)

SCOPE OF WORK

1. Audit is to be conducted for the financial year 2017-18 and 2018-19.
2. The audit work is to be completed within 5 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. 27,41,515.69 and Rs. 20,60,294.97
4. 100% verification of vouchers, Headwise Entries of Receipt and Payment in Case Book and Ledger of DCPU, Koraput.
5. Ensure arithmetical accuracy of all entries and all transaction recorded in case Book, Ledger and stock Book.
6. Ensure all Financial transaction 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 Firm 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 mandatorily give the overall findings/views/suggestions/comments etc for proper maintenance of Accounts.

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

(Self attested photo copies of the documents like Regd. 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.)