



COLLECTORATE: MALKANGIRI
District Child Protection Unit
(Child Welfare Section)

No: 822 /DCPU/CW/MKG

Date: 08/08/2019

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR
AUDIT OF ACCOUNTS OF DCPU, MALKANGIRI FOR THE FINANCIAL YEAR 2017-18 & 2018-19**

Sealed quotations are invited from the Chartered Accountant Firms out of the empanelled list of C&AG for the year 2018-19 for Audit of Accounts of Dist. Child Protection Unit, Malkangiri for the Financial Year 2017-18 & 2018-19. The engagement of Chartered Accountants Firms shall be made through two Bid systems i.e (Technical & Financial) separately. The Technically qualified Chartered Accountant Firms will eligible to participate in the Financial Bid.

1. Last date of receipt of Tender paper:- 20.08.2019 up to 5.00P.M
2. Opening of Tender paper:- 21.08.2019 at 05.00P.M

Detailed terms & conditions along with Tender paper will be available at Dist. Child Protection Unit, Malkangiri from Dtd:08.08.2019 during the working hours. The Tender paper is also available in the District website i.e www.malkangiri.nic.in from 08.08.2019. The Collector & D.M, Malkangiri reserves all rights to reject/ cancel the EOI without assigning any reason.

By orders of the Collector & DM, Malkangiri

[Handwritten Signature]
08/08/19

District Child Protection Officer, Malkangiri

Memo No: 823 /DCPU/CW/MKG

Date : 08/08/2019

Copy forwarded to the DIO, NIC Malkangiri to web host the tender call notice with term and condition of the tender in the district website www.malkangiri@nic.in

[Handwritten Signature]
08/08/19

Dist. Child Protection Officer, Malkangiri

DISTRICT CHILD PROTECTION UNIT (DCPU), Malkangiri for the year 2017-18 & 2018-19 invites offers in **TWO PARTS** (Technical and Financial) from interested Chartered Accountant Firms. The Chartered Accountant Firms should submit their offer in the **prescribed format (Annexure / Sub-Annexure)** of this tender.

Tender paper along with an EMD worth Rs.5,000/- made in favour of DCPO, Malkangiri in shape of STDR payable at UBI, Malkangiri should reach this office on or before **20.08.2019** by 5.00 P.M. The EMD of successful bidder will be kept at DCPU, Malkangiri. The cost of tender paper of Rs 500/- (non refundable) in shape of DD to be made in favor of DCPO, Malkangiri payable at UBI, Malkangiri.

1. SCOPE OF WORK

A. **Conducting audit of books of accounts and ancillary records and submit report on yearly basis 2017-18 and 2018-19**

Detailed activities of the services mentioned in Scope of Work are as follows:-

- a) The firm shall make 100% verification of vouchers, Head of Account wise entries of Receipt & Expenditure in Cash Book/other financial statements, bills and books of accounts.
- b) Verification of the correctness of Trial Balance and compiling the grouping statements and Schedules to the Annual Financial Statement also Receipt & Payment, Income & Expenditure and Balance Sheet
- c) Preparation of Bank reconciliation statements
- d) Verification of Fixed Asset Register (stock & store)
- e) Audit the procurement / tendering process of fixed assets, consumables, stationery etc
- f) Compliance of Statutory obligations
- g) Checking of Grants received and its utilization as per the terms of the grant.
- h) Verify the Advances payment and its settlement
- i) Tours and travel – adherence to OGFR travelling Rules.
- j) Providing suggestion of improvement of the existing system of internal control.
- k) The firm shall ensure arithmetic accuracy of all entries & ensure that all transactions recorded in subsidiary Book is reflected in the main cash book.
- l) Prepare monthly analysis of opening & closing balance taking unadjusted advance given to different categories of employees.
- m) Reconciliation/compilation of all Bank accounts & Ledgers like Stock & store, GIA register, Demand collection Register etc. as prescribed under OGP Act.
- n) Ensure all financial transactions are recorded in Cash Book & reflected in Pass Book as well. Any variation found thereon is to be reported to the concerned authority/institution immediately.
- o) The CA firm /members of the firm shall visit at least two times in a month
- p) Any other segment, besides above as advised by authority of DCPU, Malkangiri.

2. TIME PERIOD OF ENGAGEMENT:

The selected Chartered Accountant firm will be required to provide the above mentioned services initially for F.Y 2018-19 which may be renewed for another two years on satisfactory completion of assigned work, Notwithstanding anything contained herein above, 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.

TIME SCHEDULE:

The selected firm should submit the audit report for the Financial Year 2017-18 to 2018-19 within 30 days from the date of agreement.

AUDIT COST : Audit Charges should not be exceed Rs.10,000/- (Ten Thousand) per Financial Year. The L1 CA firm will be considered for selection.

REPORTING

The firms will submit its report to the District Child Protection Officer, Malkangiri.

GENERAL

The firm will be given access to all information relevant for the purpose of conducting the audit. This would normally include all documents, correspondence, and other information associated with DCPU, Malkangiri. In addition to the audit report and the annual financial statement the firm should submit report on audit observation.

3. PRE-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 submit authenticated document of the followings

- Copy of partnership deed.
- Copy of Last 3 years Balance sheet (i.e, Profit & loss A/c)
- Copy of last 3 years IT return.
- registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
- The CA firm should have been empanelled with C & AG in the year for which they are to be engaged.
- The turn over of the firm must be 3times of the approximate contract value
(The Value is to be fixed by the concerned committee)
- have at least 2 Partners. Single proprietorship Firms are not eligible to participate in the Bid.
- have minimum 03 no's other Audit staff in addition to the Partners.
- Not have been blacklisted by any Government or any other organization. Authorized Signatory (s) of the firm to submit an undertaking to this effect.
- Submit relevant documents duly attested by the authorized signatory in support of the eligibility criteria given above.
- An undertaking to the effect that no person of the firm /partner is related to any employee of the Concerned authorities /institutions nor have any interest in their activities
- Firms profile indicating previous experience in undertaking similar work in any Government departments /institutions and success story, if any, in streamlining financial management through their assigned work

B) The audit team for conduct of audit at DCPU must comprise of one Audit Manager and two Audit staff.

The audit manager must be a CA qualified at least 3 years of post qualification experience.

The Audit staffs must have 3 years of audit experience in similar nature of work.

4. PAYMENT TERMS

The payment against the services provided by the firm is 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. No price variation would be allowed during the contract period.
- b. Service taxes will be paid at prescribed rate
- c. TDS will be deducted as per Income Tax Act/Rule

5. SUBMISSION OF EOI

- i) **ANNEXURE – A** duly filled Prequalification-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 – „PRE-QUALIFICATION AND TECHNICAL BID”.
- ii) **ANNEXURE – B** duly filled Financial Bid should be submitted in a separate sealed cover superscribed as “FINANCIAL BID”
- iii) The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed superscribed 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 should reach the following address latest by 5.00 P.M. of 20.08.2019 District Child Protection Officer, Old Collectorate, Mission Shakti Building, Malkangiri.
- vi) Date & time of opening of bid is 21.08.2019 at 5.00 P.M. The interested bidders 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.

6. EVALUATION OF TECHNICAL BIDS

- a) The C.A firm which fulfilled all necessary above conditions will be considered as technically qualified and only after that the financial bid of the said firm will be opened.
- b) The L1 CA firm will be considered for selection.

ANNEXURE - A
PRE-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: (Submit copy of supporting document regarding address)	
2. a)	Prequalification criterion The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration number under Service Tax	Mention Registration Number and Date of Registration (Submit copies of the registration certificates)	
		PAN NO of the CA Firm (Submit copy)	
		Service Tax Registration No. (Submit copy)	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number (Submit copy of evidence)	

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 31st March, 2019.

Average Gross Professional Fees received / earned

Rs (in figure)

.....

.....

Rs. (in words)

.....

.....

Provide copies of the Audited Financial Statements for all the 3 (Three) years along with evidence as per SUB-ANNEXURE -A1

d

The Firm should have at least 3 years experience

No. of institutes where similar services were provided in the last 3 years

Nos. (in figure)

.....

.....

Nos. (in words)

.....

.....

Details to be provided as per SUB-ANNEXURE A-2.

(Attach copy of Works Orders as evidence)

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 3 (three) 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	Designatio	Membership No.	Status(FCA/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 _____

SI No	Name of the Work	Total
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
not change during the contract period.**

Signature of the Firm

Date

Place