



**COLLECTORATE:MALKANGIRI
OBSERVATION HOME AND SPECIAL HOME**

Letter No-187/OH&SH/MKG/2025

Date:01/08/2025

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR
MAINTENANCE & AUDIT OF ACCOUNTS (Statutory Audit) OF OH&SH,MALKANGIRI**

Sealed quotations are re-invited from the Chartered Accountant Firms out of the Registered Empanel list of C & AG for maintenance and Audit of Accounts (Statutory Audit) of Observation Home and Special Home, Malkangiri for the Financial Year 2023-24 to 2025-26. The engagement of Chartered Accountants firm shall be made through two bid system (Technical and Financial) separately. The Technically Qualified Chartered Accountant firms will eligible to participate in the Financial Bid.

- | | |
|--|---------------------------|
| 01. Last date of receipt of Quotations | 06.08.2025 up to 05.00 PM |
| 02. Opening of Quotations: | 06.08.2025 at 05.00 PM |

Detailed Terms and Condition along with application form is available at District website www.malkangiri.odisha.gov.in from 31.07.2025. The tender paper downloaded from the website may also be submitted with required information/Document and should reach this office an address of Old Collectorate, Mission Shakti Building ,Malkangiri before 06.08.2025 by 05.00 PM. The Tender will be opening at Office Chamber of ADM(Gen.),Malkangiri on dated 06.08.2025 at 05.00 PM. The competent authority i.e. Collector & DM, Malkangiri reserves the right, in the public interest to reject any tender without assigning any reason.

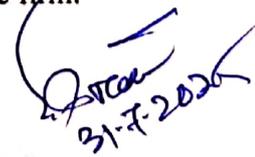
Please log on to www.malkangiri.odisha.gov.in all tender for further details.


ADM(GEN.),MALKANGIRI

Memo No. 184/OH&SH/ MKG

Dated 01/08/2025

Copy submitted to the DEGM, Malkangiri for kind information and request to upload the above interest notice in district website for the information of the interested and eligible firm.


ADM(GEN.),MALKANGIRI

Observation Home and Special Home(OH&SH),Malkangiri invites offer 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.

01. Scope of Work

Conducting audit books of accounts and ancillary records and submit report on yearly basis 2023-24 to 2025-26

Detailed Activities of the service mentioned in scope of work are as follows

- a) The firm shall make 100% verification of vouchers, Head of Account wise entries of Receipt and Expenditure in Cash Book /Other Financial Statement, bills and books of accounts.
- b) Verification of the correctness of Trial Balance and Compiling the grouping statements and schedule to the annual Financial Statement also Receipt and Payment, Income and Expenditure and Balance sheet .
- c) Preparation of Bank reconciliation statement.
- d) Verification of Fixed Asset Stock register (Stock and Store).
- e) Audit of Procurement/tendering process of Fixed asset , Consumable , Stationary etc.
- f) Compliance of statutory obligation.
- g) Checking of Grants received and its utilization as per the terms of Grant.
- h) Verify the advances payment and and its settlement.
- i) Tours and Travel- adherence to OGFR travelling rules.
- j) Providing suggestions of improvement of the existing system of internal control.
- k) The firm shall ensure arithmetic accuracy of all entries and ensure that all transaction should recorded in subsidy book is reflected in the main cash book.
- l) Prepare of monthly analysis of opening and closing balance taking unadjusted advance given to different categories of employee.
- m) Reconciliation/Compilation of all bank accounts and ledgers like Stock & Store,GIA Register, Demand collection Register etc. Are prescribed under OGP Act.
- n) Ensure all financial transaction 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) Any other segment,besides above as advised by authority of DCPU,Malkangiri.

02. TIME PERIOD OF ENGAGEMENT

The selected Chartered Accountant firm will be required to provide the above mentioned service initially for F.Y 2025-26 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 of serving one week notice.

TIME SCHEDULE

The selected firm should submit the audit report for the financial Year 2023-24 to 2025-26 within 30 days from the date of agreement.

REPORTING

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

GENERAL

The Firm will be given to access to all information relevant for the purpose of conducting the audit. This would be normally include all documents, correspondence, and other information associated with OH&SH, Malkangiri in addition to the Audit report and the annual Financial statement the firm should submit on audit observation.

03. PRE -QUALIFICATION 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 Following

- ◆ Copy of partnership deed
- ◆ Copy of Last 03 three year Balance Sheet (I.e Profit & Loss A/c)
- ◆ Copy of Last 3 Years IT return.
- ◆ Registered with the Institute of Chartered Accountant of India (ICAI) and have Income Tax Permanent Account Number (PAN) and service Tax Registration.
- ◆ The CA Firm should have been empanel with C & AG in the year for which they are to be engaged.
- ◆ The turn over of the firm must be 3 times of the approximate contract value (The Value is to fixed by the concerned committee)
- ◆ Have at least 2 patners . single proprietorship firms are not eligible to participate in the bid.
- ◆ Have minimum 03 nos of 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 document 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 and success story, if any in streaming financial management through their assigned work .

B) The audit team conduct for audit of OH&SH, Malkangiri must comprise of one audit manager and two audit staff .

The Audit Manager must be a CA qualified at least 03 years of post qualification experience

The Audit staff must have 03 years of audit experience in similar nature of work.

04. PAYMENT TERMS

The Payment against the service 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

05. SUBMISSION OF EOI

- i. Annexe- A duly filled Pres-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 scribe as - "PRE-QUALIFICATION AND TECHNICAL BID"
- ii. Annexe- B duly filled Financial Bid should be submitted in a separate sealed cover superscribed as "FINANCIAL BID"
- iii. The above two envelope 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 05.00 PM of 06-08-2025 at District Child Protection Officer, Old Collectorate, Mission Shakti Building, Malkangiri.
- vi. Date and Time of opening of bid is 06.08.2025 time 05.00 PM. 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 of the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason behind

06. EVALUATION OF TECHNICAL BID

- a) The CA firm which fulfilled all necessary above condition will be considered at 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 BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl no.	Particulars	Firm's strength and capacity	
01	Chartered Accountant Firm	Name and Address of the firm	
		Name and Address of the Authorized partner(S)	
		Telephone/Mobile No-	
		Email ID-	
		(Submit the copy of document regarding address)	
02 (A)	Prequalification Criteria	Registration Number and Reg. Number	
		PAN No of the CA Firm	
		GSTIN	
		(Submit the copy of all above Documents)	
(B)	The CA Firm . should be empanel with Comptroller and Auditor General of India (C & AG)	Empanelment Number (Submit the copy)	
(C)	Average gross professional received/earned by the CA Firm for the last 03 Year (2022-23,2023-24 and 25)	Rs in figure _____ Rs in Word _____ (Submit the copy of Audited Financial Statements for all the 03 Years along with Evidence as per Sub- Annexure A-1)	
(D)	Experience of Firm (at least 03 Years)	Nos of institution where similar service were provided in last three years Nos(In Figure) _____ Nos (in Words) _____ Details to be provided as per Sub- Annexure A-2 (Attach the copy of experience and Work order as evidence)	

(E)	CA Firm Should have minimum 02 Nos of partner	Partners Name _____ Name _____ Submit the details of Chief Functionaries of the CA Firm as provided in Sub Annexure A4
(F)	Number of the staff on payroll of the Firm	Nos of other staff performing Audit/Accounting work (In figures and words)(CV should be attached)

Certified that the above particulars are correct . in the event of any information found to be incorrect be at any time , Collector & DM,Malkangiri is at liberty to be reject the proposal/work awarded to the CA Firm.

Date:

Signature-

Name and Designation with Office Seal

SUB Annexure : A1
Details of CA Firms Professional Income
(Gross professional Fees received/Earned)

Rs In Lakh

Particular	F.Y 2022-23	F.Y 2023-24	F.Y 2024-25	Average Annual
Gross Professional received/ Earned				

* Furnish the Audited Accounts of the Firm and Copy of the Acknowledgment of Annual Income Tax Return for all the 03 Years.

Date:

Signature

Name and Designation with office Seal

SUB Annexure : A2

Details of CA Firm's Experience of Similar services during the last 03 Years

SL No	Name of the Assignment	Name of the Assignment(Start Date/End date)	Name of the Client	Nature of the Assignment (Please the specify the involved as details in scope of work)	Details of Supporting Documents

Furnish the Copy of the documentary evidence in support of the information provided above. Please attach additional sheets if required

Date:

Signature

Name and Designation with office Seal

Sub Annexure A-3
(Details of CA Firm Partners)

Sl No	Name of the Member	Designation	Membership No	Status(FCA/ACA)

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

Date:

Signature

Name and Designation with office Seal

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Annexure -B
"Financial BID"
(To be Filled by Bidders)
PRICE QUOTATION FORMAT

Name of the Firm- _____

SL No	Name of the Work	Total
01	Statuory Audit Fees (Inclusive of all taxes)	

(Rupees

only)

- * The above quoted fee is inclusive Professional fee,
Manpower traveelling and lodging Food etc)
We agrees to all the tender conditions and payment
Terms and the rate quoted above by the firm will not changing
During the contract period.

Signature of the Firm

Date:

Place: