

ଜିଲ୍ଲା ଖଣିଜ ପଦାର୍ଥ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.
DISTRICT MINERAL FOUNDATION, SUNDARGARH.



Collectorate Campus
(Near Sub-Collector Office)
Email- dmfsundergarh@gmail.com
Sundargarh -770001
Tel / Fax No. 06622-273846

No. 426 / (DMF)

Dated 09 / 03 /2022

EXPRESSION OF INTEREST NO- 14/2021-22
ENGAGEMENT OF CHARTERED ACCOUNTANT (CA) FIRM FOR AUDIT OF ACCOUNTS OF
OF DISTRICT MINERAL FOUNDATION, SUNDARGARH FOR THE FY 2021-22.

Collector & Chairperson-cum- Managing Trustee, District Mineral Foundation, Sundargarh invites Expression of Interest (EOI) from the C&AG Empanelled List (Last Updated) partnership Chartered Accountant Firms for conduct of Statutory Audit of Accounts of **District Mineral Foundation, Sundargarh** for financial year **2021-22**. The Engagement of Chartered Accountant Firm will be through two Bid Systems i.e. Technical Bid and Financial Bid. The Firm who qualifies the Technical Bid will go for the Financial Bid. EOI along with all the documents can be submitted by interested Firm in Speed Post/Registered Post only to the Chief Executive Officer, DMF, Sundargarh, PIN-770001. The Firms should submit their Technical Bid and Financial Bid in two separate envelopes indicating Technical Proposal & Financial Proposal on the top of the respective envelopes and both the envelopes are to be packed inside one single sealed envelope. The outer sealed Envelope is to be superscripted with "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR AUDIT OF ACCOUNTS OF DISTRICT MINERAL FOUNDATION, SUNDARGARH FOR THE FY 2021-22**".

The Detailed Term & Condition along with Bid documents will be available in Sundargarh District website i.e.: <https://sundergarh.nic.in/>

- Opening Date for submission of E.O.I : **11.03.2022**
- Last date for receipt/submission of Bid paper: **28.03.2022** up to 5:30 PM.
- Opening of Bid paper: **29.03.2022** at 11.00 AM at O/O the Chief Executive Officer, District Mineral Foundation, Sundargarh in presence of quotationers.
- The tender papers can be downloaded from <https://sundergarh.nic.in/> web portal, the bidder must submit a DD of Rs.500/- along with the bid papers drawn in favour of District Mineral Foundation, Sundargarh payable at Sundargarh.
- Without the DD the bid papers will be liable for rejection.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.


Collector & Chairperson-cum-
Managing Trustee, DMF, Sundargarh

Memo No. 427...../DMF

Dt. 09-03-22.....

Copy to DIO, NIC, Sundargarh with a request to upload this Expression of Interest (EOI) in the Sundargarh District Web-Site www.sundergarh.nic.in by **11-03-2022** for wide publication and timely response by the intending firms.


Collector & Chairperson-cum-
Managing Trustee, DMF, Sundargarh

Memo No. 428...../DMF

Dt. 09-03-22.....

Copy submitted to the Joint Secretary to Govt., Planning and Convergence Department, Odisha, Bhubaneswar for favour of kind information.


Collector & Chairperson-cum-
Managing Trustee, DMF, Sundargarh

Memo No. 429...../DMF

Dt. 09-03-22.....

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/ All Block Development Officers of the District/Superintending Engineer, R&B Division, Sundargarh/Rourkela/ Superintending Engineer, RW Division, Sundargarh/Rourkela/ Executive Engineer Minor Irrigation Division, Sundargarh/ Executive Engineer, Irrigation Division, Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Superintending, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela, Project Director, DRDA, Sundargarh for information and with a request to display this Expression of Interest (EOI) in their respective office Notice Board for wide publication.


Collector & Chairperson-cum-
Managing Trustee, DMF, Sundargarh

Scope of work/ works to be Completed within the Time Limit

Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance.

- CA firm shall conduct cent percent checking of Vouchers relating to the Transactions, and other relevant records, documents, Books of Accounts of District Mineral Foundation, Sundargarh for Financial Year **2021-22**.
- Check accuracy and authenticity of records presented by DMF
- Ascertain that accounting policies are followed as per plans
- Analyse & improve internal check system
- Facilitate prevention and detection of mis-statements
- Ensure Arithmetical accuracy of all entries and all transaction recorded in subsidiary Cashbook, Stock register and reflected in Main Cashbook.
- Preparation of monthly analysis of Opening & Closing Balance taking unadjusted advance and fund position in State Bank of India/ SD/FDs etc.
- Reconciliation/ Compilation of all Bank Accounts and Ledgers.
- Ensure all Financial Transactions are recorded in Cashbook and reflected in passbook/Bank Statement and any deviation found is to be reported to the authority immediately.
- Ensure correctness of accounts and suggest necessary action to be taken for rectification of same.
- Necessary Verification of all Transaction of Corporate Banking of DMF, Sundargarh (Online).
- The Firm is required to prepare the Trial Balance and Annual Financial Statement i.e Receipt & Payment a/c, Income & Expenditure a/c and Balance Sheet.
- Review operation of overall internal control system
- To evaluate adequacy of internal control system
- Payment of taxes to government authorities in time, such as professional tax, Income tax, GST and TDS
- The Internal auditor shall provide /update DMF Trust regarding any changes made in accounting standards/applicable tax laws and ensure its implementation.
- 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 procedure.

STANDARDS:

The audit will be carried out in accordance with the Engagement and Quality Control Standards promulgated by the Institution of Chartered Accountants of India (ICAI). The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned to have a reasonable expectation of detecting material misstatements in the project financial statements.

GENERAL:

The auditor should be given access to all legal documents, correspondence, financial manual, procurement manual, Central/State Government/ DMF guidelines and any other information associated with the project and deemed necessary by the auditor.

PERIOD OF ENGAGEMENT

The Selected CA Firm will act as statutory Auditor for one FY i.e **2021-22** which may be renewed for another two years periodically on satisfactory completion of the assigned work and as per requirement. The Firm shall not be engaged for more than three years in any circumstances basing on this advertisement and selection process thereof. The agency however reserves all rights to disengage the firm at any time.

ELIGIBILITY OF THE CA FIRM AND ITS EXPERIENCE FOR FINANCIAL AUDIT

The Bid of only those Firms will be considered, which satisfy the following eligibility Criteria, The Chartered Account Firm should:

- CA Firm must have been empanelled as per the latest order (updated) of Comptroller and Auditor General of India (C & AG).
- The CA Firm must have minimum 2 Partners. Single Proprietorship Firms are not eligible to participate.
- Last three years average annual turnover of the Firm should not be less than Rs.20,00,000/-
- Must have registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Number (PAN) and GST Registration.
- At least 5 years of External Audit Experience in similar kind of State Level Govt. Institution/ Training Institute/ Societies any Govt. Organisation/Autonomous bodies/PSU of state/Central Government.
- Have not been blacklisted by any govt. or any other organisation. Firms who have been disengaged from Sundargarh District or any other District for least or poor performance are not eligible to participate in the Tender. Authorised signatory of the Firm to submit an undertaking to this effect.

- Have minimum three numbers of other Audit staffs in addition to partner.
- Audit manager must be qualified CA having at least 5 years of post-qualification experience.
- The Audit staff must have 3 years of audit experience in similar nature of work.
- The Bidder will submit the relevant documents along with EMD of **Rs.5000/- (Rupees Five Thousand) only in shape of DD in favour of District Mineral Foundation, Sundargarh** payable at Sundargarh which will be refunded to unsuccessful bidder. The Successful Bidder will get back his EMD Rs.5000.00 (Rupees Five Thousand) after successful completion of Audit.

DETAIL OF BID OPENING

Entire Bid process will be two tier system as follows:-

1. Tier-1-Technical Evaluation
2. Tier-2-Financial Evaluation

1. Technical Bid:-

The papers for the technical bid will be opened first. The information as required in the Annexure-A along with all required document (Form-1 to 3) will be evaluated. The bidder should pass in all items of "Eligibility Criteria". The undertaking on not being blacklisted shall also be submitted by the bidder as per enclosure.

The firm qualifies the Technical Bid will go for the Financial Bid.

2. Financial Bid:-

The financial bid papers shall be opened for successful qualifiers of technical bidders only. The ceiling for the financial bid has been fixed by the committed as follows. A maximum of Rs.30,000/- (Rupees Thirty Thousand) only has been fixed for doing the financial Audit. The firm who quotes the price more than Rs. 30,000/- (Rupees Thirty Thousand only) will not be taken into consideration. The maximum Audit fee mention is inclusive of TA/DA and all taxes. Hence, the bidder shall quote price inclusive of TA/DA and all taxes.

The financial bid shall be submitted as per the given Annexure-B only.

The financial bid will be evaluated on lowest bid cost basis. The lowest bidder in financial bid will be termed as L1 and will be awarded the contract.

If the L1 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 L2 firm and subsequent.

If any case more than one firm will come under L1 category, than the CA firm having registered/branch in Sundargarh District will be preferred.

Further, if 2 firms stands L1 without having any branch in Sundargarh District / if more than 2 firms stand L1 having branch in Sundargarh District (or not), then the L1 will be selected on the basis of lottery system in presence of the selection committee.

The committee has all the rights to finalise among the CA firms and the decision of the selection committee will be final.

3. Collector & Chairperson, District Mineral Foundation, Sundargarh reserves the right of negotiation with eligible Bidder before Finalisation of the Bid Contract.
4. Collector & Chairperson, District Mineral Foundation, Sundargarh reserves the right 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.

PAYMENT TERMS

The payment against the service provided by the Firm is subject to following term and condition: -

- a. The price quoted by the Firm should be valid for the entire contract period. Payment shall be made after successful completion of the entire contract work. No price variation would be allowed during contract period.
- b. The final rate shall be inclusive of TA/DA and all taxes applicable.
- c. TDS will be deducted as per the Income Tax Act/ Rule.
- e. CA Firm must accomplish the complete Assigned works and will submit Audit reports within 30 days of date of Engagement.

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

Sl. No	Particular	Firm's strength and capacity	
1	Chartered Accountant Firm	Name & Address of Registered office of the Firm	
		Name & Address of the branch office in Sundargarh district.(If any)	
		Name and address of the Authorised Partner(s)	
		Telephone STD Code	
		Mobile No(s)	
		e-Mail ID:	
		Submit copy of Supporting documents regarding address	
2	Qualification Criteria	Empanelment Number	
a.	CA Firm should be empanelled with Comptroller and Auditor General of India(C&AG)(Latest)	(Submit copy of Supporting documents regarding Number)	
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 GST	Mention Registration Number and Date of Registration (Submit copies of the registration Certificates) and (Partnership Deed) PAN No. of the CA Firm (Submit copy) GST Registration No. (Submit copy & copy of last 3 years IT Returns)	
c.	Annual Turn Over of last 3 years i.e.(2018-19, 2019-20, 2020-21)(FILL UP FORM-1)	Amount in Rs. 20,00,000/-(Submit copies of Audited statement/Balance Sheet, Profit and loss A/C of last 3 years)	
d.	The Firm Should have at least 5 years of External Audit Experience & experience copy of DRDAs.(FILL UP FORM-2)	Detail name of organisation with nature of work (fill up annexure-1)(Attach copy of work order as evidence)	

e.	The Firm should have minimum 2 Partners (FILL UP FORM-3)	Partner Nos. (Submit the supporting documents)
f.	Numbers of other Staff on payroll of Firm(Audit Manager(s) & Audit Staff(s))	a. No. of Audit Manager (Qualified CA) b. Audit Staffs (Min 3 years Experience) & other staff performing audit/accounting work (in fig.) submit details in separate sheet.

Certify that the above particular are Correct, In the event of any Information found to be Incorrect, Collector cum Chairperson, DMF, Sundargarh is at Liberty to reject the proposal/Work awarded to this CA Firm.

Signature of Bidder
(Name and Designation with Seal)

FORM-1

ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS AMOUNT IN Rs.2000000/- OR MORE

PARTICULARS	FINANCIAL YEAR 2018-19	FINANCIAL YEAR 2019-20	FINANCIAL YEAR 2020-21	AVERAGE TURNOVER

*Furnish Audit report in support of the above Figure.

Signature:

Name and Designation and Office Seal

FORM-2

Detail of CA Firm's Experience of Similar Service during the last 5 years along with Central/State Govt. Experience.

Sl No	Name of the Assignment (Start date/End date)	Name of the Client/Organisation	Nature of Assignment (Please Specify the work involved as detailed in scope of work)	Detail of the Supporting Documents provided
1				
2				
3				
4				
5				
6				

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

Signature:
Name and Designation and Office Seal

FORM-3
DETAILS OF CA FIRM'S PARTNER(S)

Sl. No	Name of the Member	Designation	Membership No

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

Signature:
Name and Designation and Office Seal

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

Name of the Firm: _____

Address: _____

SI No	Name of Work	Price Offered (Offer in Rupees)
1	AUDIT FEE (For Audit of Accounts of DMF, Sundargarh)	

*Price must be quoted within the ceiling limits.

*The price quoted shall be inclusive of TA/DA and all taxes applicable.

Signature & Seal,
CA Firm

10/10/2020

Undertaking by CA Firm

The CA Firm will submit following Undertaking with all Bid documents:

1. An undertaking to the effect that no person of the Firm/Partner is related to any employee of the DMF, Sundargarh nor have any interest in their activities.
2. An undertaking to the effect that Firm has not been blacklisted by any Govt. /PSU institutions.
3. An undertaking to the effect that Firm has not been disengaged by the any Govt./PSU Institutions, or any other Govt. Agencies for its poor performance.

Seal and Signature
CA Firm