

# DISTRICT RURAL DEVELOPMENT AGENCY, NUAPADA

NOTICE NO. 895 /ACCOUNTS/DATE: 04.06.2019

DRDA Nuapada invites "Proposal for Statutory Audit of Accounts of DRDA and Maintenance & Rationalization of accounts of Gram Panchayats of Nuapada district for the financial year 2018-19" from Odisha based and C&AG empanelled Chartered Accountant Firms for the year 2018-19, through two bid system.

Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (TOR) and Guidelines for submitting the proposal can only be purchased from the office of Project Director, DRDA Nuapada, between 11:00 am to 5:00 pm on any working days during the notice period or can be viewed from district website [www.nuapada.nic.in](http://www.nuapada.nic.in).

1. Tender Paper for submitting the RFP will only be purchased from the DRDA Nuapada office on any working day from 11.00 AM to 5.00 PM; 2. The last date for purchase of Tender Paper is 27.06.2019, 1.00 PM; 3. Last date for submission of RFP documents: 27.06.2019, 5.00 PM through Regd.Post/Speed post only; 4. Technical Bid will be opened on: 28.06.2019, 11.00 AM; 5. Financial Bid will be opened on: 28.06.2019, 1.00 PM; 6. The cost of Tender Paper is Rs.6,000.00 (non-refundable) will be received only in shape of Demand Draft drawn in any commercial bank, pledged in favour of "Project Director, DRDA Nuapada; 7. EMD for Rs.50,000.00 must be submitted in shape of DD/TDR drawn in any commercial bank, pledged in favour of "Project Director, DRDA Nuapada".

The authority reserves the right to reject any or all RFP without assigning any reason thereof.

Memo No. 896 / Date:04.06.2019

Copy to Advertising Manager, The Samaja, The Dharitri & The Indian Express with a request to publish the advertisement for one day issue at 8" X 6" size as per I&PR rate. The copies for the same may be sent to this office for reference and payment.

*24/6/19*  
Project Director  
DRDA Nuapada  
D.R.D.A., Nuapada

Memo No. 897 / Date:04.06.2019

Copy along with soft copy to the DIO, NIC, Nuapada with a request to display the notice in the website till 27.06.2019, 5.00 PM.

*24/6/19*  
Project Director  
DRDA Nuapada  
D.R.D.A., Nuapada

Memo No. 898 / Date: 04.06.2019

Copy to office Notice Boards of Zilla Parishad/ DRDA for wide circulation.

*24/6/19*  
Project Director  
DRDA Nuapada  
D.R.D.A., Nuapada

Memo No. 899 / Date: 04.06.2019

Copy submitted to Collector & District Magistrate Nuapada/ President Zilla Parishad Nuapada, for kind information and necessary action.

*24/6/19*  
Project Director  
DRDA Nuapada  
D.R.D.A., Nuapada

*24/6/19*  
Project Director  
DRDA Nuapada  
D.R.D.A., Nuapada

# REQUEST FOR PROPOSAL

Hiring of services of C.A. Firm for carrying  
out Statutory Audit, Maintenance &  
Rationalization of Accounts of DRDA & PRIs

Financial Year : 2018-19



District Rural Development Agency, Nuapada  
Collectorate Campus, DRDA Building, Nuapada, Odisha

# DISTRICT RURAL DEVELOPMENT AGENCY, NUAPADA

PANCHAYATI RAJ & DRINKING WATER DEPARTMENT  
GOVERNMENT OF ODISHA

## SELECTION OF AUDITORS - REQUEST FOR PROPOSAL

### HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF DRDA NUAPADA, MAINTENANCE & RATIONALIZATION OF ACCOUNTS OF GRAM PANCHAYATS

District Rural Development Agency, Nuapada is an Agency established under Societies Registration Act, 1860 bearing Registration No. NPD1/93-94 to act as the principal agency for Assistance and Support in implementation of Poverty Alleviation Programmes of MoRD, GoI., Panchayati Raj Department and other Departments of Govt. of Odisha. Its mandate includes Financial, Technical and Managerial Assistance to the Blocks and Gram Panchayats in conceptualizing planning, fund release under various Poverty Alleviation Programmes and assist in implementation and monitoring of the same for rural development.

DRDA Nuapada invites "Proposal for Statutory Audit of Accounts of DRDA Nuapada & Maintenance & Rationalization of Accounts of Gram Panchayats of Nuapada district for the Financial Year 2018-19 onwards", from Odisha based Chartered Accountant Firms empanelled with C&AG for the year 2018-19.

#### **Detailed RFP:**

Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (TOR) and Guidelines for submitting the proposal, can only be purchased from the office of Project Director, DRDA Nuapada, between 11:00 am to 5:00 pm on any working days during the notice period.

#### **Submission of Bids:**

The last date for submission of the Request for Proposal is 27<sup>th</sup> June 2019. The sealed proposals are to be submitted in the following address.

Project Director, District Rural Development Agency, DRDA Building,  
Collectorate Campus, Nuapada- 766 105, Odisha.

Important Dates:	
1. Last date for submission of RFP Documents	27 <sup>th</sup> June 2019, 5.00 P.M.
2. Opening of Technical Bid	28 <sup>th</sup> June 2019, 11.00 A.M.
3. Opening of Financial Bid	28 <sup>th</sup> June 2019, 1.00 P.M.

  
Project Director,  
D.R.D.A., Nuapada

## REQUEST FOR PROPOSAL (RFP)

District Rural Development Agency, Nuapada seeks to invite Proposal from Odisha based C&AG empanelled Chartered Accountant firms for conducting the statutory audit of DRDA Nuapada & Maintenance & Rationalization of Accounts of Gram Panchayats of Nuapada district for the Financial Year 2018-19 onwards.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria, fee structure and general instructions for selection of the C.A. firms are outlined in the following paragraphs.

### Terms of Reference (ToR)

#### 1. Background:

District Rural Development Agency, Nuapada is an Agency established under Societies Registration Act, 1860 bearing Registration No. NPD1/93-94 to act as the principal agency for Assistance and Support in implementation of Poverty Alleviation Programmes of MoRD, GoI., Panchayati Raj & Drinking Water Department and other Departments of Govt. of Odisha. Its mandate includes Financial, Technical and Managerial Assistance to the Blocks and Gram Panchayats in conceptualizing planning, fund release under various Poverty Alleviation Programmes and assist in implementation and monitoring of the same for rural development.

#### 2. Implementing Agencies to be covered:

DRDA Nuapada releases fund to various implementing agencies in the district:

Sl.	Implementing Agency	Place	No. of Agencies
1	District Rural Development Agency	Nuapada	1
2	Zilla Parishad	Nuapada	1
3	Block Development Officer	Nuapada	1
4	Block Development Officer	Komna	1
5	Block Development Officer	Khariar	1
6	Block Development Officer	Sinapali	1
7	Block Development Officer	Boden	1
8	Gram Panchayats of Nuapada Block	Nuapada	31
9	Gram Panchayats of Komna Block	Komna	32
10	Gram Panchayats of Khariar Block	Khariar	26
11	Gram Panchayats of Sinapali Block	Sinapali	27
12	Gram Panchayats of Boden Block	Boden	15
13	Line Departments		5

#### 3. Funding & Accounting Arrangements:

Funds for the various schemes are transferred through DRDA and directly to the

implementing agencies by the Panchayati Raj & Drinking Water Department and other Departments of Govt. of Odisha as well as MoRD, GoI for taking up different developmental activities.

#### 4. Objective of audit services:

The objective of the audit is to ensure that DRDA, Zilla Parishad, Blocks and Gram Panchayats of Nuapada district receives adequate, independent, professional audit assurance that the grant proceeds provided by MoRD, Govt. of India and PR&DW Dept., Govt. of Odisha are used for purposes intended in line with approved yardsticks of individual schemes and that the Annual Financial Statements are free from material mis-statements and the terms of the development partners are complied with in all material respects.

The objective of the audit of the financial statements - Individual Financial Statements of each implementing agencies as well as the Consolidated Financial Statements of the District as a whole i.e., Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, Notes to Accounts and Schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited Financial Statements with the expenditure reported as per the Odisha Government Financial Rules (OGFR) to enable the auditor to express a professional opinion as to whether -

- a. The Financial Statements give a true and fair view of the Financial Position of the each Implementing Agencies and Consolidated District Agency at the end of the financial year and of the funds received and expenditure incurred for the accounting period ended 31<sup>st</sup> March 2019.
- b. The funds were utilized for the purposes for which they were provided, and
- c. Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the implementing units shall form the basis for preparation of the individual financial statements as well as the consolidated financial statements for the district as a whole.

#### 5. Standards:

The audit will be carried out in accordance with **Engagement & Quality Control Standards (Standards on Audit)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

#### 6. Eligibility criteria of CA firms for audit: (Non-fulfilment will lead to Disqualification)

- a. Chartered Accountant firms must be an Odisha based firm and empanelled with C&AG for the year 2018-19.

- b. The Chartered Accountant firms must have a minimum of 05 years experience of conducting external/statutory audit of PSUs, Government undertaking, Government managed programmes/ schemes/ Projects, Externally aided projects etc. The firm must have minimum 10 years of audit experience after its registration.
- c. The Chartered Accountant firms must have a minimum Average Annual turnover of Rs 30.00 lakh (Thirty lakh) or more, for the last 03 (three) preceding financial years.
- d. The Chartered Accountant firm must have 04 (four) or more, full time partners out of which 03 (three) must be FCA.
- e. No. of Audit staff of the Chartered Accountant Firm must be 15 (Fifteen) or more, out of which 05 (five) must be CA Inter qualified.

**7. Additional requirements: (Non-fulfilment doesn't lead to disqualification)**

- a. The Chartered Accountant firm may have audit experience in Nuapada district during last 05(five) preceding financial years.
- b. Chartered Accountant firms may have their Head Office/Branch Office in Nuapada district for administrative convenience. In any case, the Head Office/Branch Office set up made after 01.01.2019 need not to be mentioned.

**8. Scope & Coverage of audit:**

In conducting the audit special attention should be paid to the following:

- a. An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as Adequacy and effectiveness of accounting, financial and operational controls; Level of compliance with established policies, plans and procedures; Reliability of accounting systems, data and financial reports; Methods of remedying weak controls; Verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter.
- b. Funds have been spent in accordance with the condition laid down by the concerned Department from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- c. Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government. For externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions and have all the necessary supporting documentation.
- d. All necessary supporting documents, records and accounts have been kept in respect of the project.

Assignment	Institution	Detail Scope of Work
Annual Statutory Audit	DRDA	<ol style="list-style-type: none"> <li>100% verification of vouchers, Head of Accounts wise receipt &amp; payment.</li> <li>Ensure arithmetic accuracy and recording of all transactions in the cash books.</li> <li>Reconciliation of bank accounts and ledgers.</li> <li>Analysis of un-adjusted advance.</li> <li>Preparation of final accounts and submission of audit reports.</li> <li>Consolidation of audit reports of Blocks and Gram Panchayats.</li> </ol>
Maintenance and Rationalization of Accounts	Gram Panchayat	<ol style="list-style-type: none"> <li>100% verification of all vouchers, Head of Accounts wise receipt &amp; payment.</li> <li>100% verification of Opening Balance entry in all Heads of Accounts with previous Cash Books. This verification should include Cash Books of all money parked in different banks/post offices/NSCs/Fixed Deposits/ KVPs/IVPs etc.</li> <li>Analysis of Unadjusted advances to different categories of people including PRI representatives/employees etc.</li> <li>Ensure arithmetic accuracy and recording of all transactions.</li> <li>Bank Reconciliation and certification.</li> <li>Reconciliation of Stock &amp; Store, GIA Register, Demand Collection Register, Asset Register etc. as prescribed under OGP Act.</li> <li>Preparation of final accounts and submission of audit reports.</li> <li>Web hosting of 8-format Database and 8-format Model Accounting in NPP portal.</li> </ol>

## 9. Audit Fees:

The firms those are interested to be appointed will have to quote consolidated audit fees for each agency. The firm quoting the lowest consolidated fees will be awarded the work of audit. Any CA firm quoting deliberately low price to get the contract, the same will be out rightly rejected by the Tender-cum-Selection Committee. The details of **minimum Audit Fees structure** are given below:

INSTITUTION	NO.S	SCOPE OF WORK	FEES (In Rs.) PER INSTITUTION
DRDA	1	ANNUAL STATUTORY AUDIT	30,000.00
GRAM PANCHAYAT	131	1. MAINTENANCE AND RATIONALIZATION OF ACCOUNT INCLUDING WEB HOSTING IN NPP	18,000.00
		2. MINIMUM 20 MANDAYS BY AUDIT STAFF FOR EACH BLOCK	

- i) Payment to be made to the C.A. firm in following stages:

Stage	Completion of Work	Payment of Fees
Stage-1	1. 100% vouching	25%
Stage-2	1. Verification of Opening Balance entries 2. Analysis of unadjusted advances 3. Reconciliation and certification	25%
Stage-3	1. Submission of Audit Report with final a/c	50%

- ii) The total audit fee is inclusive of all statutory taxes.

### 10. Payment Terms:

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

- 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.
- Payment of professional fees will be made at DRDA & Gram Panchayat level respectively.
- TDS will be deducted as per applicable Act/Rule.

### 11. Job Chart of the Chartered Accountant :

- The CA firm members shall visit the Institutions under audit at least once in during the audit period.
- 100% verification of entries of all vouchers including heads of accounts and Public Distribution System accounts.
- Verification of all carry forward balances including cash books for all money parked in different banks/post offices/financial institutions.
- Analysis of all cases under the following accounts with due reasonable reporting and includes their comments in their report. Besides, they will prepare separate schedules for all those accounts and append to the monthly and final accounts as follows:
  - Unadjusted advances account with list of persons against whom such advance is outstanding - Advance Register
  - Cash payment accounts made to the labourers - Payment Register
  - List of work executed - Works Register
  - List of assets created & maintained - Asset Register
  - List of incomplete works account
  - Investment of surplus funds account
  - List of Muster Rolls issued - Muster Roll Issue Register
- Conduct of all Bank reconciliation along with compilation of bank ledger, cheque issue & receipt register and its certifications.
- They have to certify the correctness of accounts subject to their comments, if any, at the end of each month in appropriate format.
- They have to certify their related party disclosure in appropriate format.

## 12. Financial Statements:

The following financial statements and relevant schedules showing the consolidation of all the programmes/ schemes shall be submitted:

- a. Audit Opinion.
- b. Balance sheet showing accumulated funds of the scheme, Assets and liabilities of the scheme, if any for the Year ending 31st March 2019.
- c. Income & Expenditure account for the year ending on 31st March 2019.
- d. Receipt and Payment Account for the year ending on 31st March 2019.
- e. Other Schedules to the Balance sheet as appropriate, but which shall include:
  - i. Statement of Fixed Assets in the form of a Schedule
  - ii. Schedule of Loans and Advances (Age-wise analysis)
  - iii. Schedule of all Cash & Bank Balances (supported by bank reconciliation statements)
  - iv. Scheme wise statement of expenditure
- f. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the individual implementing agencies and State Society and any other significant observation of the auditor.
- g. Auditor shall have to specify the significant observations, including internal control.
- h. Weaknesses for each program and also specify the institution to which these relate to enable/ facilitate appropriate follow up action.
- i. Sanction Order wise Utilization Certificates (UCs) as per modified form of OGFR 7-A; duly tallied with the Income & Expenditure Account prepared during the financial year. **[Attach a statement showing the details of expenditures clubbed in the Utilisation Certificate tallying with the Income & Expenditure Account and Schedules forming part of it].**
- j. **Representation by Management:** The management should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

In addition to the audit reports, the auditor will prepare a "Management Letter", in which the auditor should summarise the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under:

- i. Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- ii. Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- iii. Report on the level of compliance with the financial internal control.
- iv. Report procurements which have not been carried out as per the

procurement manual/ guidelines of the state for the individual schemes.

- v. Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the scheme; and
- vi. Bring to Agency's attention any other matter that the auditor considers pertinent.

### 13. Reporting and Timing:

The final Audit Report should be submitted within 45 days from the date of getting audit assignment to the DRDA Nuapada and the DRDA Nuapada should then promptly forward 03 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the Final Utilisation Certificates signed by the Collector and Auditor both, to GoO/GoI/C&AG with their comments, if any.

### 14. Additional Instructions to Auditors:

- a. Audit Report of the Implementing Agencies, shall include audit of all the transactions at District level, Block level and Gram Panchayat level of the district.
- b. Audit for the financial year will include all the components and schemes.
- c. An Audit Team will be constituted and deployed consisting at least 05 Audit Staff under guidance of an Audit Manger being a qualified C.A.
- d. The auditor will specifically mention in the audit report about the coverage of audit (SHOULD MENTION THAT AUDIT OF ALL THE IMPLEMENTING AGENCIES HAS BEEN COMPLETED BY HIM) on these components and also will ensure that all releases and expenditures are duly and separately reflected in each program's financial statements.
- e. The auditor appointed shall be required to issue separate Audit Report for each implementing agency individually and prepare a Consolidated Report for the DRDA.
- f. An undertaking to the effect that neither any person of the firm/partner is related to any employee of the DRDA nor have any interest in their activities must be submitted.

### 15. Re-appointment of Auditor:

As the auditor once appointed can continue for three years term i.e. 2018-19, 2019-20 & 2020-21, subject to the satisfactory performance & if DRDA wishes to re-appoint the same auditor, after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting major PSU audits for the year for which firm is being re-appointed. Further, any comments/remarks/observation of the Ministry in this regard shall have to be considered while re-appointing the same auditor. But the same firm can't be engaged for consecutive second term (i.e., beyond 03 years).

## ● 16. Tender Paper:

- a. Tender Paper for submitting the RFP will be purchased from the DRDA Nuapada office **only**, on any working day from 11.00 AM to 5.00 PM.
- b. The last date for purchase of Tender Paper is **27.06.2019 up-to 01.00 PM**.
- c. The cost of Tender Paper is **Rs.6,000.00** (non-refundable).
- d. Cost of Tender Paper will be received **only** through Demand Draft drawn in any commercial bank in favour of "Project Director, DRDA Nuapada".

## 17. General Provisions:

The auditor shall be given access to any information relevant for the purpose of conducting the audit. This will normally include (other than all financial and procurement records) the instructions issued regarding scheme guidelines, administrative orders, cost norms etc. Where schemes are financed by Development Partners, copies of the legal agreement, project appraisal document should be made available to the auditors.

### GUIDELINES FOR SUBMITTING THE RFP:

C.A. Firms are required to submit the proposal as per the guidelines and formats detailed outlined in the following paras:

- a. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE AUTHORIZED OFFICIAL**". DRDA Nuapada will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/ Bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Proposal non-responsive/ invalid.
- b. Single Proposal: A firm should submit **only one proposal**. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- c. **The C.A. Firm must quote their rate unit wise in the Financial Bid. The evaluation and comparison will be made unit wise.**
- d. All bidders must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- e. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed & numbered by the Authorised signatory of the firm.
- e. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in blue/black ink.

- f. The bidder must attach the money receipt (in original) in support of purchase of Tender paper. In absence of such document, the RFP will be automatically rejected.
- g. The bidding firm also have to submit an EMD for Rs.50,000.00 (Rupees Fifty thousand only) in shape of DD/TDR drawn in any commercial bank pledged in favour of "Project Director, DRDA Nuapada". The same will be returned to the firm by account transfer mode, only after successful completion of assigned work. After completion of Audit, evaluation of the audit work done will be made by the Tender-cum-Selection Committee and if the committee will find any type of lacuna/deviation, then the entire EMD amount will be forfeited. In absence of EMD, the RFP will be automatically rejected.
- h. The RFP duly filled must be submitted through Registered Post/Speed Post only. Any RFP received after due date will be out rightly rejected. DRDA Nuapada will not be responsible for any postal delay or misplacement of the document.
- i. DRDA Nuapada reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.
- j. If the required constitution of the audit team is not deployed by the firm, DRDA Nuapada shall take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Panchayati Raj & Drinking Water Department informed.
- k. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- l. The proposals have to be submitted in two parts, as given below.
- a) **Technical Proposal** will consist:
- i. Letter of Transmittal ( *Form T-1* )
  - ii. Form for Technical Proposal (Details of the Firm along with Details of Partners ) ( *Form T-2* )
- b) **Financial Proposal** will consist Form for Financial Proposal ( *Form F-1* )

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## **SELECTION PROCESS OF C.A. FIRM:**

Open advertisement in leading newspapers at district level for inviting proposals from Odisha based C&AG empanelled Chartered Accountant firms for conducting statutory audit of DRDA, Nuapada will be issued. Advertisement along with the detailed RFP shall also to be uploaded on the district website, [www.nuapada.nic.in](http://www.nuapada.nic.in).

A Tender-cum-Selection Committee, chaired by the Collector Nuapada has been constituted for the selection of auditors. The committee will adopt a two stage process for selection of auditors. In the 1<sup>st</sup> stage the Technical Proposals will be scrutinized and the eligible firms will be shortlisted for the 2<sup>nd</sup> stage. The bidding process will adopt a scoring pattern. The bidder scoring highest marks in Tier-1 (Technical Bidding) & Tier-2 (Financial Bidding) will be declared as L-1. Similarly the Bidder scoring second & third highest mark will be declared as L-2 & L-3 respectively **In case of Joint L-1, the decision of the District Level Tender-cum-Selection Committee will be final for appointment of CA Firm.** After the selection of auditor by the said committee, the same shall be intimated to Panchayati Raj & Drinking Water Department, Odisha.

On completion of selection process, the CA Firm selected shall be awarded the contract of audit of DRDA Nuapada by issuing the Letter of Award (LOA). The firm should furnish a letter of acceptance to the Project Director, DRDA within 1 week of the issuance of LOA. In absence, the L-1 will be cancelled and the contract will be awarded to the L-2. **The selected C.A. Firm will enter an agreement to the effect and will abide by the terms & conditions.**

**(In case the bidding firm is found not suitable for audit on any reasonable ground, DRDA Nuapada reserves the right to reject such proposal without assigning any reason. Any dispute to the effect will be settled within Nuapada jurisdiction only.)**

Letter of Transmittal

To,

The Project Director,  
District Rural Development Agency,  
Nuapada.

Dear Sir,

We, the undersigned, offer to provide the audit services for [Name of Agency] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till one year from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

**We understand that the DRDA Nuapada is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.**

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

( )

**FORM FOR TECHNICAL PROPOSAL**

Sl. No.	PARTICULARS	Supporting Documents (self attested) required to be submitted along with this form
<b>1</b>	<b>Details of the CA Firm</b>	
1.1	Name of the Firm	
1.2	Contact Details of the Firm	
1.3	Address of the Head Office	
1.4	Phone No. Mobile No. of Contact Person:	
1.5	Fax No.	
1.6	Branch Offices: 1. 2. 3. (Attach separate sheet if necessary. Particulars of each branch including contact details to be given)	(Attach copy ICAI certification) (as on 01.01.2019)
2	i. Date of establishment of the firm ii. Date since H.O. & B.O. are functioning at the existing Station. Any B.O. set up after 01.01.2019 need not to be mentioned.	(Attach copy ICAI certification)
3	Firm's Income Tax PAN No.	(Attach copy of PAN card)
4	Firm's GST Registration No.	(Attach copy of Registration)
5	Firm's Registration No. with ICAI	
6	C&AG empanelment No.	(Attach proof of empanelment with C&AG for the year 2018-19)
7	No. of years of Firm's existence & Date of establishment	(Attach copy of Certificate issued by ICAI)
8	Turnover of the Firm for the last three years (in Rs.) 2015-16: 2016-17: 2017-18:	(Attach a copy of Balance Sheet and Profit & Loss Account of last three years duly certified/audited)
<b>9</b>	<b>Audit Experience of the Firm</b>	
9.1	Number of Assignments in Commercial/ Statutory Audits	i. Attach copy of the Offer letter for each assignment.
9.2	Number of Assignments of auditing PSUs, Govt. undertakings, Govt. managed schemes/ projects, Externally Aided Projects	ii. Relevant evidences to be given of the turnover and fee.
10	Profile of persons to be engaged in the work, both professional and support staff.	(CVs of the professional staff to be engaged in this assignment to be enclosed, duly signed by the authorised person of the firm.)

<b>11</b>	<b>Details of Partners:</b>	
11.1	No. of Full Time Fellow Partners associated with the firm	
11.2	<ul style="list-style-type: none"> <li>▪ Name of each partner</li> <li>▪ Date of joining the firm</li> <li>▪ Membership No.</li> <li>▪ Status - FCA/ACA</li> <li>▪ Date of becoming FCA/ACA</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Type of Engagement (Part Time/ Full Time)</li> <li>▪ Contact Details (Correspondence Address, e-mail, mobile no.)</li> </ul>	Attach self attested copy of Certificate issued by ICAI
<b>12</b>	<b>Details of Audit Staff:</b>	
12.1	No. of Audit Staff engaged by the firm	
12.2	<ul style="list-style-type: none"> <li>▪ Name of Audit Manager</li> <li>▪ Name of each Audit Staff</li> <li>▪ Date of joining the firm</li> <li>▪ Highest qualification</li> <li>▪ Experience (in years)</li> <li>▪ Contact Details</li> </ul>	Attach self attested copy to the effect.

**Seal & Signature of Partner  
Membership No.**

  
**Project Director,  
D.R.D.A., Nuapada**

**FORM FOR FINANCIAL PROPOSAL**

(Please provide the break-up of Firm's quoted fees for each work and unit)

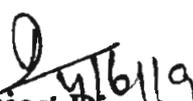
Name of Agency	Professional (Audit) Fee (Rs.)/ per Institution	GST (Rs.)	Total (Rs.)
DRDA			
GPs of Nuapada Block			
GPs of Komna Block			
GPs of Khariar Block			
GPs of Boden Block			
GPs of Sinapali block			
<b>Grand Total</b>			

(Rupees .....)

**\*\*Note:** Percentage of Funds involved shall not be a basis of quoting the audit fees.

**Seal & Signature of Partner**  
**Membership No.**

*Approved for 15 ( Fifteen) pages.*

  
Project Director  
D.R.D.A., Nuapada