



Notice for Inviting Offers from Empaneled
Chartered Accountant Firms of C & AG for
Conducting Audit of SEGF And
Certification & Verification of Audit Reports
and Utilization Certificate under MGNREGS

PanchayatiRaj & Drinking Water Department
Government of Odisha
Bhubaneswar-12
Website: - www.odishapanchayat.gov.in

TERM OF REFERENCE

MGNREGS, PR & DW Department invites offers in TWO PARTS (Technical and Financial) from interested Chartered Accountant Firms meeting all the prequalification criteria as mentioned in Para-3. The Chartered Accountant Firms should submit their offer in the prescribed format Annexure-A (a-1, a-2 & a-3) and Annexure-B of this tender.

1. SCOPE OF WORK

A Conducting audit of State Employment Guaranty Fund (SEGF) and verification and certification of Audit Report and UC of Districts under MGNREGA.

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

- a) Audit of SEGF Account of State level.
- b) Certification and verification of Audit Report & UC of the 30 Districts under MGNREGS.
- c) Preparation of consolidated Audit Report for submission of the same to MoRD, GoI.

Preparation of Financial Statement

- Receipt & Payment Account
- Income and expenditure Account
- Balance sheet

2. TIME PERIOD OF ENGAGEMENT:

The selected Chartered Accountant firm will be required to provide the above mentioned services initially for One Accounting Years i.e. 2016-17.

Notwithstanding anything contained herein above, this Department, however, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one months' notice.

TIME SCHEDULE:

The selected firm should submit the audit report for the Financial Year 2016-17 within 15 days from the date of engagement.

REPORTING

The firms will submit its report to the Director, (SP), Panchayati Raj & Drinking

Water Department.

GENERAL

The firm will be given access to all information relevant for the purpose of conducting the audit. This would normally include all documents, for Audit of SEGF, UC & Audit report to 30 Districts.

3. PRE-QUALIFICATION CRITERIA OF THE CAFIRM

A) The bids of only those firms will be considered, which satisfy the following eligibility criteria: The Chartered Accountant Firm should:

- registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
- based at Odisha and empaneled as per latest order of Comptroller and Auditor General of India (C&AG)
- have minimum 5 years of existing after its registration.
- have at least one External Audit experience in similar kind of State Level Govt. Institutions/Training Institute/Societies under Panchayati Raj Department.
- Last three years average annual turnover should not be less than 10.00 lakhs.
- not have been blacklisted by any govt. 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.

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

4. PAYMENT TERMS

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

a. The Payment shall be made after completion & submission of Audit report & UC.

- b. Service taxes will be paid at prescribed rate during the contract period.
- c. TDS will be deducted as per Income Tax Act/Rule

5. SUBMISSION OF EOI

- I. ANNEXURE –A** (a-1, a-2 & a-3) filled Technical Bid along with all supporting documents duly signed with Seal of the Authorized Signatory 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 super scribed as “**FINANCIAL BID**”
 - III.** The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed 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 16.08.2017 “**MGNREGS Cell (MGNREGS Odisha Society Building)**”, S.I.R.D. Campus, Gopabandhu Nagar, Unit-VIII, Near Stewart School, Bhubaneswar- 751012.
 - VI.** The Technical Bid will be opened on **21.08.2017 at 11.30 AM**. The interested bidders are requested to remain present at the time of opening of bid and Financial Bid will be opened on **28.08.2017 at 11.30 AM**.
 - 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.
 - VIII.** Firm will be selected in accordance with the Least Cost Selection (LCS) Method.
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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) for minimum 5 years 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)	

<p>c)</p>	<p>Average Gross Professional Fees received / earned by the CA Firm for the last 3 (three) years i.e. (2014-15, 2015-16, 2016-17) ending on 31st March, 2017.</p>	<p>Average Gross Professional Fees received / earned</p> <p>Rs (in figure) Rs. (in words) </p> <p>Provide copies of the Audited Financial Statements for all the 3 (Three) years along with evidence as per <u>ANNEXURE –(a-1)</u></p>
<p>d (i)</p>	<p>The Firm should have at Least 3 years experience</p>	<p>No. of institutes where similar services were provided in the last 3 years</p> <p>Nos. (in figure) </p> <p>Nos. (in words) </p> <p>Details to be provided as per <u>ANNEXURE (a-2)</u>.</p> <p>(Attach copy of Works Orders as evidence)</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, PR & DW Department is at liberty to reject the proposal/work awarded to this CA Firm.

Date:

Signature:

Name and Designation with Office Seal

DECISION OF QUALIFIED / NOT QUALIFIED

PR & DW Department.:

(TO BE FILLED BY SIRD)

ANNEXURE: (a-1)

Details of CA Firms Professional Income
[Gross Professional Fees received/ earned]

Rs in Lakhs

Particular	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	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 OfficeSeal

ANNEXURE: (a-2)

Details of CA Firms 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:
with OfficeSeal

Name and Designation

ANNEXURE: (a-3)

Details of CA Firms Experience of providing Services as per Scope of Work during the last 3 years.

Sl. No.	Name of the Assignment	Name of the Institute	Nature of the Assignments as per the scope of work of this tender	Nature 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 and Office Seal.

**ANNEXURE-B
FINANCIAL BID***

(To be filled in by bidder)

NAME OF THE FIRM _____

Sl. No.	Description of Service	Unit	Period (Days)	Fee per Unit (Rs)	Total Fee (Col. 3 X 4 X 5) (Rs.)
1	2	3	4	5	6
A.	Remuneration				
	Audit manager	1			
	Audit Staff	1			
B.					
	Reimbursable				

Total Annual Fee in Rs. (A+B)

* [The above quoted fee is inclusive of Professional Fee, Manpower, Traveling 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:

Date:

Name and Designation
With Office Seal