



Notice for Inviting Offers from Empanelled  
Chartered Accountant Firms of C & AG for  
Conducting Internal Audit of OWSM  
Society fund for the year 2017-18 and  
preparation of Audit Report & Verification  
of Accounts of DWSM & OWSM and  
preparation of a Utilization Certificate  
under SBM(G) and WSSO fund

Panchayati Raj & Drinking Water Department  
Government of Odisha  
Bhubaneswar-751001  
Website: - [www.odishapanchayat.gov.in](http://www.odishapanchayat.gov.in)

## **TERM OF REFERENCE**

OWSM in 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: -**

Conducting Internal Audit of OWSM Society fund for the year 2017-18. The Internal Audit will check all the vouchers, closing balance and opening balance of each day, reconciliation of Pass Books and Cash Books and prepare the Audit report as well the UC of both the schemes for the year 2017-18. There will be detail checking of vouchers and payments as per the guidelines of both Govt. of India and State Govt.

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

- a) Audit of OWSM Society fund at District Level.
- b) Internal Audit and preparation of Audit Report & UC of the 30 Districts under OWSM Society fund at District level
- c) Preparation of consolidated Internal Audit Report of each DWSM.
- d) Detail checking of vouchers and payments as per the guidelines of both Govt. of India and State Govt.

### **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. 2017-18. 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 or may extended the accounting period as per requirement.

### **TIME SCHEDULE:**

The selected firm should submit the audit report for the Financial Year 2017-18 within 15 days from the date of engagement.

## **REPORTING**

The firms will submit its report to the Mission Director, (OWSM), 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 SBM(G) and WSSO fund UC & Audit report to 30 Districts.

### **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:
- 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 empanelled 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 / Internal 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 the audit into above mentioned funds 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.
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- 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 Expression Of Interest**

- 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 26.07.2018 Mission Director, OWSM, Jala O Parimal Bhaban, Ground Floor, Bhubaneswar-751001.**
  - VI. The Technical Bid will be opened on 27.07.2018 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 27.07.2018 at **12.30 PM**.**
  - 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:	
		<b>(Submit copy of supporting document regarding address)</b>	
2. a)	<b>Prequalification criterion</b> 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  <b>(Submit copies of the registration certificates)</b>	
		PAN NO of the CA Firm <b>(Submit copy)</b>	
		Service Tax Registration No. <b>(Submit copy)</b>	
b)	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number <b>(Submit copy of evidence)</b>	

<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><b>Average Gross Professional Fees received / earned</b></p> <p>Rs (in figure)  .....  .....  .....</p> <p>Rs. (in words)  .....  .....</p> <p><b>Provide copies of the Audited Financial Statements for all the 3 (Three) years along with evidence as per ANNEXURE –(a-1)</b></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 <b>ANNEXURE (a-2)</b>.</p> <p><b>(Attach copy of Works Orders as evidence)</b></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**

<b>Particular</b>	<b>Financial Year 2014-15</b>	<b>Financial Year 2015-16</b>	<b>Financial Year 2016-17</b>	<b>Average Annual</b>
<b>Gross Professional Fees received/ earned *</b>				

**\* 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



**ANNEXURE: (a-2)**

Details of CA Firms Experience of Similar Services during the last 3 (three) years]

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Assignment [Start date / End date]</b>	<b>Name of the Client</b>	<b>Nature of the Assignments (Please specify the work involved as detailed in Scope of work)</b>	<b>Details of the Supporting Documents provided</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					

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

Please attach additional sheets, if required.

Signature:

Date:  
with Office Seal

Name and Designation

**ANNEXURE: (a-3)**

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

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Institute</b>	<b>Nature of the Assignments as per the scope of work of this tender</b>	<b>Nature of the Supporting Documents provided</b>
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** \_\_\_\_\_

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

**Total Annual Fee in Rs. (A+B)**

\* [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:

Date:

Name and Designation  
With Office Seal