



**DISTRICT MINERAL ANGUL
FOUNDATION TRUST.**

District: Angul, Odisha, Pin: 759122
E-mail: dmfangul@gmail.com Office Ph. No.: 06764-230745



ଅଢ଼ିଆଖଣ୍ଡ
ଘଣ୍ଟି ପ୍ରଭାବିତ ଅଞ୍ଚଳ ଓ ଲୋକଙ୍କ ବିକାଶ ଓ ବଢ଼ିବା
Development and Welfare of Mining Affected Areas & People

Eol Notice No: 265 Date: 28/06/2019

**EXPRESSION OF INTEREST FROM CHARTERED ACCOUNTANT FIRMS FOR STATUTORY AUDIT OF
DISTRICT MINERAL FOUNDATION (DMF), ANGUL FOR THE FINANCIAL YEAR 2018 - 19**

DMF, Angul invites Expression of Interest (EOI) with Terms & Conditions as annexed from the C&AG Empanelled (2018-2019) Chartered Accountant Firms for Statutory Audit of DMF, Angul for the FY 2018 - 19. The Selection of firm will be done through two Bid Systems i.e. Technical Bid and Financial Bid. Eol along with all required documents shall be submitted by the interested Firms through Speed Post/Registered Post only to Project Director, DRDA, DMF Cell, Angul. The CA Firms are required to submit the documents in separate envelop for Technical Bid (Cover-1) & Financial Bid (Cover-2) in a single large envelop with the description of "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF DMF ANGUL FOR THE FY 2018-2019".

The detail of Terms & Conditions, formats to be filled along with Bid documents will be available in Angul District Website i.e. : www.angul.nic.in from 29.06.2019 to 10.07.2019

- Last date for receipt of Bid documents: Dt.- 10.07.2019 up to 5.00 P.M. through Speed / Registered Post only.
- Opening of Bid documents: Dt.- 11.07.2019 at 11.00 A.M. in the Conference Hall of Project Director, DRDA, Angul.
- Cost of EMD: Rs.5,000/- (Rupees five thousand) only in favour of "District Mineral Foundation, Angul" in shape of Demand Draft from any Scheduled / Nationalized Bank payable at Angul.
- The details of the eligibility criteria & formats to be filled are annexed with the Eol.

**Collector & Chairman – Cum –
Managing Trustee, DMF, Angul**

Memo No.....266..... date.....28/06/19.....

Copy forwarded to ADM, Angul for information. He is requested to display the EoI Notice on the notice board of District Office for wide publication.



Collector & Chairperson - Cum -
Managing Trustee, DMF, Angul

Memo No.....267..... date.....28/06/19.....

Copy forwarded to all Sub - Collectors / All Tahasildars / All BDOs / All Executive Officers, ULBs of Angul District for information. They are requested to display the EoI on the notice board of their respective offices for wide publication.



Collector & Chairperson - Cum -
Managing Trustee, DMF, Angul

Memo No.....268..... date.....28/06/19.....

Copy forwarded to DIO, NIC, Angul for information. He is requested to web - hoist the EoI notice on the district website for wide publication.



Collector & Chairperson - Cum -
Managing Trustee, DMF, Angul

1. Eligibility Criteria:

The Chartered Accountants (CA) Firm must possess the following eligibility criteria and to this effect must produce the relevant supportive documents.

- i. The CA firm must be empanelled with Comptroller & Auditor General of India (C&AG) for 2018-19. Self-attested copy of latest C & AG letter must be submitted.
- ii. The firm must have Income Tax Permanent Account Number (PAN) and valid GST Registration. Self – attested copy of the same must be submitted along with the bid documents.
- iii. The CA Firm should have Head Office / Branch Office in the Angul District.
- iv. Sole proprietorship firms are not eligible to participate.
- v. Last three years average annual turnover of the firm should not be less than Rs. 20 Lakh.
- vi. Must be registered with The Institute of Chartered Accounts of India (ICAI) for not less than 15 years (Total Experience) as on 31st March 2019.
- vii. Must having minimum five years of experience (as on 31st March 2019) in Statutory Audit of Govt. Departments / Societies / Institutions / PSUs. Preference shall be given to the firms having experience in DRDA audit.
- viii. Have not been blacklisted by any Govt. or any other organisation. Authorised signatory of the Firm to submit an undertaking to this effect.
- ix. Have minimum total 10 nos. of Audit Staffs in addition to Partners. The Audit Staffs must have minimum 3 years of audit experience in similar nature of work.
- x. The bidder shall submit the relevant documents along with EMD of Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft from any Nationalized/Scheduled Bank made in favour of "District Mineral Foundation, Angul" payable at Angul. The EMD of unsuccessful bidder will be refunded after completion of the selection procedure.

2. Evaluation of Bid:

The entire bid process will be in two tier system.

- A. Tier – 1 - Technical Evaluation (100 Marks)
- B. Tier – 2 – Financial Evaluation (As this is a fixed price bid, the bidder secure highest score in technical evaluation will be considered as successful bidder. List followed by the next.)

A. Technical Evaluation:

The technical evaluation of the bid documents shall be carried out on the following parameters:



Sl. No.	Particulars	Marks	Documents to be Attached
1	Minimum 15 years of total experience as on 31 st March 2019 15 Years to 20 Years – 10 Marks 20 Years to 25 Years – 15 Marks More than 25 Years – 20 marks	20	Self - attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India to be furnished.
2	Must have minimum five years of experience (as on 31 st March 2019) in Statutory Audit of Govt. Departments / Society / Institutions & PSUs. 05 Years to 10 Years – 05 Marks 10 Years to 15 Years – 10 Marks 15 Years to 20 years – 15 Marks More than 20 Years – 20 marks	20	Self - Attested copies of Appointment Letters Agreements / Work Orders must be submitted.
3	Average annual turnover of the Firm should not be less than Rs. 20 Lakh 20 Lakh to 30 Lakh – 05 Marks 30 Lakh to 40 Lakh – 10 Marks More than 40 Lakh – 15 Marks	15	Audited statement in support of the turnover must be furnished.
4	Nos. of Partners FCA @ 3 Marks (Maximum 15 Marks)	15	Details to be furnished in FORM- 6. Copies of Fellow Membership Certificate of the Partners should be furnished & Constitution Certificate of firm mentioning no of partners should be submitted.
5	Nos. of Staffs (Qualified/ Semi - Qualified & Audit Staffs) Up to 10 Nos. – 05 Marks 11 to 15 Nos. – 10 Marks More than 15 nos. – 15 marks	15	Self – attested copy of documentary evidences shall be submitted.
6	The CA Firm should have Head Office / Branch Office in the Angul District	15	Self – attested copy of documentary evidences shall be submitted.

B. Financial Evaluation:

The audit fees will be Rs.30,000/- per annum including all expenses. GST and other applicable taxes will be paid extra. As this is a fixed price contract, the bidder obtained highest score in technical evaluation will be considered as successful bidder and the list followed by the next. In case, more than one bidder obtain same score, the selection will be done through lottery and the decision of the selection committee will be final. However, the bidder has to submit the price quotation in the prescribed format appended in **Annexure – B**.



3. Instructions to Bidders:

1. The proposals shall be submitted in a sealed envelope superscribed as "EoI FOR ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF DMF ANGUL FOR THE FY 2018-2019".
2. The proposal shall contained all relevant documents in support of eligibility criteria with reference to Para – 1 (i to x) & 2 (A) and must be duly signed. The bidder must fill- up the Annexure – A and submit along with the bid documents.
3. Any material omission in the proposal shall make the proposal unacceptable at the discretion of the management / selection committee and the proposal will be liable for rejection.

4. Selection Procedure:

1. The proposal shall be evaluated taking in to consideration the eligibility criteria as per the parameters in Technical Evaluation.
2. For financial evaluation, price excluding applicable tax (GST) will be taken into consideration.
3. As this is a fixed price contract, the bidder achieving the highest technical score will be considered as the successful and will be invited for undertaking the assignment.
4. DMF, Angul reserves the right to negotiate with eligible Bidder before finalisation of the Bid.
5. DMF, Angul reserves the right to accept or reject any or all Bid in total or in parts without assigning any reason thereof at any point of time.

5. Award of Contract:

1. The contract will be awarded in favour of the firm who will be selected through the manner stipulated above and on compliance to eligibility criteria.
2. Any effort by a firm to influence the management / selection committee in its decision on bid evaluation or issue of appointment order may result in rejection of firm's bid.
3. Any legal dispute arising out of this is subject to Angul jurisdiction only.

6. Terms of Reference:

6.1 Scope of Works:

The firm shall be responsible for the following work:

1. For conducting statutory/ Annual audit of accounts of District Mineral Foundation, Angul and preparation of Audit Report as per the Audit schedule.
2. The audit should scrutinized both receipts and expenditures as well as shortfalls in collections, bank reconciliation and propriety of expenditures in conformity with ODMF Rules.
3. Preparation of Project Financial Statements (PFS) for the financial year 2018 -19.
4. To recommend improvements to internal controls.



6.2. Period of Engagement:

1. The engagement shall be for an initial period of one year, i.e, FY 2018-19.
2. The contract may be renewed for another two years subject to satisfactory performance of the firm and with the mutual consent of both the parties. But the authority reserves the right to take final decision on this.
3. DMF may disengage the Auditor from service, with prior intimation in case found any negligence on the part of the Auditor.
4. The Auditor shall, during the course of his work, will have access to classified documents, which he is not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.

6.3. Payments & Price Validity:

1. The price quoted by the firm should be valid for the entire period of contract. Payment shall be made after successful completion of the assignments undertaken for a particular year and submission of Audit Report. No price variation would be allowed during contract period.
2. GST as applicable will be paid extra at prescribed rate.
3. TDS will be deducted as per the Income Tax Act/Rule.
4. If the Firm will not provide satisfactory performance and will not comply within stipulated time period then the EMD will not be refunded and also the financial claims will be forfeited. Further they will not be allowed to participate in any of the future assignment of the DMF, Angul.
5. The firm must complete the audit works and submit the audit report within 30 days from acceptance of the assignment.



**Collector & Chairperson – Cum –
Managing Trustee, DMF, Angul**

Formats for Evaluation of Eligibility Criteria

Sl. No.	Particulars	Documents to be Attached
1	The CA firm must be empanelled with Comptroller & Auditor General of India (C&AG) for 2018-19.	Self-attested copy of latest C & AG letter must be submitted.
2	Name , Address and Contact No. of the firm (Name of the Principal CA must be mentioned)	Documentary evidence must be attached.
3	The CA Firm should have Head Office / Branch Office in the Angul District	
4	The Firm must be registered with The Institute of Chartered Accounts of India (ICAI) for not less than 15 years (Total Experience) as on 31 st March 2019.	Self - attested copy of Registration Certificate issued by The Institute of Chartered Accountants of India to be furnished.
5	Details regarding nos. of partners (FCA/ACA)	Details to be furnished in FORM-6. Copies of Fellow Membership Certificate of the Partners should be furnished & Constitution Certificate of firm mentioning no of partners should be submitted.
6	The firm must have minimum five years of experience (as on 31 st March 2019) in Statutory Audit of Govt. Departments / Society / Institutions & PSUs.	Self - Attested copies of Appointment Letters Agreements / Work Orders must be submitted.
7	Average annual turnover of the Firm should not be less than Rs. 20 Lakh	Audited statement in support of the turnover must be furnished
8	Having minimum total 10 nos. of Audit Staffs in addition to Partners. The Audit Staffs must have minimum 3 years of audit experience in similar nature of work.	Self – attested copy of documentary evidences shall be submitted.
9	The firm have not been blacklisted by any Govt. or any other organization.	Authorized signatory of the Firm to submit an undertaking to this effect.
10	The firm must have Income Tax Permanent Account Number (PAN) and valid Service Tax Registration	Self – attested copy of the same must be submitted along with the bid documents.
11	EMD of Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft from any Nationalized / Scheduled Bank.	Demand Draft No. & Date

(Seal & Signature of Authorized Signatory of the Firm)

Financial Proposal1. Name Address of the Firm:

Name of the Firm		
Address of the Firm		
E – mail ID		
Contact No.		
ICAI Regd. No.		
C & AG Empl. No.		

2. Price Quotation:

Sl. No.	Particulars	Rate Per Annum (Rs.)
1	Audit Fees (Including all expenses)	
2	GST (%)	
Total (1 +2)		

Total Price (Excluding

Tax).....in words

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Date:

Place:

Authorised Signatory

(Signature and seal of the authorised signatory)

