



**ZILLA PARISHAD,
GANJAM, CHATRAPUR**

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No.: 7156 /Z.P

Dated: 5/7/25

To,

The Deputy Director (Advertisement)
I & PR Deptt. Odisha, Bhubaneswar.

Sub:- Publication of Expression of Interest for engagement of C.As Firms.

Sir,

In enclosing herewith, the notice No.6929 dt. 05.07.2025 regarding expression of interest for engagement of Chartered Accountants firm for statutory Audit of Account of Zilla Parishad, Ganjam for the F.Y-2024-25, I am to request you to publish the notice in next insertion in 2 daily Newspapers (Odia & English) with expenditure limit to Rs.4000/-each only.

Your faithfully,

CDO-cum Executive Officer,
Zilla Parishad, Ganjam

Memo No. 7157 /

Dated;- 5/7/25

Copy to DIPRO, Ganjam, Chatrapur for information and necessary action.

Copy to DeGM, Collectorate, Ganjam for information and requested to web hoist the tender advertisement in the Ganjam District web portal.

Copy to Notice board of Collectorate, Ganjam/Z.P, Ganjam/Sub-Collector's office/BDO, Chatrapur for wide publication and display.

CDO-cum Executive Officer,
Zilla Parishad, Ganjam



Letter No. 6929 /ZP

Dated: 05/07/25

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF ZILLA PARISHAD, GANJAM FOR THE FY 2024-25.

Zilla Parishad, Ganjam invites Expression of Interest (EOI) from the C&AG Empanelled List (Last Updated) Partnership Chartered Accountants Firm for conduct of Statutory Audit of Accounts of Zilla Parishad, Ganjam for FY 2024-25. The Engagement of Chartered Accountants 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 **CDO-cum-EO, Zilla Parishad, Ganjam, Chatrapur, PIN- 761020**. The firms should submit their Technical Bid and Financial Bid in two separate envelopes indicating 'Technical Proposal' and '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 ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF ZILLA PARISHAD GANJAM FOR THE FY 2024-25"**.

The Detail Term & Condition along with Bid documents will be available in Ganjam District Website i.e. : <https://ganjam.odisha.gov.in/>

- Opening Date for submission of E.O.I: **07/07/2025**
- Last date for receipt / submission of Bid paper: **22/07/2025 up to 5.00 PM.**
- Opening of Bid paper: **23/07/2022 at 11.00 AM** at Zilla Parishad, Ganjam, Chatrapur, in presence of tenderers.
- Cost of EMD: **Rs.10, 000. 00 (Rupees Ten Thousand) only** in favour of CDO-cum-EO, Zilla Parishad, Ganjam in shape of DD payable at Chatrapur.
- The tender papers can be obtained from office of CDO-cum-EO, Zilla Parishad, Ganjam, Chatrapur from 07/07/2025 to 22/07/2025 during the office hour on payment of Rs. 1000/- in shape of DD in favour of CDO-cum-EO, Zilla Parishad, Ganjam, Chatrapur. The MR received against the deposit shall be submitted along with the bid papers.
- If the tender paper is downloaded from <https://ganjam.odisha.gov.in/> web portal, the bidder must submit a DD of Rs. 1000/- along with the bid papers drawn in favour of CDO-cum-EO, Zilla Parishad, Ganjam, Chatrapur payable at Chatrapur.

Without the MR/ DD the bid papers will be liable for rejection.

**CDO-cum-EO,
Zilla Parishad, Ganjam**

Scope of Work/Works to be Completed within the Time Limit

- 100% Verification of Vouchers, Head of Account wise entries as receipt and Payment in Cashbook/Other Financial Statements of Zilla Parishad, Ganjam in Online Cashbook and Manual Cash books.
- Verification of Asset Register, Advance register, U.C & other Subsidiary Ledger of all accounts of Zilla Parishad, Ganjam.
- 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 different banks /Post office/ NSCs, KVPs, IVPs, FDs etc.
- Reconciliation /Compilation of all Bank Accounts and Ledgers.
- Ensure all Financial Transactions are recorded In Cashbook and reflected in passbook 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 Transactions of e-Gramswaraj (Online Cash book)
- 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 & BRS Scheme wise and consolidated.
- 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.
- Necessary Compliance of all objections raised by Government in Audit report.
- Prepare proposal for claim of allotment from Government of India and Government of Odisha.

**CCO-cum-EO,
Zilla Parishad, Ganjam**

ELIGIBILITY OF THE CA FIRM AND ITS EXPERIENCE FOR STATUTORY 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. 10,00,000.00
- Must have registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
- At least 5 years of External Audit Experience in similar Kind of State Level Govt. Institution /Training Institute/Societies under Panchayati Raj & D.W. Department or any Other Govt. Organisation/Autonomous bodies/PSU of state/Central Government.
- Have not been blacklisted by any Govt. or any other organisation. Firms who have disengaged from Zilla Parishad, Ganjam or any other District for its 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 3 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.10,000.00 (Rupees Ten thousand) only in shape of DD in favour of CDO-cum-EO, Zilla Parishad, Ganjam payable at Chatrapur which will be refunded to unsuccessful bidder. The Successful Bidder will get back his EMD after submitting Performance security Deposit of Rs.10,000.00 (Rupees Ten thousand) only in shape of DD in favour of Zilla Parishad, Ganjam which will refund after successful completion of Audit.


CDO-cum-EO,
Zilla Parishad, Ganjam.

DETAIL OF BID OPENING

Entire Bid process will be two tier systems 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 documents (Form- 1 to 4) 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 bidder shall quote price inclusive of Audit Fee, 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 Ganjam District will be preferred.
 - Further, if 2 firms stand L1 without having any branch in Ganjam District/ if more than 2 firms stand L1 having branch in Ganjam 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. Zilla Parishad, Ganjam reserves the right of negotiation with eligible Bidder before Finalisation of the Bid Contract.
 4. Zilla Parishad, Ganjam 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.

5. **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.
 - d. If the Firm will not provide satisfactory performance to Zilla Parishad, Ganjam and will not comply the objection /words of Zilla Parishad within its stipulated time period then the Performance Security Deposit will not be refunded and also their financial claims and participate in similar work in future for breach of contract.
6. 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 Accountants Firm (FILL UP FORM -1)	<table border="1"> <tr> <td>Name & Address of Registered office of the Firm</td> <td></td> </tr> <tr> <td>Name & Address of the branch office in Ganjam district. (If any)</td> <td></td> </tr> <tr> <td>Name and address of the Authorised Partner(s)</td> <td></td> </tr> <tr> <td>Telephone STD Code</td> <td></td> </tr> <tr> <td>Mobile No(s)</td> <td></td> </tr> <tr> <td>e-Mail ID:</td> <td></td> </tr> <tr> <td align="center" colspan="2">Submit copy of Supporting documents regarding address</td> </tr> </table>	Name & Address of Registered office of the Firm		Name & Address of the branch office in Ganjam 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	
Name & Address of Registered office of the Firm																
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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															
a.	CA Firm should be empanelled with Comptroller and Auditor General of India(C&AG) (Latest)	Empanelment Number (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) (Submit copy of last 3 years IT Returns)														
c.	Annual Turn Over of last 3 years i.e. (FILL UP FORM -2)	Turnover Amount shall be min. Rs. 10, 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 Experiences. (FILL UP FORM -3)	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 -4)	Partners Nos. (Submit the supporting documents)
f.	Numbers of other Staff on payroll of Firm (Audit Manager(s) & Audit Staff(s))	<ul style="list-style-type: none"> 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, DRDA, Ganjam is at liberty to reject the proposal/Work awarded to this CA Firm.

Signature of Bidder
(Name and Designation with Seal)

FORM-1

NAME OF THE FIRM WITH ADDRESS AND C&AG EMPANELMENT LIST

SL NO.	NAME OF THE FIRM	ADDRESS	C&AG EMPANELMENT NUMBER	MOBILE NO.	EMAIL ID

***With supporting Documents.**

**Signature:
Name and Designation and office Seal**

FORM-2

ANNUAL TURN OVER OF CA FIRM OF LAST 3 YEARS Amount in Rs. 10, 00, 000/-

PARTICULAR	FINANCIAL YEAR	FINANCIAL YEAR	FINANCIAL YEAR

***Furnish Audit report in support of the above Figure.**

**Signature:
Name and Designation and office Seal**

FORM-3

**Detail of CA Firm's Experience of Similar Service during the last 5 years along with
Zilla Parishad 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-4

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**

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

Name of the Firm: _____

Address: _____

Sl. No	NAME OF WORK	Price Offered (Offer in Rupees)
1	AUDIT FEE (For Audit of Accounts of Zilla Parishad, Ganjam)	

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

**Signature & Seal,
CA Firm**

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 Zilla Parishad 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 Zilla Parishad, Ganjam or any other Zilla Parishad for its poor performance.

**Seal and Signature
CA Firm**

ଜିଲ୍ଲା ପରିଷଦ, ଗଞ୍ଜାମ, ଛତ୍ରପୁର
ZILLA PARISHAD, GANJAM, CHATRAPUR



Phone :- (06811)263965
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Email :- ori-dganjam@nic.in

No. ୯୨୨ / DRDA, Dated: ୦୫/୦୭/୨୦୨୫

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY
AUDIT OF ACCOUNTS OF ZILLA PARISHAD, GANJAM FOR THE FY 2024-25.**

Zilla Parishad, Ganjam invites Expression of Interest (EOI) from the C&AG Empanelled List (Last Updated) Partnership Chartered Accountants Firm for conduct of Statutory Audit of Accounts of Zilla Parishad, Ganjam for FY 2024-25.

The Detail Terms & Conditions along with Bid documents are available in Ganjam District Website i.e.:
<https://ganjam.odisha.gov.in/>

By orders of Collector, Ganjam,

Sd/-
CDO-cum-EO,
Zilla Parishad, Ganjam.