



**NOTICE INVITING TENDER/BIDS FOR  
APPOINTMENT OF  
CHARTERED ACCOUNTANTS FIRM  
AS  
**INTERNAL AUDITOR**  
OF  
CUTTACK DEVELOPMENT AUTHORITY,  
CUTTACK  
FOR  
THE FINANCIAL YEAR 2016-17.**

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## **SCOPE OF AUDIT**

### **Compilation of Accounts:**

- The Internal Auditor has to compile the Accounts of Cuttack Development Authority for the **Financial Year 2016-17**.
- Prepare necessary Annual Financial Statement i.e. Trial Balance, Income Statement, Balance Sheet and other Schedules and Annexure to be part of the Internal Audit Report. Including Bank Reconciliation Statement.
- *The Chartered Accountants has to prepare the Annual Financial Statements of Cuttack Development Authority, Cuttack after due compliance of Accounting Standards prescribed by ICAI.*
- *Notes on accounts are mandatory and part of the Annual Financial Statements.*
- The Chartered Accountants needs to suggest and reflect the best ways of reporting Annual Statements of Accounts as per the best corporate practice and conventions.
- *The Annual Statements of Accounts to be duly signed by the Chartered Accountants.*

### **Internal Audit:**

- The responsibilities of the internal auditors shall include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with financial norms and procedures adopted in CDA.
- Submission of reports on the revenue leakage and recommendation to prevent such leakages and other constructive measure for efficient maintenance of Books of Accounts.
- **Deliveries:** Internal Audit Report duly **signed by Chartered Accountants** with Income Statement, Balance Sheet, Schedules, Notes on Accounts and Annexure. *The Chartered Accountants has to certify the Income Statements and Balance Sheet to be filed along with the Income Tax Returns.*
- Industries best practice and reporting to be reflected in the Internal Audit Report of CDA.

### **Management Consultant:**

- Advise the Authority on the capacity as a Management Consultant.
- Consultant in the matter relating to GST under relevant Act.

### **Filing Income Tax Return:**

- The Chartered Accountant will file Income Tax Returns of Cuttack Development Authority by **31<sup>st</sup> October 2017** positively.

*Signature of Principal / Partner with Seal*

### **Criteria for Selection of Chartered Accountants:**

- **The firm should have the head quarter in State of Odisha having its office/branches in Cuttack/Bhubaneswar.**
- **The firm must have been empanelled with Comptroller and Auditor General of India.**
- **The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.**
- **The firms should have at least 5 FCA's (details to be mentioned in Form T-3)**
- **The firm should be auditors or should have carried out internal audit for at least 2 State Govt./ Semi Govt/PSU/ Development Authority. (details to be mentioned in Form T-4)**
- **The firm must be at least 10 years old.**
- **The average turnover of the CA Firm must be above Rs. 50.00 lakh (average of FY 2013-14, 2014-15 & 2015-16)**
- **The firm must undertake to deploy at least 1 FCA and 2 staff of the aforesaid assignments.**
- **The Authority reserves the right to cancel/reject any or all tender without assigning any reason thereof.**

### **Selection of Chartered Accountants:-**

Interested firms shall submit their bids directly to the Finance & Accounts Member, CDA in two parts- Technical bids (T-1, T-2, T-3, T-4, T-5) and Financial bids (F-1), both the bids should be submitted in two separate envelopes marked Technical Bid and Financial Bid and properly sealed.

Financial bids of only technically qualified firms shall be opened by the Finance & Accounts Member and audit to be awarded to the lowest financial bidder.

If the lowest financial bidder does not agree to undertake the audit work within the prescribed audit fee or the Finance and Accounts Member deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the next lowest financial bidder if the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder.

***Signature of Principal / Partner with Seal***

## Termination / Cancellation of Appointment:

If the selected firm has not sent the Technical Bid/ Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.

If any of the information/ documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.

The appointment is for the Financial **Year 2016-17** and the same may be renewed on a yearly basis subject to satisfactory performance. The maximum period of contract shall be restricted to 2 Financial Years. **However, the Cuttack Development Authority reserves the right to terminate the contract at any point of time for whatsoever reasons.**

## Manner of Submission of Bids:

- The Bids to be submitted in **two separate covers** superscribing “***Technical Bids for Appointment of Chartered Accountants Firm as Internal Auditor of Cuttack Development Authority, Cuttack for the Financial Year 2016-17.***”
- And “***Financial Bid for Appointment of Chartered Accountants Firm as Internal Auditor of Cuttack Development Authority, Cuttack for the Financial Year 2016-17.***”
- ***The Information submitted must be written in English, Overwriting and Correction should be avoided.***
- **The Bids should reach the Finance & Accounts Member, Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack-753012 latest by 13<sup>th</sup> October 2017 upto 3.00 PM, through Speed Post /Registered Post only. The same will be opened at 4.00 PM on the same day.**
- Any information about the detail scope of work, nature of accounts and procedure followed in CDA, the Chartered Accountants Firms may contact the *Deputy Finance Manager, CDA Cell No: 9938014452 on any working days.*

1.	<b>Last Date and Time of submission of Tender/Bid</b>	<b>Till 3.00 PM on 13.10.2017</b>
2.	<b>Date and Time of Opening Tender/Bid</b>	<b>At 4.00 PM on 13.10.2017</b>

***Signature of Principal / Partner with Seal***

**LETTER OF TRANSMITTAL**

**The  
The Finance & Accounts Member,  
Cuttack Development Authority,  
Arunodaya Bhawan, Link Road,  
Cuttack-753012, Odisha.**

Dear Sir,

We, the undersigned, offer to provide the audit services for **Cuttack Development Authority** in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated firm]

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 prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. 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 **Cuttack Development Authority** 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,  
( )

**Particular/Details of the Firm**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Supporting Documents required to be submitted along with this Form</b>
1	<b>Name of the Firm</b>	
2	<b>Address of the Firm</b>	
	<b>Head Office</b>	Phone No: Fax No: Mobile No:
	<b>Date of establishment of the Firm</b>	
	<b>Branch Office if any</b>	Phone No: Fax No: Mobile No
3	<b>Firm Income Tax PAN No.</b>	Attached copy of PAN Card
4	<b>Firm Service Tax Registration No</b>	Attached copy of ST-1
5	<b>Firm Registration No. With ICAI</b>	
6	<b>Empanelment No with C &amp; A.G.</b>	Attached copy of latest empanelment with C&AG for the year under Audit.
7	<b>No. Of Years of Firm Existence &amp; Date of establishment of Firm</b>	
8	<b>Average Turnover of the Firm (above Rs. 50 lakh) Mandatory</b>	Details of copies of Income Tax Returns for <b>FY 2013-14, 2014-15 &amp; 2015-16.</b>
8	<b>Details of Partners: Minimum 5 Members (FCA's) (Mandatory) (Name , Membership Number, Contact No if any)</b>	Attested copies of Certificate of ICAI as on 01.01.2017

**Form T-3**

**A. Details of Qualified Staff (Chartered Accountants)**

Sl. No	Name of the Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No	Relevant Experience
1						
2						
3						
4						
5						

**B. Details of Semi-qualified Staff (including Article Clerks etc)**

Sl. No	Name of the Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No	Relevant Experience
<b>Semi Qualified Staff:</b>						
1						
2						
..						
<b>Article Clerks:</b>						
1						
2						
...						
<b>Others:</b>						
1						
2						
3						
..						
..						

**Brief of Relevant Experience:**

<b>Experience of audit in State Govt./ Semi Govt/PSU/ Development Authority etc</b>						
Sl. No	Name of the Auditee Organization	Turnover of the Auditee Organisation	Types/Nature of Assignment	Scope and Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organisation (Enclosed the copy of the letter) and mentioned the Fee Received.

**Comments and Suggestions on the Terms of Reference**

*Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment.*



**FORMAT FOR FINANCIAL BID**

<i>Item or Activity</i>	<i>Fees Amount ( in Rupees)</i>
<b>Compilation of Accounts</b>	Rs. (Rupees.....)
<b>Internal Audit</b>	Rs. (Rupees.....)
<b>Filling of Income Tax Returns</b>	Rs. (Rupees.....)
<b>Total :</b>	Rs. (Rupees.....)

**Note:** *Service Taxes will be payable as Applicable.*

***Signature of Principal / Partner with Seal***



**CUTTACK DEVELOPMENT AUTHORITY**

ARUNODAYA BHAWAN, LINK ROAD, CUTTACK-753012 (ODISHA)

No: 12611 /CDA/Dated: 06.10.17

**TENDER NOTICE**

Cuttack Development Authority invites proposals from Chartered Accountants Firms for "Appointment of Internal Auditor of CDA for the Financial Year 2016-17.

The details TENDER/ BID DOCUMENTS can be obtained /download from CDA's website: (PORTAL)

<http://cdacuttack.ori.nic.in>.

-Sd/-

*Finance & Accounts Member*