

Near Royal Field, Subarnapur
PIN-767017



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OFFICE OF THE CDAO-CUM-PROJECT DIRECTOR, ATMA, SUBARNAPUR

ମୁଖ୍ୟ ଜିଲ୍ଲା କୃଷି ଅଧିକାରୀ ଓ ଆ ପ୍ରକଳ୍ପ ନିର୍ଦ୍ଦେଶକ, ଆତ୍ମା କାର୍ଯ୍ୟାଳୟ, ସୁବର୍ଣ୍ଣପୁର

Letter No. 564

Date: 27/10/25

Revised Expression of Interest (EOI) for empanelled Chartered Accountant firms to conduct Audit of Accounts of PD, ATMA, Subarnapur & FIAC(all)

Ref: This office letter No. 556 dated. 18.10.2025

In continuation of this office previous EOI floated on dt. is hereby revised with following terms and conditions for conducting Audit of accounts of PD, ATMA, Subarnapur and FIAC (all) of Subarnapur district.

Expression of Interest (EOI) is invited from comptroller & Auditor General empanelled audit firms for auditing of Accounts of the PD, ATMA, Subarnapur and FIAC(all) of Subarnapur District

The Expression of Interest should indicate the audit fees, taxes, TA/DA and accommodation charges if any separately. The interested and eligible firm submit their applications as per the format at Annexure-I with requisite self attested documents with detail Bio data of the firm and it should reach at office of the CDAO-cum-PD, ATMA, Subarnapur, At/PO-Sonepur, Dist-Subarnapur, PIN-767017 in sealed envelope super scribed as EOI for empanelled Chartered Accountant firms to conduct Audit of Accounts of PD, ATMA, Subarnapur by 31.10.2025 up to 5.30 PM through Regd./Speed Post/Courier only. Any application (EOI) received after due date and time to any reason shall not be considered.

The EOI will be opened on 01.11.2025 at 11.00 AM in the presence of selection committee constituted by the CDAO-cum-PD, ATMA, Subarnapur at the office of the CDAO, Subarnapur

The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time shall not be entertained and out right to be rejected. The authority reserves all the right to cancel/reject any or all the EOI without assigning any reason thereof.

Terms & Conditions

1. The firm must be Odisha based and must have empanelled by C &AG/State AG.

2. The CA firm should have a minimum of Ten (10) years experience with sufficient staff to carry out the audit.
3. Preference will be given to CA firms having adequate experience in auditing service sector projects implemented by Govt. & funded by Govt. or external agencies. For this the firm has to produce the relevant document supporting its experience.
4. The time period allowed for completion of audit work is 15 days from date of issue of work order to successful CA firm.
5. The interested CA firms are requested to furnish EOI indicating the fees including taxes, TA/DA and accommodation charges in their letter head.
6. The firm must not have been blacklisted by any State/Central Govt. organization/institution. The authorized signatory must furnish an undertaking to this effect (Annexure-2)
7. The rate quoted should be per year inclusive GST and other related taxes. However, the TDS will be deducted from the bill amount as per the rules.
8. Estimated value of Total work/service
 - i. For Block level Rs.5000/- per year under ATMA.
 - ii. For District level Rs. 12000/- per year under ATMA.
9. After completion of Audit of all the accounts payment will be made on submission of reports with bills and payment will be made in phases as per the available allotment.
10. The authority reserves all the right to cancel/reject any or all the EOI without assigning any reason thereof.
11. The authority shall not be responsible for any sort of postal delay and the EOI received beyond scheduled date and time shall not be entertained and out right to be rejected.
12. If the quoted price or more than one agency found to be equal, the committee reserves the right to take the final decision on it. Price bid will be only considered if more than one firm secures same mark in technical bid otherwise the firm secured maximum mark in the technical bid will be taken into consideration.
13. All firms are required to enclose the following documents.
 - i. A copy of constitutions certificates of firm issued by the ICAI containing inter-alia.
 - a. Date of information of the firms with a full time CA.
 - b. Details of partners/Sole Proprietor/CA employees as on date of the firm.
 - ii. A copy of the latest partnership deed in the case of partnership firm.
 - iii. A copy of the acknowledgement of the IT return of the firm.
 - iv. A copy of year wise annual turnover/financial statement of the firm for at least 3 consecutive years i.e. 2021-22, 2022-23 and 2023-24.

- v. Details of court cases/arbitration cases/ or any other cases pending against the firm.
- vi. Copy of the empanel code issued by C & AG/State AG.
- vii. Copy of experience certificates.
- viii. Details of service sector audit undertaken by the firm.
- ix. Copy of the GST registration certificate with latest GSTR-3B.
- x. Copy of the PAN/TAN.

14. Criteria for Technical Bid:-

CRETARIA	MARKS	
	Nos. of CAs in the Firm	Upto 5
	More than 5	15
Nos. of years of establishment	Less than 10 years	5
	10-20 years	10
	More than 20 years	20
Turnover per annum	Less than 30 lakhs	5
	30 to 50 lakhs	10
	More than 50 lakh	20
Audit experience (Last 10 years)	Govt. Audit	10
	PSU Audit	10
	Both Audit	20
Head Office	Outside Odisha	5
	In Odisha	10
Experience of auditing district and block ATMA fund	Up to 5 years	10
	More than 5 years	15
	Total	100 Marks


CDAO-cum-PD, ATMA
Subarnapur

Memo No. 565

Date: 27/10/25

Copy to the Notice Board for information and necessary action.


CDAO-cum-PD, ATMA
Subarnapur

Memo No. 566

Date: 27/10/25

Copy to the District Information Officer, NIC, Subarnapur for information and necessary action with a request to publish the EOI notice in the district website from 27.10.2025 to 31.10.2025.


CDAO-cum-PD, ATMA
Subarnapur

Memo No. 567

Date: 27/10/25

Copy submitted to the Collector-cum-Chairman, ATMA, Subarnapur for favour of kind information and necessary action.


CDAO-cum-PD, ATMA
Subarnapur

Annexure-I

Format of Application for EOI from Chartered Account Firms for Audit of the Accounts of PD, ATMA, Balasore, FIAC (All) under ATMA and Shree Anna Abhiyan (SAA), Balasore

1. Name of the Firm:-
2. Registration No. of the Firm:-
3. Date of Registration of the Firm:-
4. CAG Empanelment No. and date:-
5. Details of Head Office & Branch Office(s):-
(Enclosed Self attested copy of Registration/Constitution)

Head Office:-

Address	Date of Establishment	Partner in charge	Contact person/Mobile No./ Fax	E-mail

Branch Office 1 (if any):-

Address	Date of Establishment	Partner in charge	Contact person/Mobile No./ Fax	E-mail

(Insert information for additional Branch Office(s),if any)

6. Details of Proprietor/existing CA qualified Partners:-

SI No.	Name of the Proprietor/Partners(s)	Membership No.	Location of Office
1			
2			
3			

7. Details of Experience with the Govt. sector/ organization. (Relevant Experience)
(Enclose self—attested copies of appointment letters).

SI No.	Name of the Govt. Department/ Organization	Scope of work

(Insert information for additional (s),if any)

8. Turnover of Audit Firm:-

SI No.	Year	Turnover (Rs.)
1		
2		
3		

(Enclose self attested copy of income tax returns filed for previous three (03) years (i.e. FY 2021-22, 2022-23, 2023-24), P&L Account and Balance sheet of the period)

9. PAN No. of the Firm:-

10. GST Registration No. of
Firm:-

Date:

Place:-

Signature of the Authorized Signatory
of the Proprietor / Firm with Seal

Annexure-2:-

Undertaking & Compliance Certificate (On Applicants Letter Head)

We M/S _____ Proprietor/
Partnership/ LPP Firm of Chartered Accountant de here by verify & declare that:-

- a. We have read and understood the terms and condition of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/ we would stand disqualified for empanelment/ allotment of valuation assignment.
- c. Our Firm/ partners has / have / has not / have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five (05) years.
- d. Our Firm should have adequate manpower (i.e. CA inter/ qualified resource) for the assignment.
- e. The constitution of our Firm as on date of Application is the same as that as per ICAI records.
- f. Our Firms have not been blacklisted by any State/ Central Government organization/ institution.

Date:

Place:-

Signature of the Authorized Signatory
of the Proprietor/ Firm with Seal