

EXPRESSION OF INTEREST

Expression of Interest for Appointment / Empanelment of CAG empanelled Chartered Accountant Firms for Providing Services to ZSS, Khurda.

- 1.** Zilla Swasthya Samiti, Khurda “Expression of Interest” from reputed and experienced Chartered Accountant (CAG empanelled) Firms in the prescribed formats for appointment to preparing financial statements and related services of 10 block level and other grantee institutions under ZSS, Khurda on annual retainer basis and to strengthen the existing financial & accounting system to achieve effective internal control, compliance and reporting.
- 2.** The “Expression of Interest” should be submitted in the office of the undersigned by Speed Post/Regd. Post within **31.12.2011 by 2.00 p.m.** Incomplete formats / format received after the prescribed last date will not be entertained.
- 3.** Terms of Reference and Scope of audit work can be obtained from the office of the C.D.M.O, Khurda on any working day before the prescribed last date. Soft copy of Application Form and Terms of Reference and Scope of audit work are also available at district website (www.khordha.nic.in)
- 4.** ZSS, Khurda reserves the right to reject any or all the offers without assigning any reason thereof.

**Sd/-
Chief District Medical Officer
Khurda**

Pre-requisites for applying for preparing financial statements at Block level

The below mentioned are pre-requisites for the firms interested to take up assignments of preparing financial statements of block level institutions.

1. The firm must have been empanelled with C&AG and ICAI.
2. The firm should have an experience of at least 5 years as on 01.01.11.
3. The firm must have under taken at least 3 assignments in social & health sector and 3 assignments in corporate sector having a turnover of Rs.20.00 crores or more other than bank branch audits prior to this.
4. Preference will be given to firms having experience in NRHM audit at State/District level.
5. The firm should have an average turnover of Rs.25.00 lakhs in last 3 years.
6. The firm has to furnish necessary documents (self attested) along with the bio-data in support of the above.
7. The firm has to quote the fees per block/annum in consolidated basis.
8. Final selection shall be made on the basis of the marks secured out of 100 in the technical bid.
9. The firm should submit its bio-data having information on the following areas.
 - a. No. of Partners (FCA/ACA)
 - b. Years of Experience
 - c. Years of Partners association with the Firm
 - d. No. of Staffs
 - e. Nature & years of Experience
 - f. Turnover of the firm in last 3 years

Scope of work & Terms of Reference

- a) The firm has to prepare year wise financial statements for each block from F.Y 2005-06 to 2011-12.
- b) The firm has to prepare Bank reconciliation Statements of all the banks dealt with programme activities.
- c) The firm has to prepare Fund Received, Expenditure and Unspent balance component wise for each block from F.Y 2005-06 to 2011-12.

General Conditions

- a) Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organisations, which have relevant experiences in doing such type of Audit in Orissa.
- b) The Audit Firm will have to start the work within 10 days of the receipt of the letter of appointment from C.D.M.O, Khurda.
- c) Completion of assignments shall include both drafting and typing/printing of financial reports.
- d) The Audit and checking party will consist of sufficient number of experienced and qualified professionals.
- e) The district and block Offices of C.D.M.O, Khurda will extend necessary co-operation to audit party
- f) The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
- g) These are only proposed draft terms and conditions and can be modified at any time by the ZSS, Khurda at its sole discretion.
- h) Firms selected by ZSS, Khurda, shall have to give an undertaking to follow all ethics of faith and the information provided by ZSS, Khurda, shall be kept 'strictly confidential' all assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.

- i) In case of any dispute, the decision of Chairman E.C ZSS, Khurda shall be final and binding.
- j) The Financial Proposal shall be prepared which shall list all costs associated with the assignment, including (a) remuneration for staff and (b) reimbursable expenses. These costs should be broken down by activity and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Submission of Audit/consultancy Report

CA Firm will submit 3 copies of Financial Report of each institution to the undersigned along with all the required statements, financial statements, reconciliation statement of all Bank accounts with their due signature.

Regulation of Audit/consultancy fees

- a) The payment of retainership fees as fixed will be made only after completion of Work and issue of Report.
- b) The society will not pay any advance to the selected audit firm under any circumstances. Bill for retainership Fees will be submitted to the C.D.M.O, Khurda, along with a certificate indicating that work has been conducted as per guidelines framed by the ZSS, Khurda and the work has been completed as per the agreed terms and conditions.

**Expression of Interest for Appointment / Empanelment of CAG
empanelled Chartered Accountant Firms for Providing Services to
ZSS, Khurda.**

- a) **Status of Firm:** Partnership
Sole Proprietorship
Other Statutory Bodies
- b) **Name of the firm/organisation** _____
(in Capital letters)
- c) **Address of the Regd. Office** _____

- (Please also give telephone no. _____
E-mail address): _____
- d) **PAN of the firm/organisation** _____
- e) **TAN of the firm/organisation** _____
- f) **Service Tax Registration No.** _____
- g) **ICAI Registration No.** _____
Region Name _____
Region Code No. _____
- h) **Date of constitution of the firm/organisation:** _____
- i) **CAG Empanelment No.** _____
- j) **ICAI Empanelment No.** _____
- k) **Date since when the firms has a full time FCA** _____
- l) **Full-Time Partners of the firm as on 01-01-2011** _____
- m) **Number of FCA** _____
Number of ACA _____
- n) **Numbers of Part Time Partners /others if any, as on 01-01-2011** _____
- o) **Number of full Time Chartered Accountant Employees** _____
- p) **Number of audit staff employed full-time with the firm**
(a) **Articles / Audit Clerk** _____
(b) **Other Audit Staff** _____
(With knowledge of book keeping and accountancy)
(c) **Other Professional Staff (Please specify)** _____

q) **Fees earned by the firm for last 3 years:**

F.Y - 2008-09 _____

F.Y - 2009-10 _____

F.Y - 2010-11 _____

r) **No. Statutory Audit of corporate entities having a turnover of Rs. 20.00 crores (other than bank branch)**

Mention the name of the organisation: _____

s) **No. of Socially sector audit conducted:**

Mention the name of the organisation: _____

t) **Whether the firm/organisation was/is engaged in any audit of NRHM:**

(Please mention the name and attach the order copy)

YES -

NO -

I/we the sole proprietor / following partners/ Others of M/S _____

Chartered Accountants do hereby jointly and severally verify and declare –

1. That the particulars given are complete and correct and that any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm/organisation would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants act 1949 and the regulations framed there under;
2. That the firm/organisation, proprietor or partners has not been debarred or cautioned by ICAI during the last three years. (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice u/s 2(2) of the Chartered Accountants Act 1949;
4. That the constitution of the firm/organisation as on 1st January of 2011 shown in the expression of interest is same as that in the constitution certificate issued by the ICAI.

Date

Place

Authorised Signatory

With Seal of the firm

FINANCIAL PROPOSAL SUBMISSION FORM

Sl.No.	Item	Cost
Total Costs of Financial Proposal		