



Talcher-Angul-Meramandali Development Authority

TAMDA-Angul-759122

Phone: 230569 (Off.)

E-mail ID- secretary.tamdaangul@gmail.com

No. 335 /TAMDA Dt. 21-06-2024

QUOTAION CALL NOTICE

The Secretary, TAMDA Angul invites Sealed Quotation from the CAG empanelled Chartered Accountant firms for the Tax Audit of Accounts TAMDA, Angul for the financial year from 2015-16 to 2022-23 as per ODA R 1982. The Maximum audit fee is specified in general information sheet point no.8. The CA firm having the Government entity audit will be given preference.

The Sealed Quotation along with all necessary documents should reach in the office of the Secretary, TAMDA, Angul, Odisha, PIN-759122 on or before Dt.02.07.2024 up to 3.00 P.M and same will be opened on the same day at 4.00 P.M in the office chamber of the undersigned.

By order of Collector-cum-Vice-Chairman

Memo No 336(6) /TAMDA Dt 21-06-2024
Secretary, TAMDA

Copy forwarded to the Sub Collector, Angul/Talcher, Tahasildar, Angul/Kanhia/Banarpal/Talcher, Executive Officer, Angul Municipality/ Talcher Municipality, Superintendent of Excise, BDO, Angul/ Office Notice Board for information and they are requested to display the above Quotation call notice in their office notice board for wide publication.

Memo No 337 /TAMDA Dt 21-06-2024
Secretary, TAMDA

Copy forwarded to N.I.C officer, Angul for information and he is requested to upload the Quotation Call Notice in the Dist. Website for wide publication.

Secretary, TAMDA

General Information sheet with Term & Conditions

1. Overview of Double Entry Accrual Based Accounting Reform in Odisha:

Double Entry Accrual Based Accounting Reform is a key Urban Reform and enables the Development Authority in achieving efficiency, transparency and accountability:

The Accounting Reform when implemented at the Development Authority enables the Development Authorities in:

2. Objectives of TAMDA Audit

- (i) Enable the auditor to appraise the client on meeting the objectives of Tax Audit I Development Authority.
 - (ii) Enable the auditor to provide a professional opinion on the annual financial statements of Development Authority these would include receipt and payment , income and expenditure , balance sheet , bank reconciliation statement , statement of expenditure and utilization certificate of concern Development Authority etc.
 - (iii) Enable the auditor to make specific observations on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guideline, MOU's and various guidelines for specific funding.
 - (iv) Specific assertion that the grants from the project have been used for intended purpose and bring to project's attention any fraud-related issues and activities including the diversion of funds from intended purpose or mis-use of funds.
3. The Quotation complete in all respect shall be submitted within the stipulated time and date and place specified in the Quotation.
 4. The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend.
 5. Bids received after stipulated time line specified in the Quotation shall not be considered and out rightly rejected.
 6. The bid will be rejected out rightly, if it founds that the bidder fails to submit the requisite documents, Statutory Documents as required etc.
 7. The Quotation must be sealed with envelopes super scribing "Quotation" for Audit of Accounts of TAMDA, Angul".
 8. The Quotation received beyond the time line will be rightly rejected.
 9. The firm must have some experience in finalization of Government audit under Tax Audit System.
 10. The firm should have to submit staff strength certificate in Form-2

11. The firm should have to submit the copy of Experience Certificate/Work order related to finalization of Government entity audit.
12. The CA firm quoted the lowest financial rate in the total column with maximum experience in Government audit will be assigned the work. If there is a tie between the prices & experience of two CA firms, then the work will be assigned to the firm by lottery.
13. **Deliverables, Timelines and Payment Scheduling:**

The CA firm must be ready to take up the assignment within 15 days and completed the work by last of 31st August 2024.

Deliverable/output (for Package)	Fees Payable	Fees Payable
1. Audited Financial Statement along with all the schedules as per ODAR of the Development Authority for the financial year as per the Quotation call notice 2. Audit Report based on the Scope of the work	After Submission of Report	30 days from the date of Submission of Report

The Bidder is required to submit the following reports:

1. Bank Reconciliation Statements for all the bank accounts.
 2. Trial Balance.
 3. Income and Expenditure account.
 4. Balance Sheet.
 5. Relevant Schedules & Annexure as per the need of ODAR.
 6. As per format of Finance Deptt. Letter NO. 7042(42) /F , dt. 12.3.2013
15. **Documents to be submitted:**
- i. CAG empanelment Certificate/ Acknowledgement
 - ii. Firm Constitution Certificate
 - iii. PAN of the firm
 - iv. GST Certificate (if any)
 - v. Average Annual Turnover of last three financial year.
 - vi. Government work experience work order (Experience in finalization of Government accounts).
 - vii. Financial Quotation (as per format enclosed Form-1)
 - viii. Staff Strength Certificate (As per format enclosed Form-2)

16. **Scope of Work:**

The Chartered Accountant Firms selected for that audit of Development Authorities accounts shall take into consideration the following aspects in addition to the attest function with respect to the financial year under review:

- i. All the required books of accounts as prescribed in ODA-1982 and necessary supporting documents (vouchers, bills, receipt and registers), have been kept in respect of all transactions & that clear synchronizations exists between accounting records, accounts books and the financial reports.
- ii. Adequate records (stock / asset registers) are maintained to properly reflect the assets of the Development Authority including details of cost, identification and location of assets.
- iii. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by competent authority according to the delegation of financial power and compliance to laws and prescribed guidelines.
- iv. The expenditures made by the Development Authoritys are as per the budget approved by the council bodies. A variance analysis should made showing the actual expenditure with budget figure.
- v. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Salary Register, Attendance Register, Cheque issue register, Grants Received Register etc.) in respect of receipts and expenditure of the Development Authority s. Where ever required the auditor may suggest/pass the rectification entries if any.
- vi. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.
- vii. Examination of utilization of grants received from Government of Odisha during the financial year under review.
- viii. Examination of category wise income accrued, income received and receivables reconciliation.
- ix. Examination of advances given and adjusted / recovered from staff and others.
- x. Examinations of statutory payments are made within the scheduled period, reconciliations and compliances viz.
 - a) Tax deducted at source with appropriate rate on payments made by the Development Authority and deposit of same within the scheduled period
 - b) Filling of quarterly TDS statement within the due date
 - c) Timely deduction and deposit of Royalty and Labour Cess
- xi. Examine whether there is any outstanding demands from any competent authority against the Development Authority as on the Balance Sheet date.
- xii. Examination of Accounts prepared by respective Development Authority as per ODAR – 1982


Secretary,
21.6.24
TAMDA, Angul

FORM-1

FORMAT FOR THE FINANCIAL PROPOSAL:

(On the Letter head of the Firm lead partner of the company full postal address, telephone nos., e-mail address etc.)

Rate for Audit of Accounts of TAMDA, Angul for One (1) financial year

Quotation for audit as per the Scope of Work as specified in the Quotation Call Notice		
Audit Fees (Rs.)	GST (if any) (Rs.)	Total (Rs.)

.(Rupees in word.....)

Authorized Signature of the Firm

FORM-2

Staff Strength Certificate

This is to certify that we have numbers of supporting staffs (qualified, semi qualified & article clerk) as on 31.05 .2024 in our organization.

Authorized Signature of the Firm

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of documentary proof.

Secretary,
TAMDA, Angul