



**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER – CUM -
PROJECT DIRECTOR (ATMA), ANGUL.**

Near DIC Chhak, Hemsarpada, Dist-Angul
Telephone No – 06764 - 233236, E-mail: ddaangul.dag@nic.in

(Extension Reform Cell)

Order No. 276 / ATMA, Dated. 04.02.2026.

**Expression of Interest (EOI) for empaneled Chartered Accountant firms to
conduct Audit of Accounts of PD. ATMA, Angul,**

Expression of Interest (EOI) is invited from comptroller & Auditor General empaneled audit firms for auditing of Accounts of the PD, ATMA, Angul, FIAC (All) of Angul district.

The Expression of Interest should indicate the audit Fees, taxes, TAIDA and accommodation charges if any separately. The interested and eligible firm submit their applications as per the format at "Annexure-1" with requisite self-attested documents with detail Bio data of the firm and it should reach at the office of the **Chief District Agriculture Officer, Angul, At- Hemsarpada, Near- DIC Chawk, Angul- 759122** in sealed envelope super scribed as EOI for empaneled Chartered Accountant firms to conduct Audit of Accounts of PD, ATMA, Angul, FIAC(ALL) of Angul District by **11.02.2026 up to 12.00 NOON.** through Regd./Speed post/Courier only. Proposals in e-Mail would not be entertained in this regard. Any application (EOI) received after due date and Time due to any reason, shall not be considered.

The EOI (**Technical bid & Financial bid**) will be opened on **11.06.2026 at 3.00 P.M** in the presence of selection committee constituted by the CDAO-cum-PD, ATMA, Angul at the office of the CDAO, Angul.

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.

Guidelines for Submitting the EOI:

CA Firms are required to submit the proposal as per the guidelines;

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**". The envelope containing the Technical and Financial Proposals shall be placed in to an outer **BIG ENVELOPE** and sealed. This outer "Big Envelope" shall bear the submission address, reference number and the title of Assignment, "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING STATUTORY AUDIT OF ACCOUNTS OF ATMA ANGUL AND FIACs FOR THE PERIOD**



of 2012-13 to 2024-25 and submit the same to the O/o the CDAO-Project Director, ATMA, Angul office Odisha through Regd./Speed Posts/Courier Only. No other mode of submission is allowed.

Terms and Conditions:

1. The Firm must be Odisha based and must have empaneled 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 the 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 1 (One) Months or 30 days from date of issue of work order to successful CA firm.
5. The interested Chartered Accountant firms are requested to furnish EOI indicating the fees including taxes, TAIDA 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 of GST and other related taxes, However, the TDS will be deducted from the bill amount as per the rules.
8. Minimum Value of Total Work/ Service. (Financial Bid)
 - (i) For Block level. Rs.5000/- per year under ATMA.
 - (ii) For District Level.Rs.10000/-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 of 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 constitution certificates of firm issued by the ICAI containing inter-alia.
 - (a) Date of information of the firms with a full time FCA. (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 firms.
 - (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 along with schedules.
 - (v) Details of court cases/ arbitration cases/ or any other case pending against the firm.

- (vi) Copy of the empanel code issued by C&AG/ State AG.
 (vii) Copy of the 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.
 (xi) The Firm must have qualified CA as staff

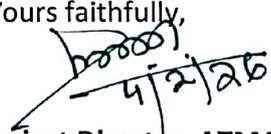
14. Cost of Earnest Money (EMD): **Rs.10,000/- (Rupees Ten Thousand only)** in shape of Demand Draft (DD) in favour of **Agricultural Management Agency, Angul** from any scheduled Commercial Bank payable at Angul.

15. Criteria for Technical Bid:

CRITERIA	MARKS	
Nos. of CAs (Partner) in the Firm	Up to 5	5 marks
	More than 5	10
Nos. of CAs (Staff) in the Firm	One	2
	More than 1	5
Nos of years of establishment of the firm	Less than 10 years	5
	10-20 years	10
	More than 20 years	20
Turnover per Annum	Less than 30 lakh	5
	30 to 50 lakh	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

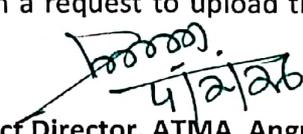
16. The minimum score required for technical bid is 70% marks out of 100 marks and the bidder, who will secure 70 or greater 70 marks will be eligible for opening of financial bid.
 17. The final selection will be done on the basis of "**Least cost based**" in the financial bid.

Yours faithfully,


 CDAO-Project Director, ATMA, Angul.

Memo No. 277 / Dt. 04.02.2026.

Copy to e-gov portal for information and necessary action with a request to upload the Expression of Interest (EOI).


 CDAO-Project Director, ATMA, Angul.

Annexure-I

Format of Application for EOI from Chartered Account Firms for Audit of the Accounts of PD, ATMA, Angul, FIAC (All) under ATMA of Angul District.

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 Officer 1 (if any)

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

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

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

Sl. No.	Name of the Proprietor/ partners	Membership No.	Location of office

7. Details of experience with the Govt. Sector/ Organization. (Relevant Experience)
(Enclose self – attested copies of appointment letters).

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

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

8. Turnover of Audit Firm :-

Sl. No.	Year	Turnover (Rs.)

(Enclosed self attested copy of income tax returns filed for previous three (03) years
(i.e. FY-2022-23, 2023-24 & 2024-25), P&L Account and Balance sheet of the period)

9. PAN No. of the Firm :-

10. GST Registration No. of Firm :-

Place:-

Date :-

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 do hereby verify & declare that :-

- a. We have read and understood the terms and conditions 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 correct 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 record.
- f. Our Firm have not been Blacklisted by any State/ Central Government Organisation/ Institution.

Place:-

Date :-

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