

## **BID DOCUMENT**

### **Selection of CAG Empanelled Chartered Accountant Firms for Statutory Audit of Nabarangpur Municipality**



**Nabarangpur Municipality,  
Nabarangpur**

## 1.1 Overview of Double Entry Accrual Based Accounting Reform in Odisha:

Double Entry Accrual Based Accounting Reform is a key Urban Reform and enables the Urban Local Body in achieving efficiency, transparency and accountability: H&UD department, Govt. of Odisha has launched a new initiative named SUJOG which will provide hassle-free and quick urban Services to tech citizens in DIGITAL platform. It is proposed to migrate F&A module to DIGIT Platform from E-Municipality Platform.

The Accounting Reform when implemented at the ULB enables the ULBs in:

- Right decisions, which leads to efficiency
- Appropriate financial reporting which brings in transparency
- It helps the management to fix accountability.

Rourkela Municipal Corporation now deciding to get audit the books of accounts for the financial year 2023-24 & 2024-25 onwards.

## 1.2 Requirement & Status of Books of Accounts

The books of accounts for the FY 2022-23 were completed and 2023-24 & 2024-25 to be prepared.

Thus, in order to examine the fairness of the financial statement, the books of accounts of the ULBs are required to be audited by independent Chartered Accountant firm.

The bidder is required to submit the audit report along with the audited financial statement for financial year 2023-24 onwards.

Nabarangpur Municipality proposes to hire services of Chartered Accountant (CA) firms to audit the books of accounts.

## 1.3 The audit fees will be as follows:

The audit fees limited to maximum atp Rs. 45,000/- (Rupees Forty Five Thousand) only for one financial year will be paid to the successful bidder on completion of audit.

\*This amount is inclusive of GST and other Taxes. No GST and other Taxes will be paid in addition to the fees with the rate as applicable.

## 1.4 Bidders Data Sheet

1	Name of the Assignment	Selection of CAG Empanelled CA firm for audit of accounts of Nabarangpur Municipality.
2	Language of documentation	English
3	Method of Selection	Quality Based Selection (QBS) Method
4	No of Copies of Technical Proposal	1 Copy of Technical proposal
5	Address for submission of bid	Office of the Nabarangpur Municipality At/Po:Nabarangpur Pin: 764059
6	Contact person	Sri. Chitta Ranjan Kar, Accountant Ph: 8249730297 E mail: <a href="mailto:municipalityngpr@gmail.com">municipalityngpr@gmail.com</a>
7	Date of Issue of RFP	
8	Mode of Submission	Proposals complete in all respect should be submitted to the inviting authority through <b>Speed Post / Registered Post / By Hand / through Private Courier</b> . Authority will not be responsible for postal delay or any other consequences.
9	EMD	<b>Rs. 2500/-</b> (Rupees Two Thousand Five Hundred Only) to be submitted along with the bid proposal in shape of DD/BD in favour of <b>Nabarangpur Municipality</b> payable in any of the Nationalised Bank at Nabarangpur
10	Last date and time for submission of Bid	<b>01.09.2025 up to 1:00 PM</b> The bids received beyond the stipulated time line will be out-rightly rejected.
11	Date and time for opening of technical proposal	<b>01.09.2025 3.30 PM</b>

## Instructions to Bidders

### 2.1 Definitions

- "Act" means The Odisha Municipal Act of 2003
- "Accounting Code" means Odisha Municipal Account Code as in force from time to time.
- "Applicable Laws" means all laws, promulgated or brought into force and effect by the Government of Odisha or the Government of India including rules and regulations made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement
- "C & A G" means Comptroller and Auditor of General of India.
- "Department" means Housing & Urban Development Department
- "DEABAS" means Double Entry Accrual Based Accounting System
- "GoO" means Government of Odisha
- "Firm" means Chartered Accountant Firm
- "ULB" means Urban Local Body (Municipality/ Municipal Corporation)



## 2.2 Disqualification:

The authority may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- Declared as ineligible by Govt/ State for corrupt, fraudulent practices or has been blacklisted.
- A Bidders proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- Firm shall submit the RFP which does not satisfy each and every condition laid down in the notice and RFP documents, failing which the RFP will be liable for rejection.
- Does not submit the bid before the stipulated time line to the inviting authority
- Does not attach the required documents along with the RFP.

## 2.3. For Clarification:

If the bidders require any clarification in the bid document he is required to submit the queries by E-mail to [municipalityngpr@gmail.com](mailto:municipalityngpr@gmail.com)

## 2.4 Amendments and Clarification for RFP:

During the process of evaluation of Proposals, this Municipality may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further Nabarangpur Municipality reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments.

## 2.5 Submission of Proposal

The technical Proposal shall be submitted in a sealed cover superscripted "**Technical Proposal for audit of DEABAS accounts**" with the following documents inside:

- a) A covering Letter from the bidder on the bidder's letter head.
- b) EMD as specified in the bidder's data sheet of this RFP in shape of DD/Bankers Cheque. The EMD of the non-qualified bidders will be returned without any interest and the EMD of the successful bidders will be returned without any interest after successful completion of the assignment.
- c) Duly Filled technical proposal formats along with details and supportive documentary evidence with necessary details as laid down in the Annexure 1 of this RFP.

## 2.6 Procedure for Opening of the Proposals and Selection

- First the Sealed Envelope containing "**Technical Proposal**" shall be opened. The technical proposal furnished by the bidder shall be evaluated and scored on the basis of criteria as specified in para 3.2 of this RFP.
- The bidder having highest mark in the technical evaluation will be allotted.

## General instructions for the bidders for the submission of proposal:

- 1) The proposal shall be submitted by **Registered Post / Speed Post / By Hand /Private Courier within** the stipulated time and date and place specified in the Bidder data sheet.
- 2) The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend.

- 3) Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected.
- 4) The bid will be rejected out rightly, if it founds that the bidder fails to submit the requisite documents, EMD, Statutory Documents as required etc. and the information as per the formats provided in technical proposal under RFP.

## **Evaluation of Proposal**

### **3.1 Evaluation of Proposal – Eligibility Criteria**

The bidder must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/ information as specified below.

Sl. No.	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
1	The bidder must be registered with The Institute of Chartered Accountants of India (ICAI) having certificate of practice to work as Chartered Accountant	Registration certificate of ICAI / Firm Constitution Certificate
2	The bidders must be empanelled with Comptroller & Auditor General(CAG) of India	Copy of CAG empanelled Certificate
3	The bidder should have Regd. Office or Branch office in Odisha	Details to be furnished in FORM-1

In addition to the above the bidders have to furnish the following documents along with the proposal:

- PAN Number
- GST Number
- Covering letter
- Registration with ICAI / Firm Constitution Certificate (FORM-1)

***Non-submission of any one of the above document along with proposal, leads to out rightly rejection of the proposal.***

***Mention on the top of the envelope:***

**Selection of CAG Empanelled CA firm for audit of accounts prepared through Double Entry Accrual Based Accounting System.**



### 3.2 Evaluation of Technical Proposal:

Formats and necessary details for the technical proposal are provided in **Annexure - 1** of this RFP. The evaluation / scoring pattern for technical proposal shall be as follows:

Sl. No.	Criteria	Maximum Marks	Supporting documents to be furnished in proof of claim
1	<b>No. of years in Profession</b> <b>Note:</b> Marking will be based on total no. of years in profession. Bidder having maximum year will get full mark and others will get in proportion.	10	Firm Constitution Certificate
2	<b>Financial Strength of the Bidder (Anx-2)</b> <b>Note:</b> Marking will be based on average turnover of last 3 years of the CA firm. Bidder having maximum turnover will get full mark and others will get in proportion.	20	Attach copies of audited Balance Sheets and P & L Accounts of the last three years or turnover certificate of last 3 years.
3	<b>Experience</b> <b>Note:</b> Marking will be based on total value of consultancy fees of the projects. Bidder having maximum value will get full mark and others will get in proportion.	30	The bidders are required to submit max no. of work orders
4	<b>Number of personnel in the firm: (Anx-3)</b>		
	<b>TOTAL No of Staff Strength in firm</b> <b>Note:</b> Bidder having maximum staff strength (qualified, semi qualified & article clerk) will get full mark and others will get in proportion.	10	Self certification of total strength in roll of the firm as on 31.07.2025
	<b>TOTAL MARKS</b>	<b>70</b>	

Based on the above technical scoring the merit list will be prepared and the highest will be allotted the audit. In case of tie of marks, the L1 bidder will be decided by Lottery only.

### 3.5 Supports by ULB

#### Support to be provided by ULBs

- The ULBs will designate a nodal officer among the staff members to prepare or arrange to prepare and provide all the required necessary details / documents / records / statements / information / explanations etc. to the selected bidder which will help him for audit
- The ULBs will provide a computer system with latest configuration, Tally or E-Municipality software to access the books of accounts under DEABAS, Laser Printer, required stationery, UPS and required work space.

### 4.0 Objectives and Scope of Work of ULB Audit

#### 4.1 Objectives of ULB Audit

- (i) Enable the auditor to appraise the client on meeting the objectives of Double Entry Accrual Based Accounting in specific ULBs.
- (ii) Enable the auditor to provide a professional opinion on the annual financial statements of ULB these would include receipt and payment, income and expenditure, balance sheet, bank reconciliation statement, statement of expenditure and utilization certificate of concern ULB 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 miss-use of funds.

## 4.2 Scope of Work

The Chartered Accountant Firms selected for audit of ULBs 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 OMAR-2012 and necessary supporting documents (vouchers, bills, receipt and registers ), minute books, have been kept in respect of all transactions & that clear synchronizations exists between accounting records, accounts books and the financial reports.
- ii. The financial reports and Utilization Certificates (UCs) submitted by the ULB to the Government are in agreement with the Grant and U C register and books of accounts.
- iii. The expenditures made by the ULBs are as per the budget approved by the council bodies. A variance analysis should made showing the actual expenditure with budget figure.
- iv. Adequate records (stock / asset registers) are maintained to properly reflect the assets of the ULB including details of cost, identification and location of assets.
- v. 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.
- vi. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Journal Book, Salary Register, Attendance Register, Cheque issue register, Grants Received Register etc.) in respect of receipts and expenditure of the ULBs. Where ever required the auditor may suggest to the ULB to pass the rectification entries if any.
- vii. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.
- viii. Examination of utilization of grants received from Government of Odisha during the financial year under review.
- ix. Examination of category wise income accrued, income received and receivables reconciliation.
- x. Examination of advances given and adjusted / recovered from staff and others.
- xi. 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 ULBs 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 Cess
- xii. Examine whether there is any outstanding demands from any competent authority against the ULBs as on the Balance Sheet date.
- xiii. Examination of Accounts prepared by respective ULB as per OMAR – 2012



#### 4.3 Deliverables, Timelines and Payment Scheduling:

Deliverable/ output (for Package)	Fees Payable	Timeline from the date of work order (Cumulative)	Fees Payable
1. Audited Financial Statement of the ULB for the financial year 2023-24 onwards 2. Audit Report based on the Scope of the work	After Submission of Report	15 days	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 OMAM





Form for Covering Letter  
(On the letterhead of the Firm)

Location, Date:

From:

Name of Bidder with Complete Address of Communication

To:

The Executive Officer,

Maburungwa Municipality

(ANNEXURE – I)

Sub. RFP Number No.

Dated:

Page No.

TECHNICAL PROPOSAL

With reference to your notice of invitation for sealed Checked Accountant  
Tenders to Bid for the supply of Maburungwa Municipality we are submitting our proposal.

Having duly studied and understood the tender document and its amendments and the details therein, I  
hereby submit the application for qualification for the above project.

We hereby confirm that

1. All information provided in the technical qualification statement and in the documents is true and  
correct.

2. We offer to provide the service at the fees as mentioned in the RFP.

We understand that the fees bid by firms, will be subject to verification of any and all information  
submitted in the tender. We also understand that the authority reserves the right to award either or  
vary the scope and terms of the bid.

We do not intend to waive any right at any stage of law or controversy arising to challenge,  
question or delay any decision taken by the authority in tender process.

Yours sincerely,

Signature

For and on behalf of

Signature

Yours sincerely,

Authorized Signatory (Signature with Date and Seal)

Name and Title of the Signatory

Enclosure: We are enclosing the following forms & supporting documents for our technical evaluation:

Form 1: Full postal address, telephone nos. of fax, e-mail address

Form 2: Synopsis/ Turnover of the CA Firm during the last three years

Form 3: Similar Assignment Undertaken for the last five years (only 5 best projects in each category)

Form 4: Cash Strength Certificate

**Format for Covering Letter**  
**(On the letterhead of the Firm)**

[Location, Date]

**From:**

[Name of Bidder with Complete Address of Communication]

**To,**

The Executive Officer,  
Nabarangpur Municipality.

**Sub: RFP Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_**

**Dear Sir,**

With reference to your notice no \_\_\_\_\_ for hiring services of CAG empanelled Chartered Accountant Firms to audit accounts of Nabarangpur Municipality we are submitting our proposal.

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project.

We hereby confirm that:

1. All information provided in the technical qualification statement and in the attachments is true and correct.
2. We offer to provide the service with the fees as mentioned in the RFP.

We understand that the final bids by Firm(s) will be subject to verification of any and all information submitted in the tender. We also understand that the authority reserve the right to amend, alter or vary the scope and terms of the bid.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by the authority in selection process.

Yours sincerely,

Signature

For and on behalf of

I remain,

Yours sincerely,

**Authorized Signatory [Signature with Date and Seal]:**

Name and Title of the Signatory: \_\_\_\_\_

**Enclosure:** We are enclosing the following forms & supporting documents for our technical evaluation

Form-1: Full postal address, telephone nos. or fax, e-mail address etc

Form-2: Financial Turnover of the CA Firm during the last three years

Form-3: Similar Assignment Undertaken for the last five years only 5 best projects in each category

Form-4: Staff Strength Certificate



## FORM - 1

(On the letterhead of the Organization/ Firm)

(On the Letterhead of the Firm: lead partner of the firm, full postal address, telephone nos. or fax, e-mail address etc.)

A. Year of Registration of with ICAI:

B. CAG Registration Number:

C. Location of HO / Branch in Odisha with Address:

(Copy of Registration Certificate, PAN Card, Service Tax Registration certificate, Empanelment no with CAG, Certificate of Practice shall be attached)

## FORM - 2

Financial Turnover of the CA Firm during the last three years

Sl. No.	Year	Turn Over in INR
1		
2		
3		
Average Annual Turnover for the last three years (INR)		

(Please provide the copies of the Balance Sheet and Profit Loss Statement for the corresponding period)

Authorized Signatory [In full and initials]: \_\_\_\_\_  
With Seal and date

**FORM-3**

**Staff Strength Certificate**

This is to certify that we have ..... numbers of supporting staffs (qualified, semi qualified & article clerk) as on 31.07.2025 in our organisation.

Authorized Signatory [*In full initials and Seal*] \_\_\_\_\_

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

Selection of DAG Empanelled Chartered Accountant Firms for  
Statutory Audit of Nabarangpur Municipality



Nabarangpur Municipality,  
Nabarangpur