

DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY

(Society registered under the Society act 1973, Red. No.30197 dt. 01/07/2014)

No/C.B.P./D.B./EOI/2024

Bhilai Dated. 05.01.2024

EXPRESSION OF INTEREST FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR AUDIT AND CONSULTANCY SERVICES

COLLECTOR DURG in capacity of PRESIDENT of DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY order by dated 05/10/2023 DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY to Monitor city bus services, Mobile Medical Unit, Shree Dhanwantri Medical Yojna seeks expression of interest from eligible Chartered Accountant Partnership Firm for the period of three years which may be extended for further period based on satisfactory performance of Chartered Accountant Firm.

The consultant will be required by special purpose vehicle DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY for statutory compliance, advice on various decisions making matters & Budget Preparation for DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY. Interested Chartered Accountant firm fulfilling the annexed criteria may express their EXPRESSION OF INTEREST (hereinafter referred as "EOI") to the SECRETARY DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY.

SUBMISSION OF EOI

Interested Chartered Accountant Firm Should Submit **Part I** - EMD of Rs.5000/- by way of FDR for 03 years in Favour of **Secretary DDUPSS A/c Name of Chartered Accountant Firm** in a envelope subscribed as "**BID EMD**", **Part II** "Technical Proposal" in a envelope subscribed as "**TECHNICAL BID**" containing information in Technical Bid-Form 01 & 02 along with all the documents as prescribed in Annexure A & B and **Part III**- Financial Proposal in envelope subscribed as "**FINANCIAL BID**". All the Three envelopes Part I, Part II and Part III shall be submitted in a single envelope subscribed as "**EXPRESSION OF INTEREST OF CHARTERED ACCOUNTANT FIRM FOR CONSULTANCY SERVICES**" to be delivered either by Registered Post or Speed Post to Durg District Urban Public Service Society (City Bus Office) Room No.48, Bhilai Municipal Corporation, Supela Bhilai (CG) on or before 29/01/2024 Up to 5.00 PM. EOI received by other mode, after due date/time and without EMD shall not be considered for further process.

Interested bidders are requested to collect information about terms & condition from Room No.48, DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY (City Bus Office) Head Office of Municipal Corporation Bhilai during office hours or it may be also downloaded from website www.bhilainagarnigam.com, www.durg.gov.in and www.uad.cg.gov.in or before 29/01/2024 .The EOI shall be opened on 30/01/2024 at 11:00 AM in Durg District Urban Public Service Society(City Bus Office) Room No.48, Bhilai Municipal Corporation, Supela Bhilai (CG).


Secretary
DURG DISTRICT URBAN
PUBLIC
SERVICE SOCIETY

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Scope Or Work :

- 1- The Consultant will be required by DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY for Annual Audit & Consultancy work.
- 2- Consultant shall render their professional services for DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY
- 3- Consultant has to see all the statutory compliance including Income Tax Return filing, E-TDS Returns, Audit Report, Budget Preparation of DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY, Opinion on Balance Sheet of Financial Year, Preparation and correction of PAN and TAN, and advice for Book keeping and Renewal of Society from RFAS.


Annexure A - Eligibility Criteria:

- 1- Chartered Accountant Firm should be a Partnership /Company having Head office in Durg District of Chhattisgarh State;
- 2- Chartered Accountant Firm should have at least 03 FCA Partner, 01 ACA Partner and 01 Qualified Paid Assistant as per guidelines of Institute of Chartered Accountants of India;
- 3- 01 FCA Partner should have Certificate of Cooperative Audit issued by ICAI and partner in Firm continuously at least for 10 years.;
- 4- Chartered Accountant Firm should have completed at least 10 years existence as per Institute of Chartered Accountants of India;
- 5- Chartered Accountant Firm should have Average Annual Turnover of not less than Rs 35.00 Lacs in latest 3 consecutive financial years;
- 6- Chartered Accountant Firm should have to be registered with Comptroller and Auditor General of India, New Delhi for year 2020-21,2021-22 and 2022-23;
- 7- Chartered Accountant firm should have experience of Audit in any State Government Organization or its undertaking for minimum for 05 year.

Note : 1- Relevant documentary proofs in respect of all the above requirements need to be submitted along with the offer. Without sufficient documentary proof about qualifying criteria, the offer is likely to be rejected.
2- The auditor or his representative should attend the prescribed office of the society and receive the desired documents.

Annexure B – Desired document

- 1 Firm Registration Certificate issued by K A I
- 2 Certificate of practice of Partners;
- 3 PAN (and of Firm
- 4 C A's empowlement certificate of Firm for Year 2020-21, 2021-22 and 2022-23
- 5 GST registration certificate;
- 6 Documents in support of financial turnover of the Firm,
- 7 Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against the Firm and its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.


Secretary
DIRECTOR GENERAL
SERVICES SOCIETY

In Letter Head of Chartered Accountants Firm

Technical Bid Form -01

**EXPRESSION OF INTEREST OF CHARTERED ACCOUNTANT FIRM FOR AUDIT
AND CONSULTANCY SERVICES**

Brief profile of Chartered Accountant Firm

S.No	PARTICULARS	Supported Documents Required To Be Submitted With This Form
1.	(a) Name of the firm (in Capital letters)	
	(b) Address of the Head Office	
	Telephone no /Mobile No	
	Email ID	
	PAN NO. of the Firm	
	C & AG Empanelment No.	
	GSTIN No.	
2.	(a) Firm's Registration No. ICAI	
	(b) Region name	
	© Region Code No.	
3.	(a) Date of constitution of firm	
	(b) Date since when the firm has a full time FCA.	
4.	Full time partners of the firm (a) Number of FCA (b) Number of ACA	
5.	No. of part time partners, if any	

6.	No. of full time chartered accountants (paid Staff)	
7.	No. of audit staff employed fulltime with the firm:	
	(a) Article/ Audit clerk	
	(b) Other Audit staff (with knowledge of book keeping & accounts)	
	© Other professional Staff	
8.	Address of Branch if any (Please mention)	
9	Experience of Audit/Income Tax Compliance for Similar nature of Society	
10	Details of Audit experience in any State Government Organization or its undertaking, minimum for 05 year. (attach Copy of appointment Letter duly Self Attested)	

Note :- Please attach Copy of documents in support of Information required duly Self Certified

For,

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(Name of Chartered Accountant Firm)

Place:

Date

Seal of Firm

(Name of Partner)

Membership No.

In Letter Head of Chartered Accountants Firm

Technical Bid Form -02

**EXPRESSION OF INTEREST OF CHARTERED ACCOUNTANT FIRM FOR AUDIT
AND CONSULTANCY SERVICES**

Annual Turnover of Chartered Accountant Firm

Financial Year	Turnover
2020-21	
2021-22	
2022-23	
Average Annual Turnover	

Note :-

1. Please Attach Copy of Financial Statement for relevant Year duly Self Attested
2. Please Attach Copy of Income Tax Return for relevant Year duly Self Attested

For ,.....
(Name of Chartered Accountant Firm)

Place:

Date

Seal of Firm

(Name of Partner)
Membership No.

In Letter Head of Chartered Accountants Firm

**EXPRESSION OF INTEREST OF CHARTERED ACCOUNTANT FIRM FOR AUDIT
AND CONSULTANCY SERVICE**

Financial Bid

S No	Particulars	Fees (in figures and Words)
1	For Financial Year 2023-24	
2	For Financial Year 2024-25	
3	For Financial Year 2025-26	

Note :

Goods & Service Tax shall be paid in addition to above subject to submission of document of GST Registration

For
(Name of Chartered Accountant Firm)

Place
Date

Seal of Firm

(Name of Partner)
Membership No.