

# DURG DISTRICT URBAN PUBLIC SERVICE SOCIETY

(Society registered under the Society act 1973, Red. No.30179 dt. 01/07/2014)

No/C.B.P./D.B./EOI/2024/688

Bhilai Dated. 23.10.2024

## EXPRESSION OF INTEREST (2<sup>nd</sup> call) FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR AUDIT AND CONSULTANCY SERVICES

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

The CA Firm is required by special purpose vehicle Society for statutory compliance, advice on various decisions making matters & Budget Preparation for Society. Interested CA 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 CA 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 an envelope subscribed as "**BID EMD**", **Part II** "Technical Proposal" in an envelope subscribed as "**TECHNICAL BID**" containing information in Technical Bid-Form 01 to 04 along with all the documents as prescribed in Annexure A & B and **Part III**- Financial Proposal-Form 01 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 ANNUAL AUDIT & 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 (C.G.) on or before 05/03 /2024 Up to 5:00 PM. EOI received by other mode 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](http://www.bhilainagarnigam.com), [www.durgdistricturbanpublicservicesociety.com](http://www.durgdistricturbanpublicservicesociety.com) and [www.uad.cg.gov](http://www.uad.cg.gov). in or before 05/03/2024. The EOI shall be opened on 06/03 /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 of Work:

- 1- The CA Firm will be required by Society for Annual Audit & Consultancy work to Local Audit observations.
- 2- CA Firm shall render their professional services for Society
- 3- CA Firm has to look after all the statutory compliance including Income Tax Return filing, E-TDS Returns, Audit Report, Budget Preparation of 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. The necessary information or documents shall be provided by Society to CA Firm at least 30 days of prior to Compliance date.

### Annexure A - Eligibility Criteria:

- 1- CA Firm should be a Partnership/LLP having Head office / Branch Office in Durg District of Chhattisgarh State;
- 2- CA Firm should have at least min 04 Partner of which 2 should b FCA as per guidelines of Institute of Chartered Accountants of India;
- 3- 01 FCA Partner should have Certificate of DISA issued by ICAI;
- 4- 01 FCA Partner should have Certificate of Cooperative Audit issued by ICAI;
- 5- CA Firm should have completed at least 10 years existence as per Institute of Chartered Accountants of India;
- 6- CA Firm should have Average Annual Turnover of not less than Rs 50.00 Lacs in latest 3 consecutive financial years;
- 7- CA Firm should have to be registered with Comptroller and Auditor General of India, New Delhi for year 2020-21,2021-22 and 2022-23;
- 8- CA Firm should have experience of Audit in any State Government Organization or its undertaking for minimum for 05 year.;
- 9- CA Firm should have minimum 3 years of experience in audit of similar nature of Society. Preference shall be given to Chartered Accountants firm having experience of similar nature of Society.

**Note :** 1- Relevant documentary proofs in respect of all the above requirements need to be submitted along with the offer by CA Firm. Without sufficient documentary proof about qualifying criteria, the offer is likely to be rejected.  
2- The CA Firm 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 ICAI;
2. Certificate of DISA issued by ICAI;
3. Certificate of Cooperative Audit issued by ICAI;
4. PAN Card of Firm;
5. GST registration certificate;
6. CAG empanelment certificate of Firm for Year 2020-21, 2021-22 and 2022-23;
7. Copy of Audited/Unaudited Financial Statement along with Copy of Income Tax Return Acknowledgment for relevant Financial Year in support of financial turnover of the firm;
8. Copy of Internal/Statutory Audit Appointment Letter issued by Govt. Organization including Govt Owned/Funded Trust/society for Minimum 5 Years;
9. Copy of Statutory Audit Appointment Letter issued by Govt Owned/Funded Trust/society of similar nature Organization including for Minimum 3 Years;
10. 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 or moral turpitude or for violation of laws in force.

Note : Non submission of required documents shall not be considered for further process

  
Secretary  
**DURG DISTRICT URBAN PUBLIC  
SERVICE SOCIETY**

**In Letter Head of Chartered Accountants Firm**

**Financial Bid Form -01**

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

**Financial Bid**

S No	Minimum Fees Required to be Quoted	Quoted Fees (in figures and Words)
1	Rs.1,20,000.00 ( Rupees One Lakh Twenty Thousand Only) per year. Inc. All taxes ( Ex. GST)	

Note :

1. Goods & Service Tax shall be paid in addition to above subject to submission of document of GST Registration.
2. Bid amount quoted less than minimum fees shall be considered as ineligible.

**Place:**

**Date :**

**For, .....**

**Name of Partner:.....**

**Membership No.....**

Seal of Firm



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**

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

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)	
	(c) Other professional Staff	
8.	Address of Branch if any (Please mention)	
9	Experience of Audit and Compliance to Statutory Obligations for same nature as of Society (attach Copy of appointment Letter duly Self Attested )	
10	Details of Statutory/Internal Audit experience in Government Organization or its undertaking, minimum for 05 year. (attach Copy of appointment Letter duly Self Attested )	

Note :-

- (1) Please attach Copy of documents in support of Information required duly Self Certified.
- (2) Use Separate sheet for detailed Information, if required.

Place:  
Date :

For, .....  
Name of Partner:.....  
Membership No.....

Seal of Firm

**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**

<b>Financial Year</b>	<b>Turnover (Rs. In Lacs)</b>
<b>2020-21</b>	
<b>2021-22</b>	
<b>2022-23</b>	
<b>Average Annual Turnover</b>	

Note :-

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

**Place:**  
**Date :**

**For, .....**  
**Name of Partner:.....**  
**Membership No.....**

Seal of Firm

**TECHNICAL ELIGIBILITY EVALUATION SHEET**

Technical Bid Form -03

**Name of CA Firm:-**

The eligibility scoring criteria for Evaluation shall be as follows.

Sr. No.	Particulars	Marks	Marks Obtained
1	Partnership Firm/LLP ( Limited liability partnership)	3	
2	Having Head Office /Branch office in Durg District	6	
3	No. of FCA/ACA Partners in Firm	12 (Maximum marks )	
	For 01 FCA Partner (4)		
	For 01 ACA Partner (2)		
4	Chartered Accountant 01 Paid Assistants	2 (Maximum marks)	
	01 CA Paid Assistants (2)		
6	Atleast one FCA partner having Certificate of DISA Issued by ICAI	3	
7	Atleast one FCA partner having Certificate of Cooperative Audit Issued by ICAI	4	
8	No. of year of Existence of firm		
	Less than 10 Yrs.	2	
	10 Yrs. - 15 Yrs.	4	
	15 Yrs. - 20 Yrs.	8	
	More than 20 Yrs.	16	
9	Avg Turnover for last 3 completed Fin. Years		
	Rs.50.00 Lacs or above	2	
	Rs.50.00 Lacs to Rs.75.00 Lacs	4	
	Rs.75.00 Lacs to Rs. 01.00 Cr.	8	
	More than Rs.01.00 Cr.	16	
10	Empaneled with CAG in last 3 Yrs.		
	2022-23	5	
	2021-22 & 2022-23	10	
	2020-21, 2021-22 & 2022-23	15	
11	Audit Experience of Govt. Organization including Govt Owned/Funded Trust/Society for Minimum 5 Years		
	Less than 05 years	5	
	Equal to 06 to 10 years	10	
12	Audit Experience of minimum 03 years of same nature of Society		
	Less than 03Yrs	2	
	03 years and more	4	
<b>Total Marks Scored</b>			

**Note :-**

1. Please attach Self Attested Copy of Required documents as supporting evidence.
2. CA Firm scoring qualifying Marks less than 50 shall be ineligible.

**Place:****Date :****For, .....****Name of Partner:.....****Membership No.....**

Seal of Firm



**In Letter Head of Chartered Accountants Firm**

**Technical Bid Form -04**

**Undertaking**

To,  
The Secretary  
Durg District Urban Public Service Society,  
Room No.48, Bhilai Municipal Corporation,  
Supela Bhilai (C.G.)

Subject: Undertaking Regarding any Legal Suit/Criminal cases pending against the Firm and its partners of .....(Name of CA Firm).

Dear Sir/Madam,

I/We, .....(Name of Partner) , S/o ..... , partner in .....(Name of CA Firm) having registered office as per ICAI located at.....( Postal/Correspondence Address with PIN Code) , hereby provide the following undertaking to confirm the legal status of our firm:

1. I/We confirm that as on the date of this undertaking, there are no pending legal suits or criminal cases against our firm, its partners, or any of its representatives.
2. I/We further confirm that neither our firm nor any of its partners have been previously convicted on grounds of moral turpitude or for the violation of any laws in force.
3. I/We assure that all activities carried out by our firm are in strict compliance with the applicable laws and regulations.
4. In case of any legal proceedings initiated against our firm, its partners, or representatives after the date of this undertaking, we commit to promptly inform the Society (Secretary, Durg District Urban Public Service Society about the same and the decision given by Society with respect to the assignment applied herewith shall be accepted by us.

This undertaking is made in good faith and to the best of our knowledge and belief as of the date mentioned above.

Yours sincerely,

Place:

Date :

For, .....  
Name of Partner:.....  
Membership No.....

Seal of Firm