

# DISTRICT OFFICE, JAJPUR

(Child Protection Unit)

No: DCPU/JPR/ 649/19 Date: 04/06/19

## Tender Call Notice

Sealed Tenders are invited from interested reputed CA firm (VAG empanelled ) having minimum experience of 5 years to conduct audit of the account of District Child Protection Unit, Jajpur for the financial year 2016-17,2017-18 & 2018-19 . The CA firm must full fill the following terms and conditions.

- ❖ The firm must be having valid CAG license and must be registered under Chartered Accountant Act.
- ❖ A sum of Rs.5000/- shall be deposited by the intending bidders in shape of A/C payee Bank Draft in favour of the " District Child Protection Unit, Jajpur" and submitted along will the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
- ❖ The minimum fees for conducting year wise Audit is Rs.4500/-.
- ❖ The quotation completed in all respect should <sup>be</sup> drop<sup>ed</sup> in the drop box kept at DCPU Office <sup>Send by</sup> / Speed Post to the Office of the District Child Protection Unit, Collectorate New Building, Room No-29, At/PO/Dist-Jajpur, Pin-755001 on or before 18/06/19 by 1.00PM and the tender will be opened on the next day i.e. on 19/06/19 at 11.00 AM in presence of the bidder or their authorized representatives at the Office Chamber of ADM, Jajpur.

The Application form of Tender containing general bid information & terms and conditions for conducting audit work will be available with DCPU office, Collectorate, Jajpur from 04/06/19 to 18/06/19 or can be downloaded from District website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) from dt. 04/06/19 to 18/06/19.

  
03/06/19  
Addl District Magistrate  
Jajpur

Memo No: DCPU/JPR/ 650/19 Date: 04/06/2019

Copy to the PD,DRDA/Sub-Collector/DSWO/Nizarat Officer, Jajpur with request to affix a notice of Tender in their Notice Board.

  
03/06/19  
Addl District Magistrate  
Jajpur

Memo No: DCPU/JPR/651/19 Date: 04/06/2019

Copy to the DIO, NIC, Jajpur to upload the Tender Notice in District Website.

  
03/06/19  
Addl District Magistrate  
Jajpur

TERMS & CONDITIONS FOR CONDUCTING AUDIT WORKS

The following term and conditions must be filled by the successful bidder for conducting audit works of District Child Protection Unit.

1. The CA firm (CAG empanelled ) shall conduct cent percent checking of receipt and payment vouchers relating to cash & noncash transactions, subsidiary registers, general ledger and other documents etc.
2. The CA firm shall prepare the audit /consulting report covering both management and financial audit
3. The CA firm (CAG empanelled) shall conduct audit & prepare audit report according to the financial rules, existing circulars of AGs Odisha.
  - A. A verification of grant received & sanctioned or utilized component wise.
  - B. A verification of records like cash book, ledger, advance register, stock register.
  - C. A verification of assets and liabilities of DCPU.
  - D. An examination and verification of all financial transaction of DCPU.
  - E. An examination of statement of account including the receipts & payments and expenditure statement, balance sheet, reconciliation sheet.

A note of an account to be prepared by the auditor along with the audit report on the following points.

- i. Any transaction which appears to the auditor to be contrary of the financial and OSCPS rules.\
  - ii. Any sum which ought to have been put has not been brought to account.
  - iii. Whether or not the auditor has obtained all information and explanation which is required.
  - iv. Whether the financial statement show true and fairness of accounts of the DcPU and any further steps need to be taken, if any for true and fairness of records .
4. Conducting of audit of procurement undertaken by DCPU
  5. The auditor should submit a verification certificate in accordance with rules along with audit report.
  6. No advance will be paid to the firm for conducting the audit works.
  7. In case of any dispute the decision of the Collector, Jajpur shall be final and binding.



03/06/19  
Signature of

Tendering Calling Authority  
( Addl. District Magistrate)  
Jajpur

TERMS & CONDITIONS FOR CONDUCTING AUDIT WORKS

1. Name and address of the Firm :
2. Registration No. of the Firm :
3. CAG empanelled letter No :
4. Valid period of CAG license :
5. Date of Registration :
6. Proposed year wise rate for audit :  
(including all charges)
7. Contact number of the firm :  
Mobile No..... Telephone No.....)

"certified that the information's submitted above are true to the best of my knowledge and belief"

Seal & Signature  
of the Tenderer