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**DISTRICT MINERAL FOUNDATION, SUNDARGARH**

Collectorate Campus, Sundargarh-770001, Email ID: [dmfsundargarh@gmail.com](mailto:dmfsundargarh@gmail.com), Tel No. - 06622-273846

**TENDER CALL NOTICE FOR SELECTION OF CAG EMPANELLED CHARTERED  
ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF  
DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL  
YEARS 2024-25 TO 2026-27**

Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Sundargarh invites sealed tender form the C&AG Empaneled List (Last Updated) partnership Chartered Accountant Firms for conduct of Statutory Audit of Accounts of **District Mineral Foundation, Sundargarh** for financial year **2024-25 to 2026-27**. The Engagement of Chartered Account firm will be through single stage two envelope bidding procurement i.e. Technical Bid and Financial Bid. The Firm who qualifies the technical criteria will be eligible for the opening Financial. All the bid documents shall be submitted by the interested Firm through Speed Post/Registered Post/Courier to the Chief Executive Officer, DMF, Sundargarh, PIN-770001. The Firms should submit their Technical Bid and Financial Bid into two separate envelopes indicating Technical Proposal & Financial Proposal on the top of the respective envelopes and both the envelopes are to be packed inside one single sealed envelope. The outer sealed Envelope is to be superscripted with **"TENDER CALL NOTICE FOR SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27"**.

The Detailed Term & Condition along with Bid documents will be available in Sundargarh District website i.e: (<https://sundargarh.odisha.gov.in/>).

- Opening Date for submission of Bid: 11/03/2025
- Pre-Bid Meeting: 18/03/2025 at 12:00 PM
- Last date for receipt/submission of Bid paper: 27/03/2025 up to 5:00 PM
- Opening of Bid paper: 28/03/2025 at 11.30 AM at O/O the Chief Executive Officer, District Mineral Foundation, Sundargarh in presence of bidders/Representative of Bidder' s.
- The tender papers can be downloaded from (<https://sundargarh.odisha.gov.in/>), web portal, the bidder must submit a DD of Rs.500/ & Rs. 5000/- for Tender fee & EMD respectively - along with the bid papers drawn in favor of District Mineral Foundation, Sundargarh payable at Sundargarh.
- Without the DD bid papers will be liable for rejection.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.

Collector & Chairperson-cum-  
Managing, Trustee, DMF, Sundargarh

Memo No. 834...../DMF

Dt. 11/03/2025

Copy to DIO, NIC, Sundargarh with a request to upload this Expression of Interest (EOI) in the Sundargarh District Web- Site (<https://sundargarh.odisha.gov.in/>), by 11/03/2025 for wide publication and timely response by the intending firms.

  
Collector & Chairperson-cum-  
Managing, Trustee, DMF, Sundargarh

Memo No. 835...../DMF

Dt. 11/03/2025

Copy submitted to the Addl. Secretary to Govt., Planning and Convergence Department, Odisha, Bhubaneswar for favor of kind information.

  
Collector & Chairperson-cum-  
Managing, Trustee, DMF, Sundargarh

Memo No. 836...../DMF

Dt. 11/03/2025

Copy submitted to Principal Accountant General (A&E), Odisha, Bhubaneswar for favor of kind information.

  
Collector & Chairperson-cum-  
Managing, Trustee, DMF, Sundargarh

Memo No. 837...../DMF

Dt. 11/03/2025

Copy to the ADM, Sundargarh/ Rourkela/ Sub- Collector, Sadar/Panposh/Bonai/ all Block Development Officer of the District/Superintending Engineer, R&B Division, Sundargarh/Rourkela/ Superintending Engineer, RW Division, Sundargarh/ Rourkela/ Executive Engineer Minor Irrigation Division, Sundargarh/ Executive Engineer, Irrigation Division, Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Superintending, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/Rourkela/ Executive Engineer, PHED, Rourkela/ Executive Officers of Urban Local Bodies of the District/ DI & PRO, Sundargarh/Rourkela, Project Director, DRDA, Sundargarh for information and with a request to display this Expression of Interest (EOI) in their respective office Notice Board for wide publication.

  
Collector & Chairperson-cum-  
Managing, Trustee, DMF, Sundargarh

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR  
APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION  
(DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27**



District Mineral Foundation, Sundargarh  
Sundargarh, Odisha

Tender No: DMF-SNG-01/2024-25

Date: 11/03/2025

**INVITATION TO TENDER**

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS  
STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE  
FINANCIAL YEARS 2024-25 TO 2026-27**

The Governor of Odisha, represented through the Office of the District Mineral Foundation (DMF), Sundargarh, Government of Odisha, invites sealed technical and financial bids (tender) from eligible Chartered Accountant Firm for "SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27". The Firm fulfilling the prescribed eligibility criteria of the Tender can access and download the complete Tender Document and other details from <https://sundargarh.odisha.gov.in/>

The major events under the bid process are:

| Sr. No. | List of Key Events                       | Critical Dates  |
|---------|--|---|
| 1       | Date of Issue of Tender                  | 11.03.2025  |
| 2       | Date of Pre-Bid Meeting                  | 18.03.2025 at 12:00 PM  |
| 3       | Deadline for Submission of Pre-Bid Query | 17.03.2025; 04:00 PM by email   |
| 4       | Issue of Pre-bid Clarifications          | via online mode on NIC Website  |
| 5       | Last Date for Submission of Bid          | 27.03.2025 by 05:00 PM  |
| 6       | Date of Opening of Technical Bid         | 28.03.2025 at 11:30 AM  |
| 7       | Date of Opening of Financial Bid         | To be intimated to select The Firm at later stage   |
| 8       | Tender Fee                               | Rs 500/- in favour of DMF Sundargarh ((Non-Refundable) in shape of DD (Details have been mentioned this document) |
| 9       | EMD                                      | Rs 5000/- in favour of DMF Sundargarh (Refundable) in shape of DD (Details have been mentioned this document)     |

The bid complete in all respects must reach the undersigned by **Speed Post/Registered Post** only latest by 28.03.2025 **before 05.00 PM** in a sealed envelope clearly mentioning on the top of it "SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27". The Bids received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all bids without assigning any reason thereof. Any addendum/corrigendum for the above will be published in the above website only.

**Address for Submission of bids:**

**DISTRICT MINERAL FOUNDATION, SUNDARGARH**

District Mineral Foundation Sundargarh, Collectorate Campus, Near Sub-Collector Office, Odisha PIN - 770001

Email: [-dmfsundergarh@gmail.com](mailto:-dmfsundergarh@gmail.com) Phone- [18003457461](tel:18003457461) /01141182138

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR  
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(DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27**

**1. INTRODUCTION:**

The District Mineral Foundation (DMF), Sundargarh, is a statutory trust set up under the Mines and Minerals (Development and Regulation) Act, 1957, with the objective of addressing the social and economic needs of mining-affected areas and communities. Funded through contributions from mining leaseholders, DMF Sundargarh focuses on sustainable development initiatives across critical sectors such as healthcare, education, drinking water, sanitation, livelihood promotion, and infrastructure development.

Guided by the principles of transparency and accountability, DMF Sundargarh plays a pivotal role in ensuring fair growth and the upliftment of vulnerable sections of society in mining-impacted regions. The Foundation works under the Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) framework, ensuring compliance with statutory provisions and fostering inclusive development.

This RFP aims to onboard a Chartered Accountant (CA) firm to aid DMF Sundargarh in achieving its financial and statutory objectives, ensuring optimal utilization of funds and adherence to best practices.

**2. OBJECTIVES OF THE PROJECT**

The objective of hiring a Chartered Accountant (CA) firm for the District Mineral Foundation (DMF), Sundargarh, is to ensure robust financial management, accountability, and compliance with statutory and regulatory requirements. The engagement aims to strengthen the foundation's financial processes, enhance transparency, and facilitate efficient utilization of funds for the socio-economic development of mining-affected communities.

**Key objectives of the project include.**

**2.1. Ensuring Financial Compliance**

Ensure adherence to applicable financial regulations, government guidelines, and auditing standards.

**2.2. Transparent Fund Management**

Maintain accountability by ensuring that funds are utilized effectively and transparently for projects aligned with DMF objectives.

**2.3. Efficient Financial Reporting**

Prepare and present accurate and timely financial reports to assist decision making and provide insights into fund utilization.

**2.4. Strengthening Internal Controls**

Identify and mitigate financial risks by implementing robust internal control mechanisms and processes.

**2.5. Support in Statutory Audits**

Assist in statutory audits, including compliance with the provisions of the Companies Act, Income Tax Act, and other applicable laws.

**2.6. Financial Planning and Budgeting**

Provide expert advice on financial planning, budgeting, and allocation of resources to ensure alignment with the developmental priorities of DMF.

**2.7. Capacity Building**

Build the capacity of DMF staff in financial management and best practices through knowledge-sharing and training sessions.

**2.8. Monitoring and Evaluation**

Monitor ongoing financial activities and evaluate fund utilization to ensure alignment with the objectives and impact assessment of DMF initiatives.

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### **3. SCOPE OF WORK**

The primary objective of the statutory audit is to provide an independent opinion on the financial statements of DMF Sundargarh and ensure that they present a true and fair view of the financial position, results of operations, and cash flows in accordance with the applicable financial reporting framework.

The audit will also ensure that funds have been utilized for the intended purposes and in compliance with relevant rules, regulations, and guidelines.

The statutory auditor will be required to perform the following tasks:

#### **3.1. Financial Audit**

- 3.1.1. Verify the accuracy, completeness, and fairness of financial statements, including the Balance Sheet, Income & Expenditure Account, and Cash Flow Statement.
- 3.1.2. Ensure that the accounts are maintained as per prescribed accounting standards and statutory requirements.
- 3.1.3. Review of accounting records, vouchers, and supporting documentation.
- 3.1.4. Verification of compliance with relevant tax laws (GST, Income Tax, etc.), labor laws, and other applicable laws.

#### **3.2. Internal Control Review**

- 3.2.1. Evaluate the adequacy and effectiveness of internal control systems in place.
- 3.2.2. Assess whether internal controls are being followed and recommend improvements if required.

#### **3.3. Fund Utilization**

- 3.3.1. Ensure that funds have been utilized for the purposes for which they were allocated.
- 3.3.2. Check compliance with guidelines of the Mines and Minerals (Development and Regulation) Act, 1957 and other applicable government notifications or guidelines.

#### **3.4. Statutory Compliance**

- 3.4.1. Review adherence to statutory provisions and government orders applicable to DMF Sundargarh.
- 3.4.2. Ensure proper deduction and timely deposit of statutory dues (TDS, GST, PF, etc.).

#### **3.5. Reporting and Deliverables**

- 3.5.1. Submission of the audit report along with audited financial statements, highlighting any qualifications, observations, and recommendations.
- 3.5.2. Submission of a management letter detailing observations on internal controls, systems, and processes, along with recommendations for improvement.
- 3.5.3. Attend meetings of the governing body/trust as and when required to discuss audit findings.

### **4. PROJECT CYCLE**

The hiring of Chartered Accountant firm is initially for a period of one year (may be extended further every year up to a maximum of 03 years (including initial one year) from the date of contract or effective date. The period of contract may be curtailed or extended depending upon the performance of the successful The Firm and requirements. The period of contract can be extended on the same rates, terms, and conditions for a further period at the discretion of the DMF Sundargarh, Odisha.

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**5. GENERAL TERMS AND CONDITION:**

- 5.1. The Chartered Accountant firm to be engaged must be registered with the Institute of Chartered Accountants of India (ICAI) and should have been in practice for at least 5 years as of the date of submission of the bid.
- 5.2. The firm must have experience in conducting Statutory Audits / Internal Audits of Government organizations, Public Sector Undertakings (PSUs), Private, or similar entities. Proof of experience, including engagement letters and completion certificates, must be submitted along with the bid.
- 5.3. The audit firm shall not have been blacklisted/debarred by any Government, Semi-Government, PSU, or Autonomous Body at the time of submission of the Bid. A self-declaration affidavit to this effect must be submitted along with the technical bid.
- 5.4. The lead auditor/engagement partner must be a Fellow Chartered Accountant (FCA) with a minimum of 5 years of post-qualification experience in auditing government organizations or PSUs.
- 5.5. The audit team should consist of a minimum of 3 qualified professionals, including CAs, Semi-Qualified CAs, and audit assistants with relevant experience. The firm must provide the details of the audit team in the technical bid.
- 5.6. The scope of work includes verification of financial records, examination of books of accounts, checking compliance with statutory regulations, ensuring proper utilization of funds, and submitting recommendations for improvement.
- 5.7. The audit report, including financial statements and observations, must be submitted within 45 days from the date of commencement of the audit. Any delay beyond the stipulated time may attract a penalty.
- 5.8. The successful bidder shall ensure strict confidentiality of all financial data and audit findings. Any breach of confidentiality will result in immediate termination of the contract and legal action as per applicable laws.
- 5.9. The firm shall ensure professional conduct and compliance with ICAI's Code of Ethics while carrying out the audit.
- 5.10. The audit must be completed within the stipulated timeline. In case of delay, a penalty of 0.5% per week (subject to a maximum of 10%) of the total contract value shall be imposed.
- 5.11. In addition to the existing penalty, DMF may withhold up to 20% of the payment if the final deliverables are delayed by more than 30 days from the agreed timeline without valid justification.
- 5.12. The firm must maintain all necessary records and provide access to authorized representatives of DMF Sundargarh, as and when required.
- 5.13. The contract period shall be for one financial year (2024-25), which may be extended for subsequent years maximum up to three years including initial year of contract. Extension shall be based on satisfactory performance.
- 5.14. DMF Sundargarh, reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or non-compliance with terms.
- 5.15. DMF reserves the right to terminate the contract without prior notice in case of breach of contract terms, misrepresentation of information, or involvement in fraudulent practices.
- 5.16. The payment shall be made after the completion of the audit and submission of the final report, subject to approval by the competent authority. No advance payment will be made.
- 5.17. Any dispute arising out of the contract shall be referred to the Collector & Chairperson, DMF, Sundargarh, whose decision shall be final and binding. If legal proceedings are required, they shall be subject to the jurisdiction of the courts in Sundargarh only.
- 5.18. DMF Sundargarh reserves the right to cancel or reject any or all bids without assigning any reason thereof.
- 5.19. The successful bidder cannot subcontract the audit work to any other firm or individual.
- 5.20. The liability of the audit firm shall be limited to the total value of the contract, except in cases of gross negligence, willful misconduct, or fraud, where no such limitation shall apply.

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- 5.21. The audit firm shall comply with all applicable laws, regulations, and standards, including the Companies Act, 2013, the GST Act, and the Income Tax Act. Non-compliance will result in termination of the contract.
- 5.22. The firm shall comply with all applicable laws and statutory obligations, including those related to taxation, labor laws, and professional standards as prescribed by ICAI and the Government of India.
- 5.23. The successful bidder shall be responsible for ensuring compliance with the Minimum Wages Act, PF, ESI, and other labor laws for any employees engaged in the audit process.
- 5.24. The audit firm agrees not to solicit or hire any employee or staff member of DMF Sundargarh involved in this project for a period of one year after the completion of the contract.
- 5.25. The successful bidder shall sign an agreement with DMF Sundargarh on a ₹100/- Non-Judicial Stamp Paper before the commencement of the audit.
- 5.26. The audit firm must have its head office or branch office in the state of Odisha, preferably in Sundargarh or nearby districts, for better coordination and execution of the assignment.
- 5.27. In case of any discrepancies or misconduct by the audit firm, DMF Sundargarh reserves the right to forfeit the Performance Security Deposit and take necessary action as per rules.
- 5.28. The audit firm shall indemnify and hold DMF harmless from any legal consequences or financial loss arising from negligence, misrepresentation, or failure to fulfill statutory obligations during the audit.
- 5.29. The firm shall be responsible for any fraud, misstatement, or financial irregularities found during the audit period and must report the same immediately to the competent authority.
- 5.30. The firm must submit a duly signed Letter of Acceptance (LOA) confirming their acceptance of the terms and conditions before issuance of the Work Order.
- 5.31. The selected audit firm must ensure that audit findings and observations are clearly documented and shall provide necessary explanations and clarifications if sought by DMF Sundargarh or any other authority.

**6. ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION**

| Sl. No. | Eligibility Criteria             | Details   | Documents to be furnished  |
|---------|----------------------------------|---|--|
| 6.1.    | <b>Empanelment with C&amp;AG</b> | The Firm must be empanelled with the <b>Comptroller and Auditor General of India (C&amp;AG)</b> as per the latest order.  | <b>C&amp;AG empanelment Certificate.</b>   |
| 6.2.    | <b>Firm Structure</b>            | The bidder must be a legally registered <b>Partnership Firm</b> , or a <b>Limited Liability Partnership (LLP)</b> engaged in auditing, taxation, or financial consulting services. The firm must have a minimum of <b>two partners</b> , both of whom must be registered with the <b>Institute of Chartered Accountants of India (ICAI)</b> . <b>Sole proprietorship firms are not eligible</b> to participate in this bidding process. | <b>ICAI Registration Certificate to verify the firm's structure and the number of partners</b> |
| 6.3.    | <b>Turnover</b>                  | The Firm must have <b>Average annual turnover</b> for the <b>last three years</b> must be <b>at least INR 10,00,000</b> .   | <b>Turnover certificates</b> for the last three years from Independent Auditor.                |

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|      |                                  |   |   |
|------|----------------------------------|---|---|
| 6.4. | <b>Registration Requirements</b> | Must be <b>registered with ICAI</b> , have a <b>valid PAN and GST Registration.</b>   | <b>PAN card and GST Registration Certificate</b>  |
| 6.5. | <b>Audit Experience</b>          | The firm must have at least 5 years of external audit experience conducting statutory audits for government organizations, public sector undertakings (PSUs), autonomous bodies, or similar statutory funds, including DMFs or mining-related welfare trusts  | <b>Audit experience letters</b> from state government, PSU, Private or autonomous bodies for the last 5 years.                      |
| 6.6. | <b>Blacklisting</b>              | Bidders must submit an <b>undertaking</b> confirming they have <b>not been blacklisted, banned, suspended, or debarred</b> by any government entity, PSU, or regulatory authority. Non-disclosure may lead to <b>bid rejection or contract termination, with forfeiture of EMD or Performance Security.</b> | <b>Undertaking</b> confirming no black-listing and no disengagement due to inferior performance.                                    |
| 6.7. | <b>Staffing Requirements</b>     | The firm must have at least <b>three audit staff</b> in addition to partners. <b>Audit managers</b> must be qualified CA with at least <b>5 years of post-qualification experience.</b>   | <b>Experience certificates</b> for audit managers (CA with 5 years of experience) and audit staff (minimum 3 years).                |
| 6.8. | <b>EMD</b>                       | The firm must Submit an <b>Earnest Money Deposit (EMD) of INR 5,000</b> via <b>Demand Draft (DD)</b> , payable to <b>District Mineral Foundation, Sundargarh.</b>   | <b>Earnest Money Deposit (EMD) of INR 5,000</b> in the form of <b>DD</b> payable to <b>District Mineral Foundation, Sundargarh.</b> |

**7. Tender Fee & Earnest Money Deposit (EMD)**

Bidders must submit an Earnest Money Deposit (EMD) of **INR 5,000/- (Rupees Five Thousand only)** and a non-refundable tender fee of **INR 500/- (Rupees Five Hundred only)** as part of the technical bid.

The EMD and tender fee should be in the form of **separate Demand Drafts (DDs)** issued by a **Nationalized/Scheduled Bank**, drawn in favor of "**District Mineral Foundation (DMF), Sundargarh,**" payable at **Sundargarh.**

**7.1. Refund of EMD**

7.1.1. The **EMD of unsuccessful bidders** will be refunded **after the finalization of the selection process and contract award.**

7.1.2. The **EMD of the selected firm** will be retained **until the successful completion and submission of the Audit Report.**

**7.2. Forfeiture of EMD**

The EMD will be forfeited under the following circumstances:

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- 7.2.1. If the firm is found to have engaged in **corrupt, fraudulent, coercive, undesirable, or restrictive practices** as defined in **Clause 28 (Fraud and Corrupt Practices)** of this RFP.
- 7.2.2. If the firm **withdraws its proposal during the bid validity period** or during any **extended period** of validity.
- 7.2.3. If the **selected firm fails to accept the Audit Agreement, execute the contract, or provide the required Performance Security** within the stipulated time as per **Clause 12.5 (Financial Evaluation and Contract Award)**.
- 7.2.4. If the firm **violates any terms** of the RFP or is found to have **made false representations** in the bid.
- 7.2.5. If the firm submits a **non-responsive bid**, as per **Clause 17 (Test for Responsiveness)**.

**8. VALIDITY OF THE BID**

Bids shall remain valid for 120 (one twenty) Days from the date of the opening of the Technical Bid. DMF reserves the right to reject any bid with a shorter validity period as non-responsive. The selection process and contract award will be completed within the bid validity period, which may be extended with mutual consent.

**9. PRE-BID MEETING**

The Firm can submit their queries in respect of the Tender and other details, if any, to DMF Sundargarh through email [dmfsundergarh@gmail.com](mailto:dmfsundergarh@gmail.com) before the pre-bid meeting. **The Pre-bid meeting will be held in the District Mineral Foundation (DMF) conference hall (1<sup>st</sup> Floor), Collectorate campus, Sundargarh-770001 at specified date and time mentioned above.** Clarifications to the above will be uploaded in <https://sundargarh.odisha.gov.in/> of the respective The Firm for the purpose of preparation of the bid.

**10. SUBMISSION OF BID**

The Firm must submit their bids by **Registered Post / Speed Post only** to the specified address on or before the last date and time for submission of bids. The Client will not be responsible for postal delay / any consequence in receiving the bids. Each part should be separately bound with no loose sheets. Each page should be numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any bid that arrives after the deadline. Any bid received after the deadline will be rightly rejected by the Authority. The Firm should submit only one bid.

The procedure for submission of the bid is described below:

**10.1. Technical Bid (Original)**

The envelope containing technical bid shall be sealed and superscripted as **“TECHNICAL BID– SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27”** and to be furnished inside one envelope. The duly filled-in technical Bid submission forms, with all the supportive documents and information must be furnished as part of technical Bid.

**10.2. Financial Bid (Original):**

The envelope containing financial bid shall be sealed and superscripted as **“FINANCIAL BID – SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27”** and to be

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furnished inside one envelope. The duly filled-in financial bid forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only. The financial bid shall not include any conditions attached to it and any such conditional financial bid shall be rejected.

The "**Technical Bid**" and "**Financial Bid**" must be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats/information mentioned in the Tender Document. The first envelope must be marked as "**TECHNICAL BID (SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27)**"

**Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the bid. All the pages of the bids must be sealed and signed by the authorized representative of the Firm. Bids with any conditional offer shall be rightly rejected. All pages of the Bid must have to be sealed and signed by the authorized representative of the Firm. Any conditional bids will be rejected.**

The second envelope must be marked as "**FINANCIAL BID (SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27)**" and it should contain Financial Bid only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:  
TENDER NUMBER AND DATE:  
NAME OF THE FIRM:  
DEADLINE FOR SUBMISSION OF BID:  
NAME AND ADDRESS OF THE FIRM:  
CONTACT NUMBER OF THE FIRM:**

**11. EVALUATION OF TECHNICAL BID**

- 11.1. The firm should submit their bids in the attached format.
- 11.2. The DMF will open the technical bids in the presence of the firm or their representatives who choose to attend at the designated place and time. Proper authorization from their firm/agency must be presented at the time of bid opening; otherwise, they will not be allowed to participate.
- 11.3. Any bid from a firm that does not comply with one or more of the conditions specified in the eligibility criteria for technical qualification will be rejected.
- 11.4. The firm must present the original documents related to the eligibility criteria for technical qualification on the tender opening date for verification. Additionally, DMF reserves the right to verify the documents submitted by the issuing organizations.
- 11.5. The technical bid documents will be opened first. The information required in Annexure-A, along with all necessary documents (Form-1 to 3), will be evaluated. The firm must meet all items of the "Eligibility Criteria." An undertaking confirming that the firm is not blacklisted must be submitted as per the enclosure.
- 11.6. Firms that qualify in the technical bid will proceed to the financial bid evaluation.
- 11.7. **Technical Evaluation Criteria:** Total Marks 100 (70% Weightage)

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| Sl. No. | Evaluation Criteria                                       | Max Marks | Scoring Parameters   | Marks | Detailed Requirements / Justification   |
|---------|---|-----------|--|-------|---|
| 1       | Firm's Experience (Years of Practice)                     | 20        | 10+ years  | 20    | Firm must have at least <b>10 years</b> of external audit experience in <b>State/Central Government Institutions, Autonomous Bodies, PSUs, Societies, or similar organizations.</b>       |
|         |   |           | 8 - 10 years   | 15    | Firm must have successfully provided similar services for at least <b>8 years.</b>  |
|         |   |           | 5 - 8 years  | 10    | Firm must have been in operation for at least <b>5 years</b> in the statutory audit field.  |
| 2       | Experience in Govt/PSU Audits (No. of Completed Projects) | 20        | 8+ completed projects  | 20    | Firm must have successfully completed at least <b>8 external audit assignments</b> for Government Departments / PSUs in the past 10 years.  |
|         |   |           | 5 - 7 completed projects   | 15    | Firm must have successfully conducted at least <b>5 external audit assignments</b> or Government Departments / PSUs.  |
|         |   |           | 3 - 4 completed projects   | 10    | Firm must have completed at least <b>3 audit projects</b> for any government organization / PSU.  |
| 3       | Qualification of Lead Auditor (FCA)                       | 15        | 8+ years of post-qualification experience                                  | 15    | The <b>Lead Auditor must be a Fellow Chartered Accountant (FCA)</b> with at least <b>8 years of experience</b> in statutory/government audits.  |
|         |   |           | 5 - 8 years of post-qualification experience                               | 10    | The <b>Lead Auditor must have a minimum of 5 years</b> of FCA qualification and relevant audit experience.  |
| 4       | Team Composition & Experience                             | 15        | More than 3 professionals with relevant experience                         | 15    | Firm must have at least <b>3 qualified professionals (other than partners)</b> with a <b>minimum of 3 years' experience</b> in statutory audits.  |
|         |   |           | At least 3 professionals   | 10    | Firm must have at least <b>3 professionals, including Article Assistants and Semi-Qualified CAs</b> , who have worked in statutory audits.  |
| 5       | Annual Turnover of the Firm                               | 10        | ₹20 lakh and above (average of last 3 years)                               | 10    | The firm's <b>average annual turnover for the last three financial years must be at least ₹20 lakh.</b> Audited financial statements must be provided as proof.                           |
|         |   |           | ₹10 lakh - ₹20 lakh (average of last 3 years)                              | 5     | The firm's <b>average annual turnover must be at least ₹10 lakh</b> for the last three financial years.   |
| 6       | Presentation on Audit Approach & Methodology              | 20        | Outstanding methodology, scope, risk assessment, and mitigation strategies | 20    | The firm must present a <b>comprehensive audit methodology</b> , demonstrating a clear <b>understanding of scope, risk management, internal control review, and audit execution plan.</b> |
|         |   |           | Satisfactory methodology and scope understanding                           | 15    | Presentation must show <b>good understanding</b> of statutory audit processes and compliance frameworks.  |
|         |   |           | Basic methodology, limited scope understanding                             | 10    | The methodology must demonstrate <b>basic compliance</b> with statutory audit requirements but may lack depth.  |

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11.8. Technical Score Formula:

Technical Score (Ts) = (Marks obtained/Total Marks×100) × 0.70

**12. EVALUATION OF FINANCIAL BID**

12.1. Financial bids of only the technically qualified The Firm will be opened for evaluation in the presence of qualified The Firm.

12.2. One authorized representative of each of the Firm would be permitted to be present at the time of opening of the bids.

12.3. The L1 price will be decided based on the lowest quoted Total cost of the Audit for one fiscal year.

12.4. Financial negotiations shall only be conducted if the Rates/Prices quoted are not found to be reasonable/or are High. If the negotiation with L1 Firm fails, then the authority may invite the L2 Firm to execute the assignment at the reasonable Rate/Price as decided by the Committee. If the negotiation with the L2 Firm fails, the authority shall cancel the bidding process and re-invite the bids for the assignment.

12.5. The letter for award of contract will be issued to you only after receipt of the performance guarantee. The Successful Firm, after receipt of the work order, will enter in a contract.

**12.6. Financial Evaluation (30%)**

The firm with the lowest financial bid (Fm) will be awarded the full 30 marks, while others will be scored proportionally:

Financial Score (Fs) =  $(Fm/F \times 100) \times 0.30$

Where:

- **Fm** = Lowest Financial Bid
- **F** = Financial Bid of the Firm

**13. FINAL EVALUATION**

The total score will be calculated by combining Technical and Financial Scores:

Final Score (S) = Ts + Fs

The firm with the highest Final Score (S) will be selected.

**14. CONFLICT OF INTEREST**

A The Firm shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any The Firm found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security (EMD), as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such The Firm's bid (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a The Firm shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

14.1. The Firm or its Associate and any other The Firm or its Associate thereof have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a The Firm or an Associate thereof (or any shareholder thereof having a shareholding of not more than 25% (twenty-five per cent) of the paid up and subscribed share capital of such The Firm or Associate, as the case may be) in the other The Firm or Associate is not more than 25% (twenty five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control

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- or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or
- 14.2.a constituent of such The Firm is also a constituent of another The Firm; or
- 14.3.such The Firm or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan, or subordinated debt from any other The Firm or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other The Firm or any Associate thereof; or
- 14.4.such The Firm has the same legal representative for purposes of this Bid as any other The Firm; or
- 14.5.such The Firm, or any Associate thereof has a relationship with another The Firm, or any Associate thereof, directly or through common third party/ parties, which puts either or both in a position to have access to each other's information about, or to influence the Bid of either or each other; or
- 14.6.such The Firm, or any Associate thereof has participated as a The Firm to the Authority in the preparation of any documents, design, or technical specifications of the Project.

**15. INTELLECTUAL PROPERTY RIGHTS**

Any deliverables, reports, or data generated during the audit process shall remain the intellectual property of DMF Sundargarh. The audit firm shall have no rights over such data or reports, and any unauthorized use will be considered a breach of contract.

**16. EVALUATION OF BIDS**

- 16.1.The Authority shall open the Technical Bid at the prescribed time in Table - I, at the office of DMF Sundargarh and record the names of the Bidders from whom Bids are received.
- 16.2.The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out in this Clause
- 16.3.To facilitate evaluation of Technical Bid, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Technical Bid. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. If a Bidder does not provide clarifications sought under this clause within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, the Authority may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority.

**17. TEST FOR RESPONSIVENESS**

- 17.1 As part of the evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive only if:
- 17.2It is received as per the format specified in the RFP.
- 17.3It is received by the Authority on or before the specified time on the Bid Due Date including any extension thereof pursuant to Clause.
- 17.4It is duly signed and stamped by the authorized signatory as per the requirements of the RFP.
- 17.5It is accompanied by the proof of paying the Bid Security/EMD.
- 17.6It is accompanied by the Power of Attorney for signing of bid.
- 17.7It contains certificate from its statutory auditors/chartered accountant for demonstrating financial capacity. It does not contain any condition or qualification

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- 17.8 It contains all the information and documents (complete in all respects) as requested in this RFP; and
- 17.9 It is not non-responsive in terms hereof.
- 17.10 The Bidder must establish the minimum eligibility criteria as specified in the RFP and provide details as per the format in Tech-2.
- 17.11 The Bid must be accompanied by the Audited Annual Reports of the Bidder for the last 3 (three) financial years, preceding the year in which the Bid is made.
- 17.12 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

**18. SELECTION OF BIDDER**

- 18.1 The Bidders considered as responsive in terms of Clause 17 and fulfilling the Minimum Eligibility Criteria as set forth in Clause 6 shall be further evaluated based on the evaluation criteria set forth in the RFP.
- 18.2 Financial Bids of only Qualified Bidders shall be considered for evaluation and shall be invited for the opening of Financial Bids.
- 18.3 The Authority shall select the Bidder through a Least Cost Based Selection (LCBS) process. Technical and Financial Bids shall be evaluated based on parameters specified in the RFP document.
- 18.4 The financial bid of only those Bidders who are technically qualified shall be opened. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount shall be ranked as L1 Bidder or Lowest Bidder ("L1 Bidder" or "Lowest Bidder"), Bidder quoting next higher figure as L2 and so on.
- 18.5 The bidders must quote rates for as per the Scope of Work. If a bidder quotes nil rates in bid, the bidder shall be treated as invalid and will not be considered as lowest bidder.
- 18.6 If two more bidders quote same lowest price, such lowest bidders can be asked to submit sealed revised offer, and the revised offer should not be higher than their original quoted price. The lowest offer can be decided on the basis of revised offer. If the revised offer is again found to be equal, then the lowest bid of these bidders shall be decided by draw in presence of authorized representative of bidders.
- 18.7 The Bidder whose bid is adjudged as responsive in terms hereof and who quotes the lowest aggregate bid price to be paid by the Authority shall ordinarily be declared as the selected bidder (the "Selected Bidder").
- 18.8 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as Damages on account of failure of the Selected Bidder(s) to acknowledge the LOA, and the next eligible Bidder may be considered
- 18.9 After acknowledgement of the LOA as aforesaid by the Selected Bidder(s), it shall execute the Contract within the period prescribed in Table – I (Bid Data Sheet). The Selected Bidder(s) shall not be entitled to seek any deviation, modification or amendment in the Contract.
- 18.10 The decision of Authority shall be final and binding on the bidders.

**19. CONTACT DURING BID EVALUATION**

Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

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**20. CORRESPONDENCE WITH BIDDER**

The Authority shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Bid. Any information contained in the Bid shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Goods is subsequently awarded to it based on such information.

**21. The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all Bid(s) without assigning any reasons.**

**22. DISCLOSURE**

22.1. The Firms have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Firm or termination of its contract.

22.2. The Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, or the financial standing of the Firm, including but not limited to appointment of any officer such as a receiver in relation to the Firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

22.3. The Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:

22.3.1. A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.

22.3.2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.

22.3.3. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**23. ANTI-CORRUPTION MEASURE**

23.1. Any effort by The Firm(s) to influence the DMF in the evaluation and ranking of financial bid, and recommendation for award of contract, will result in the rejection of the bid.

23.2. A recommendation for award of Contract shall be rejected if it is determined that the recommended The Firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the DMF shall ban the Firm either indefinitely or for a stated period, disqualifying it from participating in any related bidding process for the said period.

**24. LANGUAGE OF BIDS**

The Bid and all related correspondence exchanged between the Firm and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Bid, the translated version shall govern.

**25. CONFIDENTIALITY**

25.1. Information relating to the examination, clarification, evaluation and recommendation for the Firm shall not be disclosed to any person who is not officially concerned with the Bidding Process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information

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unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process. Amendment of the Tender Document At any time before submission of bid, the Client may amend the Invitation Tender by issuing an addendum through NIC Sundargarh website. Any such addendum will be binding on all the Firm. To give The Firm reasonable time in which to take an addendum into account in preparing their bids, the Authority may, at its discretion, extend the deadline for the submission of the bids.

- 25.2. The audit firm shall ensure that all financial data and information accessed during the audit process is handled with utmost confidentiality. Unauthorized disclosure or misuse of data will result in immediate termination of the contract and legal action.

**26. AUTHORITY'S RIGHT TO ACCEPT ANY BID, AND TO REJECT ANY OR ALL BID/S**

The Authority reserves the right to accept or reject any bid, and to annul or amend the bidding/selection/evaluation process and reject all bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the Firm.

**27. DISQUALIFICATION OF BID**

The Bid is liable to be disqualified in the following cases as listed below:

- 27.1. Bid submitted without Bid Processing Fee & EMD as applicable.
- 27.2. Bid not submitted in accordance with the procedure and formats as prescribed in the Tender document.
- 27.3. During validity of the bid, or its extended period, if any, the Firm increases the quoted prices.
- 27.4. Bid is received in incomplete form.
- 27.5. Bid is received after due date and time for submission of bid.
- 27.6. Bid is not accompanied by all the requisite documents / information.
- 27.7. Bids with any conditional technical and financial offer.
- 27.8. If the Firm provides any assumptions in the financial bid or qualifies the commercial bid with its own conditions, such bid will be rejected even if the commercial value of such bid is the lowest / best value.
- 27.9. Bid is not properly sealed or signed.
- 27.10. Bid is not conforming to the requirement of the scope of the work of the assignment.
- 27.11. The Firm tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
- 27.12. If, any of the bid documents, excluding the commercial bid, submitted by the Firm is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the Firm or any person acting on its behalf indulges in corrupt and fraudulent practices.
- 27.13. Any other condition/situation which holds the paramount interest of the Authority during the overall section process.

**28. FRAUD AND CORRUPT PRACTICES**

The Firm and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, DMF may reject a Bid without being liable in any manner whatsoever to the Firm, if it determines that the Firm, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, DMF shall be entitled to forfeit and appropriate the Bid Security or

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Performance Security as Damages, without prejudice to any other right or remedy that may be available to DMF under the Bidding Documents and/ or the Agreement, or otherwise.

Without prejudice to the rights of the DMF hereinabove and the rights and remedies which DMF may have under the RFP, or otherwise if a The Firm is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process such The Firm, at the sole and absolute discretion of DMF , shall not be eligible to participate in any tender or RFP issued by DMF during a period of 2 (two) years from the date such The Firm, is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. The following terms shall have the meaning hereinafter respectively assigned to them:

28.1. "corrupt practice" means

28.1.1. the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DMF who is or has been associated in any manner, directly or indirectly, with the Bidding Process or work order or has dealt with matters concerning the Agreement or arising therefrom, before or after the \ execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DMF , shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or

28.1.2. save and except as permitted under the Clause of this RFP, engaging in any manner whatsoever, whether during the Bidding Process person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of DMF in relation to any matter concerning the Project.

28.2. "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts.

28.3. "Coercive Practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.

28.4. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Project Sponsoring Authority with penal the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

28.5. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among The Firm with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

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**TECHNICAL BID FORMAT**

|          |   |  |
|----------|---|--|
| TECH -1  | : | Cover Letter   |
| TECH --2 | : | Technical Bid in Standard Format with all the Supporting Documents   |
| TECH --3 | : | Annual turnover and net worth certificate from an Independent Chartered Accountant firm.   |
| TECH --4 | : | Self-Declaration on Non-Judicial Stamp Paper in original that the organization is currently not black-listed/banned/suspended/debarred by any Government or any of its agencies. |
| TECH --5 | : | Self-Declaration/Undertaking for Eligibility & Compliance  |
| TECH --6 | : | Power of Attorney in the name of the person signing the proposal.<br>Original Power of Attorney  |

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**TECHNICAL BID**

**TECH- 1**

**COVER LETTER**

*[On the Letter Head of the Applicant]*

Date:

Place:

**To**

The Chief Executive Officer,  
District Mineral Foundation,  
Sundargarh – 770001, Odisha.

**Subject:** Submission Of Technical Bid for Selection of CAG Empanelled Chartered Accountant Firm for Appointment as Statutory Auditor Of District Mineral Foundation (DMF), Sundargarh For The Financial Years 2024-25 To 2026-27.

**Reference:** Tender No.: \_\_\_\_\_, Dated: \_\_\_\_\_ 2025

1. With reference to your RFP document dated ....., I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for Selection of CAG Empaneled Chartered Accountant Firm for Appointment as Statutory Auditor of DMF, Sundargarh for the financial years 2024-25 to 2026-27.
2. I/ We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for evaluation purposes, and we certify that all information provided in the Bid and in the supporting documents is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of assisting **DMF, Sundargarh** in the evaluation of the Bid.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any Goods or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
  - a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.
  - b) I/ We do not have any Conflict of Interest in accordance with Clause 14 of the RFP.
  - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP, in respect of any tender or request for

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proposal issued by or any agreement entered with the Authority or any other public sector enterprise or any Authority, Central or State; and

- d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the assignment, without incurring any liability to the Bidders, in accordance with the provisions of this RFP.
9. I/ We believe that we satisfy the Turnover criteria and meet(s) all the requirements as specified in this RFP.
10. I/ We declare that we are not disqualified or debarred from participating in this bidding process.
11. I/ We certify that in regard to matters other than security and integrity of the country, I/ we/any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake or which relates to a grave offence that outrages the moral sense of the community.
12. I/We further certify that regarding matters relating to security and integrity of the country, I/ we/any of our Associates have not been charge-sheeted by any agency of the government/Authority or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. I/ We further certify that no investigation by a regulatory authority is pending either against us/ our Associates or against our CEO or any of our Directors/ Managers/ employees.
14. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of provisions of this RFP, we shall intimate the Authority of the same immediately.
15. I/We further certify that we or any of our Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any supply of Goods, and no bar subsists as on the date of Bid.
16. I/We understand that the Selected Bidder must be a Chartered Accountant Firm registered with the **Institute of Chartered Accountants of India (ICAI)** and **empanelled with the Comptroller and Auditor General of India (CAG)** for conducting statutory audits of government entities. The firm must be legally structured as a **Pvt Ltd./Partnership Firm or a Limited Liability Partnership (LLP)** as per ICAI regulations and should comply with all applicable statutory norms and auditing standards.
17. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the Goods and the terms and implementation thereof.
18. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Contract in accordance with the draft agreement that has been provided to me/us prior to

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR APPOINTMENT AS STATUTORY AUDITOR OF DISTRICT MINERAL FOUNDATION (DMF), SUNDARGARH FOR THE FINANCIAL YEARS 2024-25 TO 2026-27**

the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

19. I/We have studied all the Bidding Documents carefully. I/ We understand that except to the extent as expressly set forth in the Contract, I/ we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of it.
20. I/We offer a Bid Security of INR (Rupees .....)  
to the Authority in accordance with the RFP Document. The Bid Security in accordance with this RFP and in the form ..... is attached.
21. The documents accompanying the Technical Bid, as specified in Annexure Tech-2 of the RFP, have been submitted.
22. I/We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Contract is not awarded to me/us or our Bid is not opened.
23. The Financial Bid has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, the Contract, our own estimates of costs and after a careful assessment and all the conditions that may affect the Estimated Cost.
24. I/We agree and undertake to abide by all the terms and conditions of the RFP.
25. I/We shall keep this offer valid for 60 (Sixty) days from the Bid Due Date specified in the RFP.
26. I/We have read and understood the provisions regarding restrictions on procurement from a bidder of a country that shares a land border with India, as per applicable government regulations. I/We certify that we comply with these restrictions and abide by the terms and conditions set forth in the RFP

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,  
Date:  
Signature  
Place:

|                             |
|-----------------------------|
| Seal of the<br>Organization |
|-----------------------------|

(Authorized Signatory)  
Name:  
Designation:

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**TECH – 2**

**THE FIRM PROFILE AND EXPERIENCE**

The Firm are required to provide the detailed information requested as per the format below:

| Sl. No.   | General Particulars of the Firm   | Details to be filled up by the Firm   |
|---|---|---|
| 1   | <b>Firm Details</b>   |   |
|   | a) Name of the Audit Firm   |   |
|   | b) Registered address with telephone numbers  |   |
|   | c) Mobile Number  |   |
|   | d) Email ID   |   |
|   | e) Date of Incorporation of Firm  | DD/MM/YYYY  |
|   | f) GST Number of the Firm   |   |
|   | g) PAN Number of the Firm   |   |
|   | h) Firm Registration No. (FRN with ICAI)  |   |
|   | i) Number of Partners   |   |
|   | j) Number of Audit/Article Assistants   |   |
|   | k) Overall Experience of Firm (in Years)  |   |
|   | l) <b>Authorized Person's Details:</b>  |   |
|   | ✓ Name & Designation  |   |
|   | ✓ Telephone/Landline Number   |   |
|   | ✓ Email ID  |   |
| ✓ Mobile Number   |   |   |
| ✓ Fax Number  |   |   |
| 2   | <b>Earnest Money Deposit (EMD) - INR 5,000/-</b>  |   |
|   | Demand Draft No.  |   |
|   | Name of Bank  |   |
|   | Date  |   |
|   | Amount  | INR 5,000/-   |
|   | Enclosed DD   | Yes/No  |
| 3   | The Firm must have a valid <b>GSTIN number</b> and submit a self-attested copy of the <b>GST Registration Certificate</b> .   | Yes/No (Attached Page No.____)  |
| 4   | The Firm must have a valid <b>PAN number</b> and submit a self-attested copy of the <b>PAN Card</b> .   | Yes/No (Attached Page No.____)  |
| 5   | The Firm must be empanelled with the <b>Comptroller &amp; Auditor General (C&amp;AG) of India</b> for the FY 2022-23 and provide a copy of the empanelment certificate. | Yes/No (Attached Page No.____)  |
| 6   | <b>The Firm should be:</b>  |   |
|   | ● A <b>Limited Liability Partnership (LLP)</b> registered under the LLP Act, 2008 OR  | Yes/No (Attached Registration Certificate/MOA & AOA/Certificate of Incorporation/GST Registration – Page No.____) |
|   | ● A <b>Partnership Firm</b> registered under the Indian Partnership Act, 1932 OR  |   |
| ● An Indian Company registered under the <b>Companies Act, 1956/2013</b> OR |   |   |
| 7   | The Firm must have filed <b>Income Tax Returns (ITR)</b> for the last three years ( <b>FY 2021-22, 2022-23 &amp; 2023-24</b> ).   | Yes/No (Attached ITR copies – Page No.____)   |

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|    |   |  |
|----|---|--|
| 8  | The Firm should have at least <b>five years of experience</b> in conducting Statutory Audits, Internal Audits, or Concurrent Audits for Government Departments, Externally Aided Projects, Banks, PSUs, or Private Sector Entities.   | Yes/No (Attached Work Orders/Completion Certificates – Page No.____) |
| 9  | The Firm must submit a <b>Turnover Certificate</b> duly signed by a Chartered Accountant for the last three fiscal years ( <b>FY 2021-22,2022-23 and 2023-24</b> ). The minimum average annual turnover of the firm should be at least INR 10 lakhs in the last three years.  | Yes/No (Attached CA-Certified Turnover Certificate – Page No.____)   |
| 10 | The Firm must submit a <b>self-declaration/undertaking</b> stating that:<br>- It has not been blacklisted, banned, suspended, or debarred from any organization/institute.<br>- There are no pending legal cases or police investigations against the firm.<br>- If found guilty of misrepresentation at any stage, the contract shall be terminated, and the performance guarantee shall be forfeited. | Yes/No (Attached Notarized Undertaking – Page No.____)               |
| 11 | A copy of the entire tender document must be numbered, page-wise, duly self-attested, and stamped on each page as a token of acceptance of all terms and conditions.  | Yes/No (Attached Self-Attested Document – Page No.____)              |
| 12 | Power of Attorney (PoA) in favor of the person signing the bid on behalf of the Firm.   | Yes/No (Attached PoA as per TECH-6 Format – Page No.____)            |
| 13 | The Firm must have a local office presence in the state where the audit is to be conducted to ensure timely service delivery.   | Yes/No (Attached Address Proof – Page No.____)                       |
| 14 | The Firm should have experience in handling audits under various funding sources such as DMF, CSR, Government Schemes, and Multilateral Agencies.   | Yes/No (Attached Experience Proof – Page No.____)                    |
| 15 | The Firm should provide a list of key personnel with their qualifications and experience, including team members who will be involved in the audit.   | Yes/No (Attached List – Page No.____)                                |

Note: Agencies/The Firm not submitting full information/documents at the first instance shall be rejected.

Signature with Stamp.....  
Date.....  
Full Name.....  
Address.....

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**TECH: 3  
ANNUAL TURNOVER AND NETWORTH STATEMENT**

[To be given on letter head of the Independent Chartered Accountant (CA)]

"In reference to Tender No. \_\_\_\_, dated \_\_\_\_\_, for the selection of a Chartered Accountant Firm for the auditor of accounts of District Mineral Foundation, Sundargarh, Odisha, for the FY 2024-25."

The annual turnover and net worth of \_\_\_\_\_ (Name of Audit Firm), located at \_\_\_\_\_ (Address), for the three fiscal years (FY 2021-22, 2022-23 and 2023-24) are provided below. We hereby certify that the statement is true and correct.

| Sl. No.  | Financial Year (F.Y.) | Annual Turnover in Lakhs (Indian National Rupees) |
|--|-----------------------|---|
| 1.   | F.Y. 2021-22          |   |
| 2.   | F.Y. 2022-23          |   |
| 3.   | F.Y. 2023-24          |   |
| Average Annual turnover of three Financial Years i.e., FY 2021-22, 2022-23 & 2023-24 (In Figures) in Lakhs |                       |   |

Date:  
Signature of CA  
Place:  
Name of CA:  
Membership No:  
Full address:

Seal of the  
Independent CA firm

Date:  
Signature  
Place:  
(Authorized Signatory of The Firm)  
Name:  
Designation:

Seal of the Firm (Audit  
Firm)

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**TECH - 4**

*(Self-Declaration/Undertaking on Notarized of appropriate value Non-Judicial Stamp Paper in original)*

**Declaration/Undertaking**

In Reference to Tender No. \_\_\_\_\_, dated \_\_\_\_\_, for the Selection of a Chartered Accountant Firm for the Audit of Accounts of District Mineral Foundation, Sundargarh, Odisha, for the FY 2024-28.

I/We, \_\_\_\_\_ (Name of the Person), the authorized signatory of \_\_\_\_\_ (Name of the Organization), hereby solemnly declare and undertake that:

1. Our organization \_\_\_\_\_ (Name of the Organization) or any of our promoter(s)/director(s) is not blacklisted/banned/suspended/debarred currently by:
  - The Government of India, any State Government, or any Union Territory (UT) Administration in India.
  - Any Public Sector Undertaking (PSU) or any agency of the Government of India, any State Government, or any UT Administration in India.
  - Any organization/institute.
2. There are no pending cases against our organization with the police or in any court of law in India.
3. There are no proceedings, disputes, or inquiries pending against us in connection with:
  - Cheating
  - Misappropriation of funds
  - Exploitation of beneficiaries
4. We acknowledge that in case of any misrepresentation of information, our bid/contract shall be rejected/terminated at any stage by the client, which shall be binding on us. Any loss or damage incurred by the client due to such misrepresentation shall be compensated by us.
5. In case of any further developments that affect this declaration, we undertake to immediately inform the District Mineral Foundation (DMF), Sundargarh accordingly.

Seal of the Firm

Date:  
Signature  
Place:  
(Authorized Signatory of The Firm)  
Name:  
Designation:

Note: Please submit this self-declaration/undertaking in Original.

**SELECTION OF CAG EMPANELLED CHARTERED ACCOUNTANT FIRM FOR  
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**TECH- 5**

*[On the Letter Head of the Firm]  
(Undertaking in original)*

In reference to Tender No. \_\_\_\_\_, dated \_\_\_\_\_, 2025, for the Selection of a Chartered Accountant Firm for the Statutory Audit of Accounts of District Mineral Foundation, Sundargarh, Odisha, for the FY 2024-25,

I/We, \_\_\_\_\_ (Name of the Person), the authorized signatory of \_\_\_\_\_ (Name of the Firm), hereby solemnly declare and undertake that:

- Our firm **meets all the eligibility criteria** as specified in the tender document.
- We shall **perform the statutory audit** of the accounts of **District Mineral Foundation, Sundargarh**, in compliance with the applicable **laws, standards, and regulations** issued by ICAI, C&AG, and other regulatory bodies.
- We will ensure **timely completion** of the audit as per the **scope of work** mentioned in the tender.
- We confirm that our firm is **not blacklisted** by any government or statutory authority.
- We shall maintain the **confidentiality** of all financial records and information obtained during the course of the audit.
- We shall **adhere to ethical standards** and ensure transparency and accountability while conducting the audit.

We confirm our commitment to fulfilling these obligations as per the tender requirements.

Seal of the Firm

Date:  
Place:  
(Authorized Signatory of The Firm)  
Name:  
Designation:

Signature

Note: Please submit this Undertaking in Original.

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**TECH-6  
Format for Power of Attorney  
(Notarized on INR 100.00 Stamp Paper)**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. \_\_\_\_\_/Ms. \_\_\_\_\_ (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is {presently employed with us and holding the position of \_\_\_\_\_,} as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Selection of a Statutory Auditor for District Mineral Foundation (DMF), Sundargarh, Odisha, being represented by District Mineral Foundation (DMF), Sundargarh (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' meetings and other conferences and providing information /responses to the Authority, representing us in all matters before the Authority, signing and execution of all documents and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the Statutory Auditor for DMF and/or upon award thereof to us and/or till the entering into of the Contract with the Authority or any entity representing the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF \_\_\_\_\_, 2024.

**Accepted**

**Notarized**

.....

(Signature of **PoA Holder**)

(Name, Title and Address of the Attorney)

Name of the Authorized Person :  
Representative

(Signature of the Authorised representative with Date)

CERTIFIED :

(Signature of Person Executing Attorney)

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**Name of Person Executing Attorney :**

**Designation of Person Executing Attorney :**

**Date & Seal :**

**Address of Bidder :**

**Contact Number of Bidder :**

**Email id of Bidder :**

**Witness:**

1. Full Name .....  
Address .....  
Signature.....

2. Full Name .....  
Address .....  
Signature .....

3.

**Notes:**

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
3. *Power of Attorney should be executed on a non-judicial stamp paper of appropriate value as relevant to the place of execution (if required under Applicable Laws).*
4. *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*

*However, in the countries, which are member of Hague convention, the document has to be notarized by the public notary and apostille by the designated competent authority of the issuing country.*

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**FINANCIAL BID**

**FIN- 1**

*(On the Letter Head of The Firm)*

Date:

Place:

To

District Mineral Foundation,

Sundargarh- 770001, Odisha

**Subject: Submission of Financial Bid for Audit of Accounts under District Mineral Foundation, Sundargarh.**

Dear Sir,

We, the undersigned, offer to provide **Statutory Audit Services** for the audit of accounts under **District Mineral Foundation, Sundargarh**, in accordance with **Tender No. \_\_\_\_\_** dated \_\_\_\_\_ and the **Technical Bid** submitted by us. The **Price/Rate** offered for the assignment is as mentioned below, including all applicable taxes:

| Sl. No.                   | Description of Work              | Annual Fee (INR) | GST (INR) | Total (INR) |
|---------------------------|----------------------------------|------------------|-----------|-------------|
| 1                         | Statutory Audit Fees             |                  |           |             |
| 2                         | Travel & Daily Allowance (TA/DA) |                  |           |             |
| 3                         | Miscellaneous Expenses (if any)  |                  |           |             |
| <b>Total (in numbers)</b> |                                  |                  |           |             |
| <b>Total (in figures)</b> |                                  |                  |           |             |

Our Financial Bid shall be binding upon us up to expiration of the validity period of the bid. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory with seal: \_\_\_\_\_

Address: \_\_\_\_\_

The L1 price will be decided based on the lowest quoted. Total cost of the Audit of accounts including TA/DA.

**\*Audit Fee Range**

The statutory audit fee for each financial year shall range between ₹22,000 and ₹60,000 (Inclusive of applicable taxes). The bidder must ensure that the proposed fee falls within this range; otherwise, the bid will be rejected as non-responsive.

-----End of the document-----