



**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER -CUM-  
PROJECT DIRECTOR, ATMA, KANDHAMAL, PHULBANI**

email-atmakandhamal@gmail.com

Order No. 273 /ATMA,

Date. 04-12-2025

**Expression of Interest (Eol) for empanelled Chartered Accountant firms to  
conduct Audit of Accounts of PD ATMA and FIAC (All), Kandhamal for the period  
from 2020-2021 to 2024-2025.**

Expression of Interest (Eol) is invited from comptroller & Auditor General empanelled audit firms for auditing of Accounts of the PD ATMA and FIAC (All) of Kandhamal District.

The Expression of Interest should indicate the audit Fees, taxes, TA/DA and accommodation charges if any separately. The interested and eligible firm submit their applications as per the format at "Annexure – I" with requisite self-attested documents with detail Bio data of the firm and it should reach at the office of the Chief District Agriculture Officer, Kandhamal, PO-Phulbani, PS-Phulbani, Near Madikunda square, Phulbani, Dist-Kandhamal, Pin-762001 in sealed envelope super scribed as "**Eol for empanelled Chartered Accountant firms to conduct Audit of Accounts of PD ATMA and FIAC (All) of Kandhamal district for the period from 2020-2021 to 2024-2025.**" by **22.12.2025 up to 5.00 PM** through Registered/ Speed Post only. **Proposals in e-Mail would not be entertained in this regard.** Any application (Eol) received after due date and time due to any reason, shall not be considered.

The Eol will be opened on dated **23.12.2025 at 11AM** in the presence of selection committee constituted by the CDAO-cum-PD ATMA, Kandhamal at the office of the CDAO, Kandhamal.

The authority shall not be responsible for any sort of postal delay and the Eol received beyond scheduled date and time shall not be entertained and out right to be rejected. The authority reserves all the right to cancel/ reject any or all the Eol without assigning any reason thereof.

**Terms and Conditions:**

1. The Firm must be Odisha based and must have empanelled by **C & AG/ State AG**.
2. The CA firm should have a minimum of **Ten (10) years'** experience with sufficient staff to carry out the audit.
3. Preference will be given to the CA firms having adequate experience in auditing service sector projects implemented by **Govt. & funded by Govt. or external**

**agencies.** For this the firm has to produce the relevant document supporting its experience.

4. The time period allowed for completion of audit work is 1 (One) months or 30 days from date of issue of work order to successful CA firm.
5. The interested Chartered Accountant firms are requested to furnish Eol indicating the fees including taxes, TA/ DA and accommodation charges in their letter head.
6. The firm must not have been blacklisted by any State/ Central Govt. organization/ institution. The authorized signatory must furnish an undertaking to this effect. (Annexure-2)
7. The rate quoted should be PER YEAR inclusive of GST and other related taxes. However, the TDS will be deducted from the bill amount as per the rules.
8. Estimated Value of Total Work/ Service.
  - i. **For Block level up to Rs.5000/- per year under ATMA.**
  - ii. **For District level up to Rs.12000/- per year under ATMA.**
9. After completion of Audit of all the accounts payment will be made on submission of reports with bills and payment will be made in phases as per the available allotment.
10. The authority reserves all the right to cancel/ reject any or all the Eol without assigning any reason thereof.
11. The authority shall not be responsible for any sort of postal delay and the Eol received beyond scheduled date and time shall not be entertained and out right to be rejected.
12. If the quoted price of more than one agency found to be equal, the committee reserves the right to take the final decision on it. Price bid will be only considered if more than one firm secures same mark in technical bid otherwise the firm secured maximum mark in the technical bid will be taken into consideration.
13. All firms are required to enclose the following documents.
  - i. A copy of constitution certificates of firm issued by the ICAI containing inter-alia.
    - a) Date of information of the firms with a full time FCA.
    - b) Details of partners/ Sole Proprietor/ CA employees as on date of the firm.
  - ii. A copy of the latest partnership deed in the case of partnership firms.
  - iii. A copy of the acknowledgement of the IT return of the firm.
  - iv. A copy of year wise annual turnover/ financial statement of the firm for at least three consecutive years i.e, 2021-22, 2022-23 and 2023-24 along with schedules.
  - v. Details of court cases/ arbitration cases or any other case pending against the firm.
  - vi. Copy of the empanel code issued by C & AG/ State AG.
  - vii. Copy of the experience certificates.
  - viii. Details of service sector audit undertaken by the firm.
  - ix. Copy of the GST registration certificate with latest GSTR-3B.
  - x. Copy of the PAN/ TAN.



14. Criteria for Technical Bid:

Criteria	Experience	Marks
Nos. of CAs in the firm	Up to 5 years	10
	More than 5 years	15
Nos. of years of establishment of the firm	Less than 10 years	5
	10 to 20 years	10
	More than 20 years	20
Turnover per annum	Less than 30 lakhs	5
	30 to 50 lakhs	10
	More than 50 lakhs	20
Audit experience (Last 10 years)	Govt. Audit	10
	PSU. Audit	10
	Both Audit	20
Head Office	Outside Odisha	5
	In Odisha	10
Experience of auditing district and Block ATMA fund	Up to 5 years	10
	More than 5 years	15
<b>Total</b>		<b>100</b>

  
 Chief District Agriculture Officer  
 cum-Project Director, ATMA,  
 Kandhamal, Phulbani

Memo No. 274 / ATMA

Date. 04-12-2025

Copy to the Notice Board for information and necessary action of all concerned.

  
 Chief District Agriculture Officer  
 cum-Project Director, ATMA,  
 Kandhamal, Phulbani

Memo No. 275 / ATMA

Date. 04-12-2025

Copy to the DeGM, E-Gov. Cell, Kandhamal for information and necessary action with request to publish the EoI in District NIC portal from Date.04.12.2025 and to be deleted from the website on Date.22.12.2025.

  
 Chief District Agriculture Officer  
 cum-Project Director, ATMA,  
 Kandhamal, Phulbani

Memo No. 276 / ATMA

Date. 04-12-2025

Copy forwarded to the Deputy Director Horticulture, Kandhamal/ Chief District Veterinary Officer, Kandhamal/ District Fishery Officer, Kandhamal/ Project Director, Watershed, Kandhamal/ Agriculture District Officers (All)/ BTT Convener, FIAC, (All) for information and necessary action with a request to display the EoI notice board for wide publicity.

Chief District Agriculture Officer  
-cum-Project Director, ATMA,  
Kandhamal, Phulbani

Memo No. 277 / ATMA

Date. 04-12-2025

Copy submitted to the Collector-cum-Chairman, ATMA, Kandhamal for favour of kind information.

Chief District Agriculture Officer  
-cum-Project Director, ATMA,  
Kandhamal, Phulbani

Memo No. 278 / ATMA

Date. 04-12-2025

Copy submitted to the Director, IMAGE, Bhubaneswar for favour of kind information.

Chief District Agriculture Officer  
-cum-Project Director, ATMA,  
Kandhamal, Phulbani

Memo No. 279 / ATMA

Date. 04-12-2025

Copy submitted to the Director of Agriculture and Food Production-cum-SNO, Extension Reforms, Odisha, Bhubaneswar for favour of kind information.

Chief District Agriculture Officer  
-cum-Project Director, ATMA,  
Kandhamal, Phulbani

## **Annexure – I**

### **Format of Application for EoI from Chartered Account Firms for Audit of the Accounts of PD ATMA, FIAC (All) under ATMA.**

1. Name of the Firm:-
2. Registration No. of the Firm:-
3. Date of Registration of the Firm:-
4. CAG Empanelment No and date:-
5. Details of Head Office & Branch Office (s):-  
(Enclosed self attested copy Registration/ Constitution)

Head Office:-

Address	Date of Establishment	Partner in charge	Contact person/ Mobile No./ Landline No./ Fax	E-mail

Branch Office 1 (if any):-

Address	Date of Establishment	Partner in charge	Contact person/ Mobile No./ Landline No./ Fax	E-mail

(Insert information for additional Branch Office (s), if any)

6. Details of Proprietor/ existing CA qualified Partners:-

Sl No.	Name of the Proprietor/ Partners (s)	Membership No.	Location of Office
1			
2			
3			

7. Details of Experience with the Govt. sector/ organization. (Relevant Experience)  
(Enclose self-attested copies of appointment letters).

Sl No.	Name of the Govt. Department/ Organization	Scope of work
1		
2		

(Insert information for additional (s), if any)

8. Turnover of Audit Firm

Sl No.	Year	Turnover (Rs.)
1		
2		
3		

(Enclose self attested copy of income Tax returns filled for previous three years (i.e. FY 2021-22, 2022-23, 2023-24), P&L Account and Balance Sheet of the period)

9. PAN No. of the Firm:-

10. GST Registration No. of Firm:-

Date:

Place:

Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal