



Website: - Gajapati.nic.in
e-mail: itdapla@nic.in
itdapla@gmail.com
Tel :-06815-222207

ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା : ପାରାଲକ୍ଷେମୁଣ୍ଡି, ଗଜପତି, ଓଡ଼ିଶା-୭୬୧୨୦୦

INTEGRATED TRIBAL DEVELOPMENT AGENCY: PARALAKHEMUNDI
(ST & SC DEVELOPMENT DEPARTMENT)

No. 2579 /ITDA/2026.
1-29/2026-27.

DISTRICT: GAJAPATI, ODISHA, PIN-761200

Date. 13/8/2026

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING STATUTORY AUDIT OF ITDA, PARALAKHEMUNDI FOR THE FY 2024-25 TO 2025-26

Integrated Tribal Development Agency, Paralakhemundi invites **Expression of Interest** from reputed and experienced Odisha-based Chartered Accountant Firms empanelled with **C&AG** for conducting statutory audit of **ITDA, Paralakhemundi** for the Financial Years **2024-25 to 2025-26**. The engagement of Chartered Accountant Firms shall be through two bid systems, i.e. **Technical Bid and Financial Bid**. The technically qualified Chartered Accountant Firms will be eligible to participate in the Financial Bid. EOI along with all the documents shall be submitted by the interested firms through **Speed Post/Registered Post only** to: **The Project Administrator, ITDA, Paralakhemundi, District-Gajapati, Odisha**. The firm should submit their Technical & Financial Bids in two separate envelopes and both the envelopes shall be packed inside one sealed envelope indicating "**Technical Proposal**" and "**Financial Proposal**" on top of the respective envelopes. The outer envelope shall be super scribed with

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ITDA, PARALAKHEMUNDI FOR THE FY 2024-25 TO 2025-26.

The detailed Terms & Conditions and formats to be filled along with the Bid documents will be available in the **Gajapati District Website** from **14.08.2026 to 29.08.2026**.

- **Last date for submission of EOI:** 29.08.2026 up to 03.00 PM through Speed/Registered Post only.
- **Opening of EOI:** 29.08.2026 at 4.00 PM in the Office Chamber of PA, ITDA, Paralakhemundi.
- The details of the eligibility criteria and formats to be filled are annexed with the EOI.

Amruman
13-8-2026
Project Administrator,
ITDA, Paralakhemundi.

Memo No. 2580 ITDA/Dated. 13/8/2026

Copy to DIO, NIC, Gajapati for information and requested to web-host the Expression of Interest (EOI) in the Gajapati District web portal.

Copy to Notice Board of ITDA, Paralakhemundi for display.

Copy submitted to the I & PR Department, Odisha, Bhubaneswar for information. He is requested to publish the advertisement in 2 (two) Odia Daily local newspapers with expenditure limited to Rs. 2,000/- each only.

Copy submitted to the Collector & District Magistrate, Gajapati for favour of information

Amruman
13-8-2026
Project Administrator,
ITDA, Paralakhemundi.

The selected CA firm will act as Statutory Auditor for **Two Financial Years, i.e. 2024-25 to 2025-26**, which may be renewed for another one year periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances. The Agency, however, reserves all rights to disengage the Firm at any time.

TIME SCHEDULE

The selected firm should submit the Audit Report for the Financial Years **2024-25 to 2025-26** **within 10 working days** from the date of engagement.

REGULATION OF AUDIT FEES

1. Rate of Audit Fees per annum must be to the ceiling of **Rs. 50,000/- as maximum and Rs. 25,000/- as minimum**, including all taxes as applicable and valid for the engagement period. The cost should not exceed the ceiling cost.
2. No price escalation will be allowed during the engagement period.

Payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report and discussion thereof with ITDA. The Agency will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees shall be submitted to the **PA, ITDA, Paralakhemundi** along with a certificate indicating that audit has been conducted as per guidelines framed by the Agency and the work has been completed as per the agreed terms and conditions.

PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The CA firm satisfying the following eligibility criteria can bid only for conducting Statutory Audit of the Agency:

1. Chartered Accountant firms must be an Odisha-based firm and empanelled with C&AG for the year 2026-27.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. The Chartered Accountant firms should have a minimum of 3 years' experience of conducting external audit of any PSUs, Government undertakings, Government managed programmes/schemes/projects, Externally Aided Projects, etc.
5. The Chartered Accountant firms must have a minimum Average Annual Turnover of **Rs. 10.00 lakh (Rupees Ten lakh)** or more for the last three preceding financial years.
6. Must be registered with the Institute of Chartered Accountants of India and have Income Tax PAN and GST Registration.

DOCUMENTS TO BE SUBMITTED

The selected CA firm should submit authenticated documents of the following:

1. Copy of Partnership Deed.
2. Copy of last 3 years' Balance Sheet (Profit & Loss A/C).
3. An undertaking to the effect that the firm has not been blacklisted by any Government/PSU institutions.
4. An undertaking to the effect that no person of the Firm/partner is related to any employee of the concerned authorities/institutions nor has any interest in their activities.

5. Firm's profile indicating previous experience in undertaking similar work in any Government Department/Institutions and success story, if any, in streamlining financial management through their assigned work.

Audit Team

The audit team for conduct of audit at ITDA must comprise **one Audit Manager and two Audit Staff**.

- a. The Audit Manager must be a CA qualified with at least 3 years of post-qualification experience.
- b. The Audit Staff must have 3 years of audit experience in similar nature of work.

SUBMISSION OF BID

Annexure-A

Pre-qualification-cum-Technical Bid with all requisite documents duly signed with seal of the authorized partner of the firm shall be submitted in a separate sealed envelope super scribed as:

"PRE-QUALIFICATION-CUM-TECHNICAL BID"

Annexure-B

Financial Bid duly filled and signed with seal of the authorized partner of the firm shall be submitted in a separate sealed envelope super scribed as:

"FINANCIAL BID"

The above two envelopes containing Annexure-A and Annexure-B shall be placed in one sealed envelope super scribed as:

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CA FIRM FOR CONDUCTING STATUTORY AUDIT OF ITDA, PARALAKHEMUNDI.

The EOI duly filled must be submitted through **Registered Post/Speed Post only** to ITDA Paralakhemundi. Any EOI received after the due date will be out rightly rejected. ITDA, Paralakhemundi will not be responsible for any postal delay or misplacement of the document. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING STATUTORY AUDIT OF ITDA, PARALAKHEMUNDI FOR THE FY 2024-25 TO 2025-26

Integrated Tribal Development Agency, Paralakhemundi invites Expression of Interest from Odisha-based Chartered Accountant Firms empanelled with **C&AG** for conducting statutory audit of ITDA, Paralakhemundi for the Financial Years **2024-25 to 2025-26**.

The CA firm should submit their offer in the prescribed format mentioned below.

Tender paper along with tender paper cost of **Rs. 500/- (Rupees Five Hundred only)** (non-refundable) and **EMD worth Rs. 3,000/- (Rupees Three Thousand only)** in the shape of Demand Draft drawn in favour of **Project Administrator, ITDA, Paralakhemundi** must be submitted with the Expression of Interest. The Expression of Interest without the cost of tender paper and EMD shall be summarily rejected by the Agency.

SCOPE OF WORK & TERMS OF REFERENCE

1. CA Firm shall conduct 100% checking of relevant records, documents and Books of Accounts of ITDA, Paralakhemundi.
 2. Reconciliation of Accounts for a minimum period of two financial years i.e. 2024-25 and 2025-26, covering:
 - a. Main Cash Book
 - b. Bank Pass Books
 - c. SR Books (Subsidiary Registers)
 - d. PL Account and other relevant records
 3. Digitization of accounts in Tally format and preparation of Annual Accounts and Budget on regular basis
 4. Prepare reconciliation statements and rectification reports
 5. Firm will prepare analysis of Opening and Closing Balance, taking unadjusted advances given to different categories of employees and funds position in different Banks
 6. Firm will ensure all the financial transactions recorded in Cash Book are reflected in the Pass Book.
 7. Firm will reconcile all the Bank Accounts and ledgers like Stock & Store, GIA Register, etc. Firm will ensure correctness of accounts and may suggest necessary action points as per requirements.
 8. The Audit Firm will have to start the audit within **07 days** of receipt of the letter of appointment from ITDA, Paralakhemundi.
 9. No TA/DA expenses will be borne by the Agency for the CA firms undertaking audit work and the same will be met by the Audit Firms.
 10. Firms selected by ITDA, Paralakhemundi shall give an undertaking to follow all ethics of faith and the information provided by ITDA, Paralakhemundi shall be kept strictly confidential and all assignments shall be carried out with due diligence, maintaining quality of work and in the least possible time.
 11. If the selected/engaged CA firm does not confirm the offer within the stipulated time, the committee may cancel their selection/engagement and opt for the 2nd lowest bidder with L1 cost.
 12. In case of any dispute, the decision of **Collector, Gajapati** shall be final and binding.
 13. After completion of the assigned work, the firm shall mandatorily give their overall findings/views/suggestions/comments etc. for proper maintenance of accounts adopting Government Financial Rules.
- PERIOD OF ENGAGEMENT

OPENING OF BID

a) After opening of Technical Bid, the CA firm which fulfils all the necessary conditions will be considered technically qualified and only thereafter the Financial Bid of the same firm will be opened.

b) The lowest bidder may be considered as the selected firm for statutory audit.

FORM FOR TECHNICAL PROPOSAL

Sl. No	Particulars	Supporting Documents
1	Details of the CA Firm	
1.1	Name of the Firm	
1.2	Contact Details of the Firm	
1.3	Address of the Head Office	
1.4	Phone No. / Mobile No. of Contact Person	
1.5	Branch Offices	Attach copy of ICAI certification
2(i)	Date of establishment of the firm	
2(ii)	Date since H.O. & B.O. are functioning at existing station	Attach copy of ICAI certification
3	Firm's Income Tax PAN No.	Attach copy of PAN Card
4	Firm's GSTIN Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	C&AG Empanelment No.	Attach proof of empanelment
7	No. of years of firm's existence as partnership firm & Date of establishment	Attach copy of Certificate issued by ICAI
8	Turnover of the firm for the last three years	Attach Balance Sheet and Profit & Loss Account
9	Audit Experience of the Firm	Relevant supporting documents
10	Profile of persons to be engaged in the work	CVs of professional/support staff
11	Details of Partners	Supporting documents
12	Details of Audit Staff	Supporting documents

Seal & Signature of Partner
Membership No.

DETAIL OF CA FIRM EXPERIENCE OF SIMILAR SERVICE DURING THE LAST 3 YEARS

Sl No.	Name of the Assignment (Start Date/End Date)	Name of Client/ Organization	Nature of Assignment	Details of Supporting Documents
1				
2				
3				
4				
5				
6				
7				
8				

furnish the copy of documentary evidence in support of the information provided above.

Date: _____

Signature: _____

Name and Designation with Office Seal

DETAIL OF CA FIRM'S PARTNER

SI No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)
1				
2				
3				
4				
5				

Furnish the copy of documentary evidence in support of the information provided above.

Date: _____

Signature: _____

Name and Designation with Office Seal

DETAILS OF CA FIRMS PROFESSIONAL INCOME**(GROSS PROFESSIONAL FEES RECEIVED/EARNED)**

Particular	Financial Year 2017-18	Financial Year 218-19	Financial year 2019-20	Average Annual Turnover
Gross Professional Fees received/earned				

Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years.

Date: _____

Signature: _____

Name and Designation with Office Seal

FINANCIAL BID (TO BE FILLED IN BY BIDDER) PRICE QUOTATION FORMAT

NAME OF THE FIRM: _____

SI No.	Name of the Work	Total
01	Statutory Audit Fees(Inclusive of all taxes)	

(Rupees _____ Only)

The above quoted fee is inclusive of Professional Fee, Manpower, Travelling and Lodging, Food etc.

We agree to all the tender conditions and payment terms and the rates quoted above by the Firm will never change during the contract period.

Signature of the Firm: _____

Date: _____

Place: _____