

**Notice Inviting Expression of Interest for Engagement of Chartered Accountants Firms for Audit of DRDA Admin., SBM(G), IAY/PMGAY Admin. in District Shimla for the year 2017-18.**

---

DRDA Shimla invites applications from eligible Chartered Accountants firms for engagement of Chartered Accountants Firms for Audit of DRDA Admin., SBM(G), IAY/PMGAY Admin. in District Shimla for the year 2017-18.

**A. Eligibility Criteria:-**

**1. Basic Criteria:**

- a). Firm with 2 to 3 partners/ proprietor firm of which at least 1 should be an FCA.
- b). Firm's standing should be at least 5 years.
- c). At least, one partner should have an association of 5 years with the firm and at least one partner of the firm should have an association of 3 years with the firm.
- d) Firm should have an office in Shimla.
- e) C.A. should be empanelled with C&AG of India.
- f) The approved panel of C.A. will be valid for 2 years.

2. The firm must have valid PAN,GSTN and should submit the copy thereof along with application.

**2. Disqualifications: Chartered Accountants Firm shall not be eligible to apply, if:**

- a. The Chartered Accountants Firm or any of its partners have been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 during the current year and immediate past five years.
- b. Chartered Accountants' Firms while expressing their interest shall be required to submit a declaration that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to the rejection of Application.

**B. Scope of Work**

The Chartered Accountants are required to follow the following guidelines while conducting the audit of final accounts of DRDA Admin., SBM(G), IAY/PMGAY Admin. Scheme of District Shimla:-

1. Observation of the audit report of the last year have been compiled with and sent of the state government.
2. Expenditure shown in the Income and Expenditure account would be based on actual utilization by DRDA/ Dev. Block concerned for which firm have to visit concerned Blocks.
3. The Audit work shall be completed within one month from the date of issue of appointment orders as Auditor failing which the work allotted shall be cancelled.

4. The Chartered Accountant will be responsible for inviting attention of any material departure from the generally accepted procedure of audit.
5. If it is noticed at any stage that account audited by the Chartered Accountant is not up to the standard, incorrect, deviates from factual ground realities and misrepresent the facts etc. such C.A. can be debarred from such audit and report against such CA will be intimated to the institute of Chartered Accountants of India, New Delhi for initiating action under the Rules.
6. In Case any additional information is required by the Govt. of India/ State relating to the ASAs of the scheme, the same will have to be attended to by the concerned C.A.
7. The agreed amount of audit fee shall be released only after submission of C.A. Audit Report along with Final Accounts and its acceptance by the Govt. on India/State of H.P.

#### C. Audit Fee

The payment for the said assignment shall be minimum Rs. 57000/- (inclusive of all pocket expenses, TA/DA, etc., and GST), which shall be made upon the receipt of Verification Audit Report from the Chartered Accountants' Firm.

#### D. Other Terms and Conditions

1. Interested firms of Chartered Accountants which meet the pre-qualification criteria may furnish their Expression of Interest to Project Officer DRDA Shimla through application or mail.  
[drdashi-hp@nic.in](mailto:drdashi-hp@nic.in)
2. There shall be no fee for the application.
3. Application for the said assignment shall be accepted in Part-A,B attached in separate envelope and should be submitted latest by 6th July 2018 up to 5PM. Part-B will be opened for those firms only who will technically fulfil the eligibility criteria as prescribed above on 07.7.2018.
  - a. Queries, if any, in this regard may be cleared on Telephone: - 0177-2657015 or personally at Office of DRDA.
4. DRDA reserves the right to reject any of the applications or whole process without assigning any reason at any time and could call for any other details or additional information from any of the firms/ members at its own discretion.
5. Incomplete/unsigned applications shall be summarily rejected.
6. The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet the audit assignment.
7. The auditor shall maintain confidentiality of information obtained during the course of verification audit.
8. In case of tie between two firms on price, the firm having more no. of years experience in conducting will be given preference.

-----





Expression of Interest

Particulars of Chartered Accountant firm for Audit and Preparation of annual accounts of head DRDA Admin., SBM(G), IAY/PMGAY Admin District Rural Development Agency Shimla Himachal Pradesh for the financial year 2017-18

- 1) Name of the CA Firm (in capital letters) \_\_\_\_\_
- 2) Address of Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) E-mail address \_\_\_\_\_
- 4) PAN No. of the firm \_\_\_\_\_
- 5) ICAI Registration No. \_\_\_\_\_
- 6) M.No( if available) \_\_\_\_\_
- 7) Phone No \_\_\_\_\_
- 8) Mobil No. \_\_\_\_\_
- 9) Staff in position (in number)& Experience i) Qualified CA/FCA \_\_\_\_\_ Experience \_\_\_\_\_  
ii) Auditors/Articles \_\_\_\_\_ Experience \_\_\_\_\_
- 10) GSTN No. \_\_\_\_\_
- 11) Whether empanelled with C&AG on India \_\_\_\_\_

Certificate:-

- 1) Certified that we have studied the term of reference carefully and the rates have been accepted/quoted after consideration of all aspects.
- 2) We hereby undertake to submit complete audit report along with audited accounts for the year 2017-18 in time.
- 3) We have no objection if work of audit and preparation of annual accounts is assigned to our firm for the subsequent years 2018-19 at same rate of fee which is inclusive of TA/DA on other expensive.
- 4) Signed specimen copy of all terms and condition is attached.

Signature with seal  
Dated \_\_\_\_\_



**Part-B**

1). Rate accepted/Quotation of rates of Audit Fee for audit and preparation of annual accounts under DRDA Admin., SBM(G), IAY/PMGAY Admin. for the year 2017-18 is Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ only inclusive of all taxes and TA/DA on other expenses.

Signature with seal  
Dated \_\_\_\_\_

