

OFFICE OF THE CDAO-CUM-PROJECT DIRECTOR, ATMA, KALAHANDI

Expression of Interest (Eoi) for empaneled Chartered Accountant firm to conduct Audit of Accounts under Shree Anna Abhiyan, Kalahandi

Eoi No.: 8/61 /SAA/2026 Date: 13/07 /2026

The Chief District Agriculture Officer-cum-Project Director, ATMA, Kalahandi invites sealed Expression of Interest (Eoi) from Chartered Accountant (CA) firms empaneled with the Comptroller and Auditor General (C&AG) of India/ State AG for conducting the statutory audit of accounts under the scheme **Shree Anna Abhiyan (SAA), Kalahandi** for the financial years **2024-25** and **2025-26**.

The scope of audit shall include:

1. Accounts of the Chief District Agriculture Officer-cum-Project Director, ATMA, Kalahandi under the scheme Shree Anna Abhiyan.
2. Accounts of eight (08) Facilitating Agencies (NGOs) and Farmer Producer Organizations (FPOs) functioning under the eight (08) SAA Blocks of Kalahandi District namely; Bhawanipatna, Golamunda, Karlamunda, Koksara, Lanjigarh, M.Rampur, Narla and Th.Rampur.

Interested firms shall submit their Eoi in the prescribed format (**Annexure-I**) along with all supporting documents in a sealed envelope superscribed as **"EOI for Empaneled Chartered Accountant Firm for Conducting Audit of Accounts under Shree Anna Abhiyan (SAA), Kalahandi."**

The Eoi should reach the **Office of the Chief District Agriculture Officer, Kalahandi**, TV Centre Pada, Bhawanipatna, Kalahandi, Odisha-766001 latest by 24.07.2026 at 5.00 P.M. through **Registered Post/ Speed Post only**. Email proposals shall not be accepted. Any application (Eoi) received after due date & time due to any reason whatsoever, shall not be considered.

The Eoi will be opened on 28.07.2026 at 3.30 P.M. in the presence of selection committee constituted by the CDAO-cum-PD, ATMA, Kalahandi.

The authority shall not be responsible for any short of postal delay and the Eoi 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 EOI without assigning any reason thereof.

TERMS AND CONDITIONS

1. Eligibility

The applicant firm shall:

- a) Be based in Odisha.
- b) Be empaneled with the Comptroller and Auditor General (C&AG) of India/State AG.
- c) Have a minimum experience of **10 (Ten) years** in Chartered Accountancy practice.
- d) Have adequate qualified professional staff for carrying out the assignment.
- e) Possess valid PAN, TAN and GST Registration.
- f) Have filed Income Tax Returns.
- g) Not have been blacklisted or debarred by any Central Government, State Government, PSU or Government Organization.

2. Experience

Preference shall be given to firms having experience in auditing:

- Government schemes
- Government sponsored projects
- Centrally Sponsored Schemes
- State Government projects
- Projects funded by NABARD, World Bank, IFAD or similar agencies
- ATMA/FPO/Farmer Institutions

Supporting work orders/ completion certificates shall be enclosed.

3. Scope of Work

The selected Chartered Accountant Firm shall:

- Verify books of accounts.
- Verify cash book, ledgers and all vouchers with supporting.
- Verify bank reconciliation statements.
- Verify assets and liabilities.
- Verify grant utilization.
- Verify procurement records.
- Verify statutory compliance.
- Verify Utilization Certificates.
- Point out financial irregularities, if any.
- Suggest corrective measures.
- Issue Agency-wise Audited Utilization Certificates.
- Submit Audit Report along with observations, recommendations, and compliance requirements.

4. Time Schedule

- The audit shall be completed within **30 (Thirty) days** from the date of issue of the work order.

5. Financial Proposal

The applicant shall submit the following separately on its letterhead:

- Audit Fee
- GST
- TA/ DA
- Accommodation Charges
- Any other applicable taxes

The rates shall remain valid for 1 year.

6. Payment Terms

Payment shall be released only after:

- Successful completion of audit;
- Submission of three copies of agency wise Audit Reports along with consolidated Audit Report;
- Submission of Agency-wise Audited Utilization Certificates along with consolidated Audited Utilization Certificates;
- Submission of original proper GST bill/ Tax invoice.

Applicable TDS shall be deducted from the bill amount as per the rules.

7. Blacklisting

The firm shall furnish an undertaking that it has not been blacklisted by any Central Government, State Government or Government Institution.

8. Submission of EoI

The proposal shall contain:

a) Technical Proposal

- Annexure-I (Application Form)
- Constitution Certificate issued by ICAI
- C&AG/State AG Empanelment Certificate
- Latest Partnership Deed (if applicable)
- PAN
- TAN
- GST Registration Certificate

- Latest GSTR-3B
- Income Tax Return Acknowledgement last 3 financial year
- Audited Financial Statements for FY 2022-23, 2023-24, 2024-25 (2025-26 if done)
- Experience Certificates
- Details of Service Sector Audits
- Details of Professional Staff
- Details of Court Cases/ Arbitration, if any
- Annexure-II (Declaration regarding Blacklisting)

b) Financial Proposal

Financial proposal shall be submitted on firm's letterhead indicating:

- Audit Fee
- GST
- TA/ DA
- Accommodation Charges
- Other Taxes (if any)

9. Evaluation Process

The evaluation shall be carried out in two stages:

- **Stage-I: Technical Evaluation**
- Only technically qualified firms shall be considered.
- **Stage-II: Financial Evaluation**
- Financial proposal shall be opened only in case two or more firms obtain equal marks in technical evaluation. Otherwise, the technically highest scoring firm shall be selected.

10. Right of the Authority

The Chief District Agriculture Officer-cum-Project Director, ATMA, Kalahandi reserves the right to:

- Accept or reject any or all proposals;
- Cancel the EoI without assigning any reason;
- Seek clarification from applicants;
- Modify the scope of work if required.

No correspondence shall be entertained in this regard.

11. Period of Empanelment

The empanelment shall remain valid for **one (1) years** from the date of approval, unless terminated earlier by the organization. The validity may be extended at the sole discretion of the competent authority.

12.Criteria for Selection (Technical Evaluation):

Sl. No.	Particulars	Maximum Marks	Evaluation Criteria
1.	Average Turnover of the firm for last three years. (i. e FY 2022-23, FY 2023-24 & FY 2024-25)	20	• Firms with average turnover more than 1 Crore = 20 • Firm with average turnover more than 50 Lakh up to 1 Crore = 10 • Otherwise = 0
2.	No. of audit assignments of Internal Audit/ Compilation of accounts of Govt Organisation (Not Banks) conducted by June 2026.	20	• More than 10 no's of Internal Audit/ Compilation of Accounts = 20 • More than 5 No's up to 10 No's of Internal Audit/ Compilation of Accounts = 10 • Otherwise = 0
3.	No of Partners/ Qualified Assistant in the firm as on 31.03.2026.	20	• More than 10 = 20 • More than 5 up to 10 = 10 • Otherwise = 0
4.	Nos. of years of establishment of the firm	20	• More than 30 years= 20 • More than 20 years up to 30 = 10 • More than 10 up to 20 = 5 • Otherwise = 0
5.	Head Office	20	• In Odisha = 20 • Outside Odisha=10
Total Marks		100	


13/07/2026
CDAO-cum-PD, ATMA,
Kalahandi

Annexure-I: Format of Application for EOI

**Expression of Interest for short listing Chartered Accountant Firms for the Audit of
the accounts under the Shree Anna Abhiyan (SAA), Kalahandi**

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):
(Enclose Self attested copy of Registration/ Constitution)

Head Office:

Address	Date of Establishment	Partner In charge	Contact Person/Mobile number/ Landline Nos./Fax	E-mail

Branch Office 1 (if any):

Address	Date of Establishment	Partner In charge	Contact Person/Mobile number/ Landline Nos./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 / Partner(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	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	

(Enclose self-attested copy of Income Tax returns filed for previous three Years (i.e. FY 2022-23, 2023-24, 2024-25), P & L Account and Balance Sheet of the period)

9. PAN No. of the Firm:

10. GST Registration No. of Firm:

Date:

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

Place:

Annexure-II: Undertaking & Compliance Certificate (On Applicant's Letter Head)

We M/s. _____, proprietor/ partnership/LPP Firm of Chartered Accountant do hereby verify and declare that: -

- a. We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/ allotment of valuation assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. Our firm should have adequate manpower (i.e. CA Inter/ qualified resource) for the assignment.
- e. The constitution of our firm as on date of application is the same as that as per ICAI records.
- f. Our firm have not been blacklisted by any State/ Central Govt. organization/ institution.

Date:

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

Place: