



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR
Odisha - 768001

Phone No. 0663-2411316 / E Mail : sambalpurm.hud@nic.in

Letter No: 761 /SMC

Dated. 07.02.2023

Quotation Call Notice

The Commissioner, Sambalpur Municipal Corporation, Sambalpur invites sealed financial quotation from the CAG empaneled Chartered Accountants firms for the Entry, Finalize and audit of Financial Statement of Sambalpur Municipal Corporation for the Financial Year 2021-22 & 2022-23 as per OMAR-2012. The minimum audit fee is including Pocket Expenses for each financial year. The CA firm having the municipal work experience will be given preference. Renewal will be done for next two financial years on the performance & timely submission of the work by the Auditor.

The sealed financial quotation along with all necessary documents should reach in the office of the Commissioner, Sambalpur Municipal Corporation, Sambalpur through Regd. Post/ Courier on or before dt. 16.02.2023 up to 5.00 PM and same will be opened in the next day at 11.30 AM in the office chamber of the undersigned.

Sd/-

Accounts Officer
Sambalpur Municipal Corporation

Documents to be submitted

1. CAG empanelment acknowledgement
2. Firm Consultation Certificate
3. PAN of the Firm
4. GST Certificate (if any)
5. Latest Balance Sheet, Profit Loss Account and ITR for last three years
6. ULB work experience work order (if any, Subject to in SUJOG Module of ULB)
7. Financial Quotation (as per format enclosed)

Deliverable, Timelines and Payment Scheduling:

The CA firm must be ready to take up the assignment within 30 days and complete the work by 30th Mar 2023.

| | | |
|--|--------------------------------------|---|
| 1. Entry & Finalization of Record for preparation of Financial Statement, Cash Flow Statement & Cash Book. | After submission of each year report | 30 days from date of submission of Report |
| 2. Audited Financial Statement along with the schedule as per OMAR of the ULB for the financial year as per the quotation call notice. | | |
| 3. Audit Report based on the Scope of the work | | |

Address for submission of Bid:
Office of the Accounts Officer,
Sambalpur Municipal Corporation,
Near Durgapali, Pin 768006, Sambalpur.

Scope of Works

The Chartered Accountant Firms selected for finalization & audit of ULBS accounts shall take into consideration the following aspects in addition to the attest function with respect to the financial year under review:

1. All the required books of accounts as prescribed in OMAR 2012 and necessary. Supporting documents (vouchers, bills, receipt and registers), minute books have been kept in respect of all transactions and that clear synchronizations exist between accounting records, account books and financial reports.
2. Update & Prepare all the Financial Statement as per the OMAR to produce audited Financial Statement (Cash Book, Cash Flow Statement, Trial Balance, Balance Sheet & etc.)
3. The financial reports and Utilization Certificates (UCs) submitted by the ULB to the Government in agreement with the Grant and UC register and books of accounts and maintain the Grant Register intact.
4. Produce all the relevant data and Financial Statement as required for Release of Finance Commission Grant.
5. Verification of all vouchers and supporting documents with respect to the proper sanction and approved by competent authority according to the delegation of financial power and compliance to laws and prescribed guidelines.
6. All entries in the books of accounts (Cash Book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Journal Book, Salary Register, Attendance Register, Cheque Issue Register, Grants Received Register etc.) in respect of receipts and expenditure of the ULBS must be done by the Auditor.
7. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with the practices.
8. Examination of utilization of grants received from Government of Odisha during the financial year under review.
9. Examination of category wise income accrued. Income received and receivables reconciliation.
10. Examination of advances given and adjusted/recovered from staff and others.
11. Examination of stationary payments is made within the scheduled period reconciliations' and compliance viz.
 - a. Tax deducted at source with appropriate rate on payments made by the ULBS and deposit of same within the schedule period.
 - b. Filing of Quarterly TDS statement within due date
 - c. Timely deduction and deposit of Royalty and Cess
12. Examine whether there is any outstanding demands from any competent authority against the ULBs as on the balance sheet date
13. Examination of Accounts prepared by respective Corporation as per OMAR-2012.

FORMAT FOR THE FINANCIAL PROPOSAL

(On the Letterhead of the Firm Full Postal Address, Telephone, etc.)

Rate for Entry, Audit & Finalize the Accounts of SMC for Two Financial Year

| Financial Quotation of Audit as per Scope of work as specified in the Quotation Call Notice | | |
|---|-------------|---------|
| Audit Fees(including all pocket expenses) | GST(If any) | Total |
| 1 | 2 | 3=(1+2) |
| | | |

The CA firm quoted the lowest financial quotation in the total column will be assigned the work. If there is tie between the prices of two CA firms, then the work will be assigned to the firm having maximum ULB work experience in SUJOG Module.

Authorized Signatory (Name and Signature)
With Seal and Date

[Handwritten Signature]
7/2/23

Accounts Officer
Sambalpur Municipal Corporation
Sambalpur