



SHORT TENDER NOTICE

No. ASDMA.06/2011/Pt./18

Dated:05-05-2017

Assam State Disaster Management Authority invites quotation from Registered Chartered Accountant Firms (CA) empanelled with C & AG affixing Rs. 8.25 court fee stamp for Statutory Audit for the Financial Years i.e., 2015-16, 2016-17 and 2017-18.

Scope of Work:

- **To audit funds received in ASDMA Account in respect of funds related to :-**
 - (i) **Non-Plan Fund**
 - (ii) **Plan Fund**
 - (iii) **13th Finance Commission Grant & SDRF Fund**
 - (iv) **NSSP Fund**
 - (v) **Other Subsidiary Fund**
 - (vi) **GOI-UNDP Fund**
 - (vii) **UNDP/NDMA Fund**
 - (viii) **UNICEF Fund**

The empanelled CA Firms would be required to prepare and audit the following things:-

- a. Balance Sheet (A Consolidated Balance sheet comprising all the funds shall be prepared along with individual balance sheet for Non-Plan, Plan & 13th FCG Funds.)
- b. Audit Report in triplicate
- c. Trial Balance
- d. Income and Expenditure accounts
- e. Receipt and Payments accounts
- f. Bank Reconciliation Statement

It may further be noted that while auditing the Accounts, The Chartered Accountant Firm should also certify the following:-

- a. Cash Book.
- b. Cheque Issue Register.
- c. Voucher Pads relating to expenditure incurred.
- d. Reconciliation of the banks accounts upto the period of audit.

- e. Goods and Services financed have been procured in accordance with the Govt. Guidelines.
- f. Grant and Fund Receipt Register.
- g. Stock Register.
- h. Ledger books.
- i. Tally ERP 9 entries of the respective years i.e. complete audit of computerisation accounts of ASDMA.

Technical Bid

1. Agencies/Individuals/Firms (Bidders) shall submit the following primary information/documents, as applicable with their quotation.
 - (a) Firm's Trade Licence/Company Registration Number;
 - (b) VAT/Service Tax Registration Number;
 - (c) Income Tax PAN Number;
 - (d) Company's Income Tax Return for the last 2 (two) years;
 - (f) Should be empanelled with C & AG;
 - (g) The Bidder should be registered with the *Institute of Chartered Accountants of India (ICAI)*.
2. Bidders should have an average of 3 (three) years of experience in completing Statutory Audit in Government/autonomous Sector Firms.
3. Bidders should have an average turnover of atleast Rs. 3,00,000/- p.a. for the last three years.

Financial Bid:

1. Bidders shall quote rates for the audit including all applicable taxes as shown in Annexure-1.

General conditions:

1. The The Tender Document envelope containing quotation should be super scribed "Quotation for Statutory Audit of ASDMA Funds". The bid must be submitted in two separate sealed envelopes
 - a. Technical Bids
 - b. Financial bidsThe two sealed envelopes should then be put in one Envelope. The Envelope should then be sealed and super scribed with the wordings "Quotations for Statutory Audit of ASDMA Funds" vide Tender No ASDMA.06/2011/Pt./18 and closing date 22-05-2017" addressed to :-

***The Chief Executive Officer,
Assam State Disaster Management Authority,
Dispur, Guwahati-781006***



Quotation should be submitted with required documents within the closing date.
Quotation received after the closing date will not be entertained

2. ASDMA reserves the right to alter/modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, or any part of bidders will render the tender liable for rejection/cancellation.
3. Any dispute unless resolved amicably shall be settled by a Court of Law having jurisdiction over Guwahati.
4. Incomplete Tenders and Tenders received after the due date/ time of submission due to postal/courier delay will not be considered.

(Pramod Kumar Tiwari)
Chief Executive Officer,

Assam State Disaster Management Authority
Assam Sachivalaya, Dispur

No. ASDMA.06/2011/Pt./18

Dated: 05-05-2017

Copy to:-

1. Deputy Commissioner, Kamrup Metro with a request to cause display in D. C.'s office Notice Board
2. Administrative Officer, Assam Administrative Staff College, for display in their Notice Board.
3. System Expert, ASDMA for uploading it in the ASDMA official website
4. DIPR for advertising it in The Asomiya Pratidin & The Assam Tribune.

(Sd/-)

(Pramod Kumar Tiwari)
Chief Executive Officer,

Assam State Disaster Management Authority
Assam Sachivalaya, Dispur

Annexure-1

Bill

Particulars	Amount (in Rs.)
Charges for both manual and computerised account audit for the financial year	xxxxxxx
Add: Service Tax @ 15%	Xxxxxxx
Add: Other expenses, if any (specify the nature of expenses)	Xxxxxxx
Total	Xxxxxxx

for