



CUTTACK MUNICIPAL CORPORATION

Ref No.....301

Date.....08/01/2021

QUOTATION CALL NOTICE

The Commissioner, Cuttack Municipal Corporation invites sealed financial quotation from the CAG empaneled Chartered Accountant firms for the statutory audit of **Financial Statement of Cuttack Municipal Corporation for Financial Year 2018-19 and 19-20 as per OMAR 2012.** The minimum audit fees is fixed at Rs. 50,000/- for each financial year. The CA firm having the municipal work experience will be given preference.

The sealed financial quotation along with all necessary documents should reach in the office of the Cuttack Municipal Corporation on or before dt. **18.01.2021** up to 11. A.M and same will be opened in the same day at 11.30 A.M in the office chamber of the undersigned.

Commissioner
Cuttack Municipal Corporation

Documents to be submitted:

1. CAG empanelment acknowledgement
2. Firm Constitution Certificate
3. PAN of the firm
4. GST Certificate (if any)
5. Latest Balance Sheet, Profit Loss Account and ITR
6. Municipal work experience work order (if any)
7. Financial Quotation (as per format enclosed)

Deliverables, Timelines and Payment Scheduling:

The CA firm must be ready to take up the assignment within 7 days and complete the work by 31st January 2020.

Deliverable/output (for Package)	Fees Payable	Fees Payable
1. Audited Financial Statement along with all the schedules as per OMAR of the ULB for the financial year as per the quotation call notice	After Submission of Report	30 days from the date of Submission of Report
2. Audit Report based on the Scope of the work		

Address for submission of bid:

Office of the Cuttack Municipal Corporation
Cuttack-Municipal-Corporation,
Choudhury-Bazar,
Cuttack - 753001, Odisha

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Scope of Work

The Chartered Accountant Firms selected for 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 & that clear synchronizations exists between accounting records, accounts books and the financial reports.
2. The financial reports and Utilization Certificates (UCs) submitted by the ULB to the Government are in agreement with the Grant and UC register and books of accounts.
3. Adequate records (stock / asset registers) are maintained to properly reflect the assets of the ULB including details of cost, identification and location of assets.
4. Verification of all vouchers and supporting documents with respect to the proper sanction and approval by competent authority according to the delegation of financial power and compliance to laws and prescribed guidelines.
5. Verification of entries in the books of accounts (Cash book, General Ledger, Advance Ledger, Daily Collection Register, Miscellaneous Receipt Books, Journal Book, Salary Register, Cheque Issue register, Grants Received Register etc.) in respect of receipts and expenditure of the ULB. Where ever required the auditor may suggest to the ULB to pass the rectification entries if any.
6. To provide recommendations for strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.
7. Examination of utilization of grants received from Government of Odisha during the financial year under review.
8. Examination of category wise income accrued, income received and receivables reconciliation.



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9. Examination of advances given and adjusted / recovered from staff and others.
10. Examinations of statutory payments are made within the scheduled period, reconciliations and compliances viz.
 - a) Tax deducted at source with appropriate rate on payments made by the ULB and deposit of same within the scheduled period
 - b) Filling of quarterly TDS statement within the due date
 - c) Timely deduction and deposit of Royalty and Cess.
11. Examine whether there is any outstanding demands from any competent authority against the ULB as on the Balance Sheet date.
12. Examination of Accounts prepared by respective Corporation as per OMAR – 2012

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FORMAT FOR THE FINANCIAL PROPOSAL

(On the Letterhead of the Firm lead partner of the company full postal address, telephone nos., e-mail address etc.)

Rate for Audit of Accounts of CMC for one year

Quotation for audit as per the Scope of Work as specified in the Quotation Call Notice		
Audit Fees	GST (if any)	Total

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

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