CUTTACK MUNICIPAL CORPORATION

Ref No. 5283/-Accs-Rect 06/2021 Date 9/6/2021

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 2020-21 as per OMAR 2012**. The minimum audit fees is fixed at Rs. 50,000/-. 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. **21.06.2021** and the same will be opened on 22.06.2021 at 11.30 A.M in the office chamber of the Finance Officer.

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 5th July, 2021.

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 2. Audit Report based on the Scope of the work	After Submission of Report	30 days from the date of Submission of Report

Address for submission of bid:

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

Copy to:- 1. **In charge of diary section, CMC for kind information.**
2. **MIS-Computer-Programmer for kind information.**

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.

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

Commissioner

Cuttack Municipal Corporation

No.......... Date...........

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 prices of two CA firms, then the work will be assigned to the firm having maximum ULB work experience.

Municipal Commissioner,
Cuttack Municipal Corporation