



**Higher Education Department
Government of Odisha**

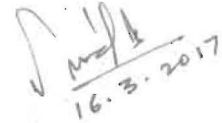
No. 6871 / HE/2017
PT1-HE-PTC-SAMS-0002-2015

Dated 16 /03/2017

**Expression of Interest for Empanelment of
Chartered Accountant Firms for SAMS SOCIETY**

Sealed Expression of Interest (Eol) is invited in specific format from the **C&AG/State AG's Empanelled** Chartered Accountant firms having a minimum of **Three Years of Experience** to conduct Statutory/Internal Audit of Accounts of SAMS Society. The Society is registered under Society Registration Act, 1861 under administrative control of Higher Education Department, Govt. of Odisha. The last date of submission of Eol is **25/03/2017**. The Eol document along with the TOR can be downloaded from the web site www.dheodisha.gov.in.

The Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.


16.3.2017

Officer on Special Duty

Memo No: 6872 / HE, Dated: 16 /03/2017

Copy forwarded to State Portal, Odisha Secretariat with a request to publish the Eol in Government of Odisha Website.



Officer on Special Duty



Government of Odisha
Higher Education Department
BHUBANESWAR-751001

Expression of Interest (EoI) for Empanelment of Chartered Accountant Firms for SAMS SOCIETY

Expression of Interest (EoI) is invited from C & AG empaneled / State AG Chartered Accountants firms (Partnership/ Sole proprietorship firms with one full time FCA) in the prescribed format for short listing for the engagement of statutory audit of the SAMS Society, Higher Education Department accounts. The firm must have it's Registered or Branch Office at Bhubaneswar.

1. The EoI document along with the instructions can be obtained from the Office of the SAMS Society, Higher Education Department, Odisha Secretariat, Bhubaneswar-01 within 11.00 AM to 5.00 P.M. of all working days from **Date :18/03/2017** to **25/03/2017**. The same can also be downloaded from our website www.dheodisha.gov.in . Any queries regarding EoI may be send to sptc.hed@gmail.com within **21/03/2017** up to 5 P.M .
2. The last date for submission of expression of interest in the specified format is **3 PM_of Date : 25/03/2017**. Incomplete formats/ format received after the prescribed last date will not be entertained.
3. The expression of interest in a sealed envelope must be delivered by Speed Post / by hand in the **OIC, PTC, Higher Education Department, Odisha Secretariat, Bhubaneswar-1. The authority will not be responsible for any postal delay.**
4. The term full time partner/ CA employee does not include those persons (Partner/ Sole/Who are:-
 - (i) Partners in other firms
 - (ii) Employed part-time/ full time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949.

(iii) Partners who have earned more professional income from other sources than their income from the firm.

Similarly, the full time Sole Proprietor does not include a person who is partner in other firms or is employed elsewhere or other wise engaged in any other business/ activity as mentioned above. Accordingly, a person who is a partner/ employee in another firm should not apply in his capacity as Sole Proprietor.

5. The Expression of interest must be submitted in the prescribed format along with all requisite documents.

6. All firms are required to enclose the following documents along with the expression of interest.

(i) A copy of constitution certificates of firm issued by the ICAI containing inter-alia.

(a) Date of formation of the firms with a full time FCA

(b) Details of partners/ Sole Proprietor/ CA employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA their other interest, if any.

(ii) A copy of the latest partnership deed in the case of partnership firms (If it is Partnership Firm).

(iii) A copy of the acknowledgement of the IT return of the firm and of all full time partners/ the sole proprietor for the assessment year **2015-16** and a copy of computation of income of full time partners/sole proprietor.

Note: Full time partners joining the firm on or after 1st January of the relevant year and firms constituted on or after this period should submit their latest available acknowledgement of IT return/ computation statement.

(iv) A copy of financial statement of the firm along with schedules for the financial year 2015-16.

(v) Details of court cases/ arbitration cases/ or any other case pending against the firm.

(vi) Copy of the empanel code issued by C&AG/State AG.

(vii) Copy of the experience certificate

(viii) Details of audit (State Govt./PSU) undertaken by the firm.

(ix) Copy of the Service Tax registration certificate (ST-02) & return (ST-03) for the year ended as on 31/03/2016.

7. Details of audit experience of the firm for the last 3 years in the following proforma. (Only assignments which carry a fee of Rs. 25000/- and above should be mentioned).

Name of the area/sector	Name of the company / body audited. (a) Society / PSU/ autonomous body (b) Companies in private sector (c) Banks (d) Social sector programmes / projects (e) Externally aided social sector projects (f) Education projects /programmes	Years of audit e.g. (a) 2014-15 (b) 2013-14 (c) 2012-13	Fees charged for each of the assignments in each year	Nature of audit assignment viz. Statutory audit/ or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit of signed the financial statements and who is still working in the firm

8. Suitable weightage will be given to firms, which are implementing quality control policies and procedures as provided in statements on Standard Auditing practices (AAS/SAP 17). A brief note on the procedures adopted by them is to be given by the firms for this purpose (Please refer to Sl. No. 12 of the Expression of Interest format).
9. Please indicate:-

The particulars of specialization gained by the firm in audit of

- (i) Electronic Data Processing(EDP) systems
- (ii) IT assisted audit

(iii) Any other important special assignments etc. in the following format.

Sl. No.	Description of specialization	Specify nature of assignment, if other than audit	Name of the organization	Name of the partner/ sole proprietor who handled this assignment	Whether partner/ sole proprietor mentioned in is still with the firm (Y/N)

10. All full time partners/ sole proprietor should invariably sign the undertaking appended as Section B to the expression of interest. Similarly, all the full time CA employees of the firm should sign in the column provided at Annex A –3 to the format.

11. The Firm must have empanelled by C&AG/State AG.

12. The CA firm should have a minimum of Three years' experience with sufficient staff to carry out the audit.

13. Preference will be given to the CA firms having adequate experience in auditing service sector projects implemented by Govt. & funded by Govt. or external agencies. For this the firm has to produce the relevant document supporting its experience.

Expression of Interest for short listing Chartered Accountant Firms for the Audit of the accounts of SAMS Society, Higher Education Department

Status of Firm **Partnership** **Sole Proprietorship**

1. (a) Name of the firm (in capital letters) _____
 (b) Address of the Head Office _____
 (Please also give telephone no. \ _____
 and e.mail address) _____

- (C) PAN No. of the firm _____
 2. ICAI Registration No. _____ Region Name _____
 Region Code No. _____

3. (a) Date of constitution of the firm:
 (b) Date since when the firms has a full time FCA:

4. Full- Time Partners/ Sole proprietor of the firm as on 1.1.2017 (please fill up Annex-A-1)

Sl.No	Years of continuous association in the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 years or more but less than 10 years		
(d)	10 years or more but less than 15 years		
(e)	15 years or more		

5. Number of part time partners if any as on 1.1.2017 _____
 (Please fill up Annex A- 2)
6. Number of full time chartered accountant employees _____ as on 01-01-2017 (please fill up Annex A-3)
7. Number of audit staff employed full time with the firm

- (a) Articles/ Audit Clerks_____
- (b) Other Audit staff (with knowledge of book Keeping and Accountancy)_____
- (c) Other professional staff (please specify) _____

8. Number of branches (Please fill up Annex- B)

9. Fees earned by the firm from April 2012 to PSU/ Companies in Banks March 2016 in respect of :

	Autonomous Body	Private sector
(i) Statutory / Branch Audit/ 6 monthly Audit Review		
(ii) Internal / Concurrent Audit		
Total of (i) and (ii) above		

10. Whether the firm is engaged in any internal/ Concurrent audit or any other services of any Govt. Companies/ Corporations etc. if yes , details may be given **Annex-C** Yes/ No : _____

11. Whether the firm is implementing quality control policies and Procedures designed to ensure that all audits are conducted in accordance With Statements on Standard Auditing Practices (SAP-17) (If Yes,a brief note on the procedure adopted is to be given) Yes/No :_____

12. Whether there are any court/ arbitration/ any other legal case against the firm Yes/No : _____
(If yes give a brief note of the case indicating its present status)

**SECTION – B
(Undertaking)**

I/We the sole proprietor/ following partners of M/s. _____
Chartered Accountant do hereby jointly and severally verify and declare-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- (ii) that the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred , give details)
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) that the constitution of the firm as on 1st January of the relevant year shown in the expression of interest is same as that in the constitution certificate issued by the ICAI.

Sl.No	Name of the partner/ sole proprietor	Membership Registration No.	PAN No.	Dates of payment of the fees for the relevant year _____ A/B*	Signature of partner / sole proprietor

(Seal of the Firm)

A For membership
B For issue of certificate of practice
Place:
Date:
Enclosure: _____ pages

For Office Use Only

Whether firm has done Yes/No
(a) Statutory/Branch Audit _____
(b) Internal/Concurrent Audit _____

Checked Verified Date updated by

(Annexure A- 1)

1. Firms Name _____

Details of full time partners/ Sole proprietor of the firm (please refer to Sl. No. 4 of the expression of interest format)

Sl. No	Name of the partner/sole proprietor	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present	Whether acknowledgment of income Tax Return for the AY 2015-16 /attached Yes/No	Whether has ISA (information systems Audit/ CISA or any other equivalent qualification (specify the qualification))

*If yes, please attach a copy of the certificate

(Annex A - 2)

Details of Part - time Partners/ Sole proprietor of the firm (please refer to Sl. No. 5 of the expression of interest format)

Name of the partners	Membership No	Whether FCA/ACA	Date of becoming FCA	Date of joining partnership	No. of other firm in which he is partner	Whether practicing in his own name also (Y/N)	Whether employed elsewhere Yes/No	Whether has ISA (information systems Audit/CISA or any other equivalent qualification (specify the qualification))

If yes, please attach a copy of the certificate

(Annex A-3)

**Details of full time Chartered Accountant Employee
(Please refer to [Sl. No. 6](#) of the expression of interest format)**

Sl.No.	Name of the partners	Membership No	Whether FCA/ACA	Date of becoming FCA	Date of joining the firm as full time employee	Whether has ISA (information systems Audit/CISA or any other equivalent qualification (specify the qualification))	Signature of the employee

If yes, please attach a copy of the certificate

(Annex. A-4)

Details of partnership and full time Chartered Accountant Employees of the firm included this year in Annex A-1, A-2 & A-3 above.

Sl.No	Name	Membership No	Whether full time partner/ part time partner/Full Time CA employee

*If yes, please attach a copy of the certificate

(Annex B)

Particulars of Branches (including foreign branches , if any)

Sl.No	Station at which located	Complete address with PIN Code & Telephone No	Name of the partner in charge of the branch	Date of opening of the branch	Region	Whether included in last year application (Yes/ No)

(Annex C)

Details of internal audit work/ any other accounting work of public sector undertaking in hand with the firm (please refer to Sl. No. 10 of the expression of interest format)

Sl. No	Name of the PSU/ unit	Nature of assignment	Year for which appointed

**TERMS OF REFERENCE FOR APPOINTMENT OF A CHARTERED
ACCOUNTANT FIRM FOR AUDIT OF ACCOUNTS OF SAMS Society under
Higher Education Department, Government of Odisha.**

(FINANCIAL AUDIT)

BACKGROUND

The SAMS Society, Higher Education Department is a registered society which is implementing the e-Admission & e-Administration in all Junior (+2) and Degree (+3) Colleges in Odisha. This is a self-sustained project and fund generated only through online admission process adopted by all Colleges in the State.

OBJECTIVES

The objective of the audit of the Programme Accounts (Programme Financial Statement) (PFS) is to enable the auditor to express a professional opinion on the financial position of the aforesaid programmes at the end of each fiscal year and of the funds received and expenditure incurred for accounting period ended (mm/dd/yy), as reported by the Programme Financial Statement.

The programme accounts (books of accounts) provide the basis for preparation of the PFS and are established to reflect the financial transactions in respect of the project, as maintained by the project implementing agency SAMS Society, Higher Education Department, Govt. of Odisha.

SCOPE

Expenditure is incurred against various activities approved in the Governing Body in the Annual Work Plan & Budget from funds generated from online admission process (**e-Admission**). A statement of expenditure based on actual amount spent under various activities is produced before the **Governing Body** as well as various Committee under the SAMS Society. The CA firm is required to exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India. In conducting the Audit, attention should be given to the following:

- (a) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- (b) Generally accepted accounting principles are followed by all entities who are authorized to incur expenditure under different Programme. Proper documents namely, purchase orders, tender documents, invoices, vouchers, and receipts, pay bills. TA bills etc. are maintained and linked to the transactions and retained till the end.

- (c) All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports presented before Governing Body of SAMS Society.
- (d) Expression of opinion on proper maintenance of Books of Accounts as per the guideline & reconciliation of bank statements and accounts which should be carried out regularly on a monthly basis. The opinion on the above has to be submitted by the auditor separately to the SAMS Society.
- (e) The C.A. firm appointed for the audit should also look into the position of audit compliance of previous audit objections raised, if any.
- (f) The C.A. firm appointed for the audit should be required to give audit certificates, utilization certificate and any other certificate required from time to time

PROGRAMME FINANCIAL STATEMENTS

Programme Financial Statements should include:

- (a) A summary of funds received from SAMS Resource Centres across the State of Odisha:
- (b) Any other receipt accruing separately:
- (c) A summary of expenditure shown under the SAMS Society heading both for the current financial year and accumulated to date: and
- (d) A Balance sheet showing accumulated funds of the SAMS Society, bank balances other assets of the programme, and liabilities, if any.

AUDIT OPINION

The primary audit opinion should include the programme Financial Statements, the annual report of the programme accounts, a specific certificate on adherence of Procurement Procedure as laid down By Law of the Society on Financial Management and Procurement. The procurement certificate should contained "This is to certify that we have gone through the procurement procedure used for the State for SAMS Society, Higher Education Department, Govt. of Odisha and based on the audit of the records for the year _____ for SAMS Society, Higher Education Department, Govt. of Odisha and inputs from the district audit reports, we are satisfied that the procurement procedure prescribed in the Manual on Financial Management Procurement has been followed & no deviations were observed." The financial statement, including the audit reports should be received by SAMS Society not later than (three to six) months after the end of the accounting period to which the audit refers. The auditor should submit the report to Chairman, SAMS Society, Higher Education Department, Govt. of Odisha well in advance who will take further action.

MANAGEMENT LETTER

In addition to the audit reports, the auditor will prepare a "management letter" in which the auditor will:

- (a) Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- (b) Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvement;
- (c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance.
- (d) Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the programme; and
- (e) Bring to the implementing agencies' attention any other matters that the auditor considers pertinent.

KEY PERSONEL

The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- (a) The audit team should be led by a Chartered Accountant with a minimum 3 years' experience in audit.
- (b) The audit team should include sufficient number of appropriate staff (Articles/Audit Clerks and other audit staff), commensurate with the size and scope of the assignment.

GENERAL

The auditor should be given access to all legal documents, books of accounts procurement documents, correspondence and any other information associated with the programme and deemed necessary by the auditor.