

**Government of Chhattisgarh
Panchayat and Rural Development Department**



DETAILED DOCUMENT

for

**Selection of Chartered Accountant Firms
for Internal & External Audit**

Issued by

**CHIEF EXECUTIVE OFFICER
CHHATTISGARH RURAL ROAD DEVELOPMENT AGENCY
CIVIL LINES, RAIPUR – 492 001**

**GOVERNMENT OF CHHATTISGARH
PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT
CHHATTISGARH RURAL ROAD DEVELOPMENT AGENCY
CIVIL LINES, RAIPUR – 492 001**

Tender Form

Issued to:

.....

.....

Name of Work: Selection of CA Firms for Internal & External Audit.

District : -----

Cost of Tender Form: **Rs.500/- (Rupees Five Hundred Only)**

Paid vide Demand Draft No..... Date:.....

Date of issue of Tender Form:

Chief Executive Officer
Chhattisgarh Rural Road Development Agency
Vikas Bhavan, Civil Lines, Raipur

(Please enclosed this page with the application, without this application will not be considered)

*Chhattisgarh Rural Roads Development Agency
Vikas Bhawan, Civil Lines, Raipur (C.G.)*

Expression of Interest

NIT No. 218/1872 /RC-4/CGRRDA/2010

Raipur, Dated 29/06/2011

Chhattisgarh Rural Road Development Agency, Vikas Bhawan, Civil Line, Raipur, invites Expression of Interest from suitable Charter Accountants registered with Comptroller & Auditor General of India for Yearly/Half Yearly Internal & External audit of accounting.

Interested firm can be purchased prescribed format from this office between **1 July, 2011 to 7 July, 2011, 2011** on payment of Rs. 500 in form of Demand Draft in favor of Chhattisgarh Rural Road Development Agency & payable at Raipur. Tender form can also be downloaded from our website <http://pard.cgprocurement.gov.in> or email- cg-itno@nic.in for which Demand Draft of Rs.500/- be submitted at the time of submission of EOI. Complete document (EOI) must be submitted to Chief Executive Officer, Chhattisgarh Rural Road Development Agency, Vikas Bhawan, Civil Line, Raipur latest by **14th July, 2011**.

(P.C. Pandey)
Chief Executive Officer
Chhattisgarh Rural Roads Development Agency
Vikas Bhawan, Civil Lines, Raipur (C.G.)

Chhattisgarh Rural Road Development Agency
(An Agency of Govt. of Chhattisgarh , Panchayat & Rural Road Development Department)
Vikash Bhavan, Civil Lines, Raipur

NIT No. 218/1872 /RC-4/CGRRDA/2010

Raipur, Dated 01/04/2011

***Invitation of Expression of Interest for
Empanelment of Chartered Accountant***

Chhattisgarh Rural Road Development Agency (here in after in called CGRRDA) is a wholly owned Agency of Government of Chhattisgarh Panchayat & Rural Development registered under the societies registration act 1973 (No. 44 of 1973), is responsible for planning, execution & maintenance of Rural Road in Chhattisgarh. Presently execution of rural roads under Pradhan Mantri Gram Sadak Yojna in all the 18 Districts of the state is being carried out through 50 Project Implementation Unit.

Expression of interest are invited from suitable Chartered Accountants registered with Comptroller & Auditor General of India for Yearly/Half Yearly internal & external audit of accounting, preparation/compilation of balance sheet of District Project Implementation Units, 8 Project Circle including Chhattisgarh Rural Road Development Agency and decision in disputes in contract matters arising incase of companies and partnership firms.

Chartered Accountants, who are willing to do this work may submit complete details in prescribed format which can be purchased from this office between **1 July, 2011 to 7 July, 2011, 2011** on payment of Rs. 500 in form of Demand Draft in favor of Chhattisgarh Rural Road Development Agency & payable at Raipur. Tender form can also be downloaded from our website <http://pard.cgeprocurement.gov.in> or email- cg-itno@nic.in for which Demand Draft of Rs.500/- be submitted at the time of submission of EOI. Complete document (EOI) must be submitted to Chief Executive Officer, Chhattisgarh Rural Road Development Agency, Vikas Bhavan, Civil Line, Raipur latest by **14th July, 2011 up to 3.30 PM.**

EoI will be opened on **15/7/2011 at 4.30 P.M.** in presence of Service Provider(s)/ representative(s), who choose to be present

Before purchase the application form kindly go through the eligibility criteria for appointment of Auditors available with the office.

Enclosure: - As above

(P.C. Pandey)
Chief Executive Officer
Chhattisgarh Rural Road Development Agency
Chhattisgarh, Civil Lines, Raipur
Phone -(0771) 2427025
Fax no.-0771 2424919

Expression of Interest

Subject:- Short listing Chartered Accountant Firms for the audit of the accounts of CGRRDA, Project Circles & PIU

	Status of Firm	Partnership																								
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 of the firm as on 1.1.2011 (Please fill up Annex <u>A-1</u>)																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 50%;">Years of continuous association in the firm</th> <th style="width: 20%;">Number of FCA</th> <th style="width: 20%;">Number of ACA</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>Less than one Year</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td>1 Year or more but less than 5 Years</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td>5 Years or more but less than 10 Years</td> <td></td> <td></td> </tr> <tr> <td>(d)</td> <td>10 Years or more but less than 15 Years</td> <td></td> <td></td> </tr> <tr> <td>(e)</td> <td>15 Years or more</td> <td></td> <td></td> </tr> </tbody> </table>		S.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		
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(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 1.1.2011 : ----- (Please fill up Annex <u>A-2</u>)																									
6.	Number of Full Time Chartered Accountant Employees: ----- (Please fill up Annex <u>A-3</u>)																									
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 Branch (Please fill up Annex <u>-B</u>) : -----																									
9.	Fees earned by the firm from March 2007 to March 2011 in respect of :																									
	(i) Statutory / Branch Audit/ 6 monthly Audit review	PSU/ autonomous Companies Private sector Banks Body																								
	(ii) Internal / Concurrent Audit	-----																								
	Total of (i) and (ii) above																									

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Details of audit experience of the firm for the last 5 years in the following proforma. (Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned)

Name of the Sector	Name of the Company/body audited	Years of audit	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 or signed financial statements and who is still working in the firm

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 Annexure 'C' Yes/ No
11. Whether there are any court / arbitration / any other legal case against The firm (If yes, give a brief note of the case indicating its present status) Yes / No
12. Whether there are any court/arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its present status) Yes/No

**Name & Signature of
duly authorized partner**

Annex A-2

Details of Part – Time Partners of the firm (Please refer to Sl. NO. 5 of the Expression of Interest format)

Name of 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 (Y/N)	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-2A

Total Annual Turnover in the last 3 financial years:

S.No.	Financial Year	Name of the Major Client served during yr.	Total (Attach supporting document)
<u>1</u>	<u>2007-08</u>		
<u>2</u>	<u>2008-09</u>		
<u>3</u>	<u>2009-10</u>		
	<u>Total</u>		

Average of 3 years

RS.

(Annex A-3)

Details of full time Chartered Accountant Employees (Please refer to Sl. No. 6 of the Expression of Interest format)

S.NO.	Name	Membership NO.	Whether FCA / ACA	Date of Joining the firm as full time employee	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification * If yes, please attach a copy of the certificate (specify the qualification)	Signature of the employee

(Annex B)

Particulars of Branch (including foreign branches, if any)

S. N O.	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)

S. NO.	Name of the PSU /Unit	Nature of assignment	Year for which appointed

GENERAL CONDITION

SUBJECT:- SELECTION OF FIRMS OF CHARTERED ACCOUNTANTS IN CHHATTISGARH UNDER PMGSY SCHEMES FOR INTERNAL & EXTERNAL AUDIT.**1. Background of Project:-**

- The Government of Chhattisgarh has constituted Chhattisgarh Rural Road Development Agency (CGRRDA) as an independent agency for execution of PMGSY road works in the State. This agency is responsible for "Construction & maintenance of Rural Roads". It is a registered body under "Chhattisgarh Societies Registration Act 1973".
- The work is being implemented through **50 Project Implementation Units (PIU)** as field formation existing in every district of the state. Quantum of work for audit may vary from district to district. Apart from this at present **8 Project Circle** is also working as a Regional Offices. Number of offices may vary from time to time.
- It is proposed to engage firm of Chartered Accountants with proven relevant experience of implementing the Project of similar nature and size viz, Banks, PSU's, Registered Agencies under any Act.
- The Chhattisgarh Rural Road Development Agency (CGRRDA) will be the employer and executing agency of this work acting through Chief Executive Officer, CGRRDA, Civil Lines, Raipur.
- The audit is to be done in each district PIUs, circle office and CGRRDA incurring the expenditure to the programme funds (PMGSY), Administrative fund, Maintenance fund and State fund.
- The quantum of audit in CGRRDA will vary from Rs. 500 to 1500 Crores against PMGSY funds about Rs.100-300 Crores for state fund.
- Please note the following :
 - All Costs of preparing the proposal including visits to the Employer and the PIU headquarter are not reimbursable as a direct cost of the assignment.
 - The Employer is not bound to accept any of the proposals submitted.
 - The every page of the proposals must be properly signed by the partner holding Power of Attorney.

2. PREPARATION OF THE PROPOSAL :-

CA Firms are requested to submit a Expression of Interest. The EoI shall be in English language.

2. Sub- Contract:-

- The successful Chartered Accountant firm shall not be allowed to sub-contract the audit work. If the firm is found sub-contracting the work allotted, the matter will be reported to the ICAI for disciplinary action as per code of conduct.
- The firm of Chartered Accountants will be allotted the districts for audits by Chief Executive Officer, CGRRDA, Civil Lines, Raipur.

- The audit works can be allotted only to those firms which will be successful against the norms fixed by CGRRDA.

3. **Written Articles/Correspondence:-**

- Any articles pertaining to CGRRDA/PMGSY activities written by you or jointly with any other person during the course of this assignment with us and all correspondence that you may have written to other organizations in connection with our activities shall become the sole property of CGRRDA and you shall have no claim over the same.
- All the records for CA's audit will be provided by the Concerned Executive Engineer, PIU of the district and CEO, CGRRDA, Raipur.

4. **CGRRDA Property:-**

- You shall be responsible for the safe keeping and return in good condition and order all the Organization's property which may be issued or assigned to you or which is in your custody. Also any material collected by you during the course of this audit will be the sole property of CGRRDA and will have to be returned before the release of the payment.

5. **Divulging of Information:-**

- During the course of the contract period or thereafter you shall not share with or divulge to any person or persons any of the organization's affairs without written authorization from the chief Executive Officer, CGRRDA, Raipur.

6. **Early Termination of the Contract:-**

- If for any reason, CEO, CGRRDA, Raipur determines that the contract should be terminated; he can do so at his own discretion.
- If for any reason, you decide to terminate the contract prior to satisfactory completion of the task, you may do so at your discretion but only after handing over all unused funds and assets created out of the specific task agreement, handing over all notes, worksheet and drafts prepared to date and after a thorough debriefing with the CEO, CGRRDA, Raipur.
- In either case, the CEO, CGRRDA, Raipur will be the sole authority to determine the reduced amount of remuneration to be paid to you.
- All the disputes so occurred will be decided by the CEO, CGRRDA, Raipur and his decision will be final.

7. **Payments:-**

A. Advance payment

The employer will make mobilization advance payment up to 10% of the contract value against provision of an unconditional Bank Guarantee in a form and by a scheduled commercial bank acceptable to the employer in amounts equal to the advance payment.

B. Routine Payment

On submission of audit report 80% payment of the bill amount will be released. Rest 20% shall be released after acceptance of the audit report by the employer or after 3 month from the date of submission of the audit report which ever is earlier.

TERMS OF REFERENCE (TOR)

Selection of Chartered Accountant firms for the External and/or Internal audit of Accounts of CGRRDA, Project Circles & PIU of PMGSY

Expression of Interest is invited from Chartered Accountants firms in the prescribed format for short listing for the engagement of internal audit of the accounts of CGRRDA & PIU of PMGSY Programme being implemented in the State of Chhattisgarh as per the enclosed Terms of Reference.

1. The last date for receipt of expression of interest in the specified format in sealed envelop by **14th July, 2011**. Incomplete format/formats received after the prescribed last date will not be entertained.
2. The Expression of Interest must be submitted in the prescribed format given in the attachment. Only the Expression of Interest in the prescribed format accompanied with all requisite documents would be considered.
3. The period of internal audit would be for financial year 2010-11 yearly basis and 2011-12 Half yearly basis. The Current Internal audit is to be carried out in two phases of six months each 30th June, 30th September, and 31st March.
4. **OBJECTIVE OF EXTERNAL (STATUTORY) AUDIT:**

The objective of the External (statutory) audit of the PMGSY Programme Fund is to obtain the professional opinion of the auditor on the annual financial accounts of SRRDA, including the PIUs who work for it.

SCOPE:

The audit will be carried out in accordance with the relevant national standards of auditing, and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:

- a. That the CGRRDA faithfully followed conditions laid down in the PMGSY guidelines/operational manual/Accounts manual in spending the funds it received from MORD for the Programme.
- b. That CGRRDA used all the funds in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided.
- c. That all the expenditure have the necessary supporting documentation; and that it has been incurred in accordance with the PMGSY guidelines, Operational Manual and the Accounts Manual.
- d. That proper and complete records have been kept as prescribed in the Accounts Manual, and the Operational Manual.
- e. That the PIUs have used the funds for the PMGSY programme; and that the auditor, after visiting the PIUs and conducting audit is satisfied on this count.
- f. That the accounts have been prepared in accordance with consistently applied relevant principles laid down in the Accounts Manual and give a true and fair view of the financial year of receipts, payments, assets and liabilities.
- g. That in respect of the works taken up under aid from the World Bank, Asian Development Bank and others, the schedules to the Balance Sheet depict the correct figures of expenditure on their projects.
- h. Audit report to be accompanied by:
 - Management Letter

- In respect or works funded by the Central, State Govt. or any other financial institution.
 - Listing on ineligible claims, if any.
 - Reconciliation of Statement of Expenditure claims with the actual expenditure as reported in the audited financial statements.
- i. **Opinion on SOE on ADB aided project:**
The auditors report should also include the Auditors opinion on the use of loan proceeds and compliance of the covenants of the loan agreement as well as use of procedure of submission of expenditure (SOE) in English Language.
- j. **Time Period for Submission:**
The audited financial statements including the audit report should be sent to the CGRRDA within four months of closing of the financial year.
- k. **Management Letter:**
In addition to the audit reports, the auditor should prepare a “Management letter” in which the auditor should :
- i) give comments and observations, if any , on the accounting records, system and controls that were examined during the course of the audit;
 - ii) identify specific deficiencies and areas of weakness (if any) in system and controls and make recommendations for their improvement;
 - iii) report on the degree of compliance with the financial/internal control procedures as documented in the financial manual of the project;
 - iv) communicate matters that have come to attention during the audit which might have a significant impact of the implementation on the society; and
 - v) bring to attention any other matter that the auditor considers pertinent.

5. **OBJECTIVE OF INTERNAL AUDIT:**

- a. To ensure that the accounting and financial management systems remain and effective in design and to assess the extent to which they are being followed;
- b. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books;
- c. To verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications;
- d. To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures;
- e. To confirm the existence of financial propriety in all decisions and verify compliance t Government and statutory requirements;
- f. To review the performance of various functions in the light performance budgeting;
- g. To associate with Superintending Engineers, Executives Engineers of the CGRRDA, and Vigilance etc. in their surprise checks and inspections in one of their visits to the unit whenever asked for;
- h. To ensure that the units have obtained confirmation and prepared statements of reconciliation of balances as on 30th June, and 31st January, under outstanding advances to contractors, and of creditors;

In this context, internal auditors shall analyze the advances to the contractors into (1) good and fully recoverable, (2) requiring adjustment entries to be passed, (3) doubtful of recovery, and (4) bad with supporting documents/explanations and reasons as for each and every account. The analysis will be of the accounts as per the ledgers and schedules to the accounts as at beginning of the year whose audit is taken up. This analysis shall be furnished along with the Phases I audit report for the first six months;

- i. To report compliance of guidelines issued from time to time by the Ministry of Rural Development, Government of India, National Rural Roads Development Agency, the

State Rural Development Department, Executive Agency and the State Rural Roads Development Agency;

- j. To report compliance of Internal audit observation outstanding as at the end of year;
- k. To review the validity performance guarantee provided by contractor/ consultants.
- l. To report that tax deduction at source are being made in all cases, as applicable under the Income Tax Act, 1961, and other statutes at prescribed rates and TDS deposits are being made within the prescribed time and also that the unit is complying with all statutory requirements under Income Tax Act and other laws; and
- m. Routine errors of omissions or noticed during the course of internal audit may be got rectified on the spot.

6. **EXTENT AND SCOPE OF INTERNAL AUDIT:**

The extent and scope of internal audit will be as follows: This is only indicative. The auditor is free to extend any area and to any extent to cover within his review as required or as may be necessary to achieve the objectives.

a. Award of Contracts:

- Award of contracts for construction of new roads : 100 per cent;
- Award of contracts for up-gradation of roads : 100 per cent;
- All other contracts : 20 per cent:

b. Accounts:

- i. 100% Vouching of Cash Payment Vouchers, Bank Adjustment Vouchers and Transfer Vouchers. Cheques payments may be vouched to cover 50% of the transactions in each of the months selected.
- ii. Works: A list of the cases audited should be mentioned in the report while in cases "Accounts" (vouching of cash, bank and transfer entry), the name of the months for which vouching has been reviewed shall be mentioned in the report.

7. **Submission of Internal / External Audit Report:**

The Internal audit reports are to be submitted in triplicate for the year 2011-12 for each half yearly phase of audit to the Chief Executive Officer of the SRRDA, with two CDs of the report. Internal auditor will send two copies to the Divisional Officer. Within a month of completion half yearly phase. Audit report for year 2010-11 to be submitted once for the whole year within two months from the date of issue of work order. In case of External audit reports are to be submitted within two month from the date of work order.

8. **Eligibility Criteria: For Internal Auditors**

- The Firm should have to be registered with controller and auditor general of India, New Delhi.
- The CA Firm's registered with ICAI, New Delhi before 01.01.2001 is only eligible to apply.
- The CA Firm should have experience of conducting Internal Audit.
- The CA firms should have at least at present
 - a. 10 Partners
 - b. 05 FCA
 - c. 01 ISA Qualified
- The CA Firm's average annual turnover for the last 3 year should be Rs.15.00 lacs or more than that.(as per annexure A-2A)
- The CA Firm should have adequate no of Chartered Accountants, Articles and Staff to conduct audit of 18 PIU and 1 CGRRDA in a month and produce report for the same within that period.
- The CA Firms have experience in same type of organization i.e. works accounting shall be given preference.

9. **Eligibility Criteria for Internal Auditors and External Auditors**

- The firm should be registered with Institute of Chartered Accountants of India, New Delhi.
- The CA Firm's should be registered with Comptroller and Auditor General of India.
- The firms should be partnership firm from 01-01-2005 with at least -
 - a. 02 FCA
 - b. 01 ISA
 - c. At least one of the partner of the firm should have experience of 20 years (be in practice since 01-01-1991) as proprietor/ partner.
- The CA Firm's average annual turnover for the last 3 year should be Rs.10.00 lacs or more than that.(as per annexure A-2A)
- The CA Firm should have adequate number of Chartered Accountants, Articles and Staff to conduct audit and submit report of 18 PIU and 1 CGRRDA within the prescribed time allotted for the same.
- The CA firm should have experience in internal audit of similar type of Govt./Semi Govt. organization.
- The CA firm should have H.O. or B.O. at Raipur -CG
- Only single application should be submitted by one chartered accountant. If a chartered accountant is a partner in more than one firm, he should make application only in any one firm. In case of multiple applications (i.e. firms with a common chartered accountant) all applications are liable to be rejected.
- Those C.A. Firm's who have conducted the external (statutory)/ internal audit of the CGRRDA, Project Circle & PIU of PMGSY for continues three year are not eligible for appointment as external (statutory) internal auditors for the year 2010-11.
- Note
 - a. Same firm cannot simultaneously be an internal and external (statutory) auditor.
 - b. Similarly, a firm having a common partner, will not be allotted simultaneously internal audit to one firm and external (statutory) audit to another firm.
 - c. The fees quoted should be commensurate/ appropriate with the work volume. For work allotment, the least quoted fees may/ may not be the criteria if the fee quoted is not justifiable.

Note (1) Same Firm can not be internal and statutory auditor (External).

(2) There should be separate financial officer for External and Internal Audit work.

10. All firms are required to enclose the following document along with the expression of Interest.

- (A) A copy of constitution certificates of firm issued by the ICAI containing inter-alia.
 - i. Date of formation of the firms with a full time FCA
 - ii. Details of Partners/CA Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA, their other interest, if any.
- (B) Copy of Latest Partnership deed.
- (C) A copy of registration certificate issued by C&AG.

11. The Expression of Interest must be delivered by post (in a sealed envelope)/or by hand in the CGRRDA, Civil Lines, Raipur, Chhattisgarh. The Expression of Interest must be addressed to:

The Chief Executive Officer
Chhattisgarh Rural Road Development Agency
Vikas Bhavan, Civil Line, Raipur, (C.G.)

ANNEXURE-3

AGREEMENT

FOR

External and/or Internal audit

of Accounts of

CGRRDA, Project Circles & PIU of PMGSY

Between

**Chief Executive Officer,
Chhattisgarh Rural Road development Agency
Civil lines, Raipur**

And

(Name of Independent Monitoring Agency/Expert)

**Government Of Chhattisgarh,
Panchayat & Rural Development Department
Chhattisgarh Rural Road Development Agency,
Vikas Bhavan, Civil Lines, Raipur**

AGREEMENT

This AGREEMENT is made on this ____ day of _____, 2011 between the Chief Executive Officer, Chhattisgarh Rural Road Development Agency, Civil Lines Raipur (hereinafter named the “Employer”) which expression shall where the context so admits, includes his successors in office and assigns of the one part, and _____ (hereinafter called the “Chartered Accountant”) which expression shall where the context so admits, includes his successors in office and assigns of the other part.

WHEREAS

The Employer intends to carry out a Road Construction Project as defined(hereinafter called the “Project”); under Pradhan Mantri Gram Sadak Yojna or any other scheme assigned by Government from time to time.
The Employer has requested the to provide certain services required for the project as defined in the Term of References attached to this agreement (hereinafter called the “Services”);
The Chartered Accountant having represented to the Employer that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in the Agreement;
The works and services shall be subject to the guidelines of the scheme.

NOW THEREFORE the parties hereto hereby agrees as follows:-

The following documents attached hereto shall be deemed to form an integral part of this agreement:
The General Conditions of Agreement (hereinafter called “GC”);
The Special Conditions of Agreement (hereinafter called the “SC”);
The following Appendices and Annexure:

Annexure I :	General Condition
Annexure II:	Terms of Reference
Annexure III:	Agreement
Annexure IV :	Expression of Interest

The mutual rights and obligations of the Employer and the Independent Monitoring Agency/Experts shall be set forth in the agreement; in particular:

The Independent Monitoring Agency/Expert shall carry out the services in accordance with the provisions of the agreement; and
The Employer shall make payments to the Independent Monitoring Agency/Expert in accordance with the provisions of the agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and the year written.

FOR AND ON BEHALF OF
Chhattisgarh Rural Road Development Agency
By
(Authorised Representative)

FOR AND ON BEHALF OF
(NAME OF Independent Monitoring Agency/Expert)
By.....
(Authorised Representative)

(Note: If the Chartered Accountant Firms consist of more than one entity all of these entities should appear as Signatories e.g. in the following manner)

FOR AND ON BEHALF OF EACH OF THE MEMBERS OF
Chartered Accountant Firms

(Name of the member)
By.....
(Authorised Representative)
etc.

FORMAT FOR FINANCIAL OFFER

OFFER FOR Internal & External Audit

To,

Chief Executive Officer,
Chhattisgarh Rural Road Development Agency
Civil Lines, Raipur

Subject: - Selection of Chartered Accountant Firm for External/Internal Audit of **CGRRDA & PIU** of the Pradhan Mantri Gram Sadak Yojna

Reference:- EOI No.: /RC-4/CGRDA/2011 Raipur, Dated /04/2011

Sir,

With regards to you invitation of EOI dated **Date of NIT-2011**. I/We hereby offer for Providing Services for Internal & External Audit @ Rs..... (in words Rs.) for the project as detailed below:-

SNo	Particulars	Amount
A	Internal Audit For 2010-11	
B	Internal Audit For 2011-12(Half yearly Basis)	
C	External Audit For 2011-12	
Grand Total (in Rs.)		
In Words		

The work shall be done in all respects fully in accordance with the TOR.

Signature of
Witness

Signature of person duly
Authorised by the firm

(Name & Address)

Note: Please submit your financial offer separately in sealed envelop for Internal & External Audit in Annexure-4.