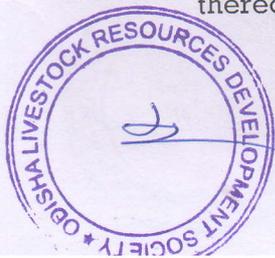


**ODISHA LIVESTOCK RESOURCES DEVELOPMENT SOCIETY (OLRDS),  
OBPI Campus, Bhubaneswar-751003**

Tel: 0674- 2397985, Email: olrdsahd@gmail.com, Website: www.olrds.nic.in

**EXPRESION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS**

1. The Chief Executive Officer, Odisha Livestock Resources Development Society, invites Expression of Interest" from reputed and experienced Chartered Accountant firms for Statutory Audit of the Accounts of Office of CEO, OLRDS for the Financial Year 2019-20 & 2020-21. The Chartered Accountant shall conduct detailed audit and suggest on the audited aspects of various Schemes / Projects of the Office to take corrective measures wherever necessary along with reconciliation the books of accounts with all Bank Pass Book.
2. As the book of accounts of OLRDS is maintained manually all respective works in support to CA including entry in Tally software will be done by the concerned CA firm.
3. Minimum eligibility criteria for Chartered Accountant Firm: - The firm should have latest empanelment with C & AG and partnership firm should have minimum 10 Nos. of partners having work experience in World Bank Project / Externally Aided Project for conducting audit work (documentary proof to be submitted).
4. Interested chartered account firms must provide the following information indicating that they are qualified to perform the services.
  - (a) Name, Address, registration number, e-mail ID and Website address of the firm.
  - (b) Number of qualified Staff, along with their qualifications.
  - (c) Year wise annual turnover of the firm for the last 3 years 2017-18, 2018-19 and 2019-20. The annual turnover should not be less than One crore (along with documentary evidence).
  - (d) Details of Audit assignment undertaken in the last three years.
5. Interested firms will have to submit the financial bid and Technical bid in two separate sealed cover. Both sealed cover should be placed within the main cover. The financial bid will be opened after Technical evaluation. The interested Chartered Accountant firms are requested to furnish EOI indicating fees and other Terms and Conditions to the undersigned. The firms should clearly mention on the cover that, "EOI document for Technical bid" and "EOI document for financial bid" separately.
6. The firm should submit the requisite EoI document fee of Rs 1180/- in shape of Demand Draft in favour of "The CEO, OLRDS, Bhubaneswar."
7. The minimum annual statutory Audit fee has been kept at Rs. 54,000/- (Rupees Twenty thousand) only excluding service tax in order to get quality service.
8. The firm should have an office at Bhubaneswar.
9. The firm may deliver the expression of interest at the Office of CEO, OLRDS, OBPI Campus, Siripur, Bhubaneswar-753001 latest by **12 Noon** on Dt. **27.10.2021** and the same will be opened at **3 PM on 27.10.2021** in presence of the bidders or their authorized representatives.
10. Terms of reference and scope of audit work can be seen in OLRDS website; <https://khordha.nic.in>.
11. Payment will be made on submission of reports and bills.
12. The Authority reserves the right to cancel any or all the offers without assigning any reason thereof.



## Terms of Reference of Audit for the Financial Year 2019- 20 & 2020 -21

1. Statutory Audit of OLRDS account for the Financial Year 2019- 20 & 2020-21.
2. To help OLRDS to maintain head wise income and expenditure A/C, Ledger A/C, Asset Register, Fixed Deposit Registers, Advance Registers, Subsidiary ledger for debtors/Creditors etc.
3. To prepare the interest accrued in different schemes funds and to be posted in cash book.
4. To help for maintenance of Advance ledger and its recoupment.
5. As the OLRDS account leaser is maintained manually all respective works in support to CA including entry in Tally software will be done by the concerned firm.
6. To prepare Bank deposit register for all Cash Books.
7. To check receipt and expenditure of User Cash Book.
8. To verify & suggest for separate subsidiary Cash Book for interest accrued from different Cash Books.
9. To examine & advice for better maintenance of stock & store register.
10. To advice for preparing ledger on parking of Govt. money received from DAH&VS, Odisha, Cuttack and its subsequent recoupment.
11. To suggest OLRDS to maintain scheme wise Cash analysis and mode of keeping unutilized closing balance in the Financial Year 2019-20 & 2020-21.
12. To check the Live Stock Insurance with different Insurance Schemes.
13. An Examination of the statement of Account including the receipts and expenditure statement, trial balance and prepare the balance Sheet for the Financial Year 2019-20 & 2020-21.
14. Any sum which ought to have been put but has not been brought to account.
15. To examine whether transactions are duly supported by proper supporting documents.
16. Reconciliation of Cash Book (Scheme Wise) with concerned Bank Pass Book month wise.
17. Checking of component wise, category wise and account head wise expenditures.
18. The Auditors should submit a verification certificate in accordance with rules along with Audit Report.

### Suggestion on Management Note

In addition to the audit report on the Financial statements the auditor may prepare a management Note containing recommendations for improvements in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including matters such as the following.

- a) Observation on the accounting records, systems and controls that were examined during the course of the audit.
- b) Deficiencies or weakness in systems and controls together with specific recommendations for improvement.
- c) Any other matters that the auditor considers pertinent.

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