



# SAMBALPUR DEVELOPMENT AUTHORITY

SALIHA BAGICHA, LION'S LANE, SAMBALPUR 768001 Ph No 2401098

No. 2460 SDA

IX 6 2011

Sambalpur dated the 1st Nov, 2011

## QUOTATION CALLING EXPRESSION OF INTEREST

Sambalpur Development Authority, Sambalpur invites expression of interest in the prescribed quotation format with the terms and condition appended to the format, from Regd Chartered Accountant firms for the purpose of preparation of Annual Accounts, Annual Balance Sheet and calculation of interest on delayed payment of different housing schemes etc. The sealed quotation containing the EMD of Rs.2000/- (Rupees two thousand) only in shape of Bank Draft drawn in favour of "The Secretary, Sambalpur Development Authority" payable at Sambalpur should reach on or before dt. **15.11.2011** by 4.00 P.M by Regd.Post/ Speed Post only.

The intending firms are requested to download the detailed advertisement, quotation format and draft Agreement by logging to [www.sambapur.nic.in](http://www.sambapur.nic.in). The quotation will be opened at 5.00 P.M on 15.11.2011 at S.D.A Office, Sambalpur

Sd/- Sailendra Ku Jena  
Secretary

Memo No. 2461 /dated the 1st Nov, 2011

Copy to the Advertisement Manager, "The Samaj/Sambad for information and necessary action with a request to publish the notice in one issue of the daily news paper consuming minimum space and submit bill along with two copies of the newspaper for payment of the cost as per I & P R Dep't. approved rate.

Secretary

Memo No. 2462 /SDA., dated the 1st Nov, 2011

Copy to Notice Board for wide circulation.

Copy to Deputy Collector(Nizarat) Collectorate, Sambalpur with request to display a copy in their Notice Board.

Secretary

Memo No. 2463 /SDA., dated the 1st Nov, 2011

Copy to D.I.O (NIC) Collectorate, Sambalpur with request to upload a copy of this notice alongwith the detailed documents enclosed herewith in the Dist Website for wide publicity.

Secretary

2/31/10/11



**SAMBALPUR DEVELOPMENT AUTHORITY**  
SALIHA BAGICHA, LION'S LANE, SAMBALPUR 768001 Ph No 2401098

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**EXPRESSION OF INTEREST BY CHARTERED ACCOUNTANT FIRMS**

Sambalpur Development Authority invites expression of interest from the Registered Chartered Accountant firms for undertaking the followings works.

1. Preparation of Annual Accounts in the form of Receipt & Payment account,
2. Preparation of annual balance sheet and
3. Calculation of interest on delayed payment to SDA relating to different housing schemes

The detailed notification containing the procedure for submission of the quotation are available for inspection and perusal at the office of the Sambalpur Development Authority and also is available in the Dist Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Interested firms may download the notification from the above Dist website.

**TERMS AND CONDITIONS**

1. The firm must be a registered firm and empanelled with CAG
2. The firm should have its Headquarters in the state of Orissa. Preference will be given to the firm having its local branch office at Sambalpur. If the selected firm doesn't have its local branch at Sambalpur, will operate in Sambalpur at its own cost.
3. The Chartered Accountant firm should have professional practice experience of minimum 5(five) years and should have work experience in Govt undertakings/ Autonomous bodies and Authorities of similar operational activities.
4. The selected firm shall have to deposit EMD of Rs.2000/- (Rupees Two thousand) only in shape of A/C payee Bank Draft drawn in favour of Secretary, Sambalpur Development Authority payable at Sambalpur. which shall be refunded to the firm after completion of the work assigned to the firm as per agreement. The Bank Draft of unsuccessful bidders will be returned.
5. The selected firm will enter into an agreement with Secretary, SDA, Sambalpur in the draft format enclosed at Annexure B

6. The Authority reserves the right to cancel any or all quotations without assigning any reason thereof. All legal disputes, if any relating to the quotations and consequential action of the Authority are subject to jurisdiction of the court of law situated at Sambalpur, Orissa only. The quotation form and the model agreement form are available in the Dist Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Applications must be submitted in the prescribed format only as at Annexure-A
7. The interested firms fulfilling the above eligibility criteria need to apply in sealed cover quoting the fees and period to be taken as per quotation format inclusive of all taxes and other charges along with their work experience. The quotations must reach Secretary, S.D.A, Sambalpur by Registered post/Speed Post only. No quotation will be received by hand or special messenger. The envelope must be superscribed in red ink. ' SUBMISSION OF INTEREST AGAINST NOTIFICATION NO.-----DT-----'
8. Price should be quoted for undertaking the work of preparation of Annual Accounts and balance sheet as at item (1) & (2) above for a particular financial year and the period to be taken to complete the work for a particular year. Price for undertaking work at item No. (3) above in each case should be mentioned separately.
9. The last date of receipt of quotation is on or before 15.11.2011 by 4.00 P.M. Quotations will be opened in the office chamber of the undersigned at 5.00 P.M on 15.11.2011. Firms submitting quotations may be present in person or through authorized representative at the time of opening of the same.
10. The other informations, if necessary are available in the O/O the SDA, Sambalpur. Firms desirous to inspect the relevant papers may do the same upon prior appointment during the working hours on all working days before 15.11.2011.

**DOCUMENTS TO BE SUBMITTED IN THE ENVELOPE  
CONTAINING THE QUOTATION**

Copy of:-

1. Proof of up to date clearance of VAT & I.T
2. Valid certificate relating to registration/empanelment of the firm with CAG
3. Experience certificate(s) in support of experience of the firm
4. Bank Draft for Rs.2000/- (Two thousand) only drawn in favour of Secretary, SDA, Sambalpur, payable at Sambalpur

Sd/-  
**Vice Chairman**

**ANNEXURE-A**

**QUOTATION FORMAT**

1. Name of the Firm:
2. Proprietors/ persons authorized to sue or to be sued with

Name (s):

Address (with mail-id and phone no.)

3. Registration details:- (Please submit documentary proof)
4. Previous work experience (Please submit documentary proof)

Sl No.	Name of the Organization	Length of service

5. Mode of payment of E.M.D

BD No. \_\_\_\_\_ Date \_\_\_\_\_

Issuing Bank and Branch \_\_\_\_\_

Amount Rs.2000/- (Rupees Two thousand) only

6. Price quoted for execution of work & period to be taken for a year

Sl. No.	Items of work	Price	Period required for completion
(i)	Preparation of Annual accounts for a financial year		
(ii)	Preparation of annual balance sheet for a financial year		
(iii)	Calculation of interest for delayed payment of installments in each case		
(iv)	Taxes (on the cost of the above items of work in aggregate), if any (mention the rate and other details)		
TOTAL in figures)			
(In words)			

Signature with seal

## ANNEXURE-B

### AGREEMENT

This Agreement is made on this \_\_\_\_\_ day of 2011 Between the Governor of Orissa represented by the Sambalpur Development Authority (SDA), Sambalpur, Orissa here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits also include its successors or assignees of the one part

### **AND**

M/S \_\_\_\_\_  
(Name and address of the Chartered Accountant Firm) represented by Mr/Mrs \_\_\_\_\_ Chartered Accountant, here-in-after called the "Chartered Accountant Firm", its successors or assignees of the other part.

Whereas the "Authority" desires that the services of the Chartered Accountant Firm is required in the office under its administrative control to undertake the work of preparation of Annual Accounts, to work out balance sheet at the end of each financial year from the inception of SDA i.e 2<sup>nd</sup> October, 1995 till the financial year 2009-10 and likely to continue for the subsequent years. Besides the Chartered Accountant firm is also required to calculate the interest on the arrears of instalments/rent of various housing/shopping schemes as and when required by the SDA.

And whereas the chartered accountant firm offered its willingness to the same in conformity with the provisions of the agreement.

And where as the Authority has finalized the rates as per the terms and conditions of the agreement to the Chartered Accountant firm as mentioned hereunder

### **TERMS AND CONDITIONS OF THE AGREEMENT**

1. The selected Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or Organization by whatever name be called without the prior written consent of the Authority.
2. In case any of such documents furnished by the Firm is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action against the firm along with termination of the Agreement.

3. The Authority reserves the right to terminate the Agreement at any time after giving 15 days notice to the Chartered Accountant Firm without assigning any reasons thereof. All legal disputes, if any, relating to the quotations and consequential action of the authority, are subject to jurisdiction of the court of law situated at Sambalpur, Orissa only.

4. The data entered in to the computer shall not be taken outside under any circumstances by the Chartered Accountant Firm, so far as the secrecy of the official business is concerned. If it comes to the notice of the Authority at any stage, the Chartered Accountant Firm shall be liable for the criminal action as well as other civil action for such offences. Decision of the Authority as deemed proper is final on this aspect.

5. All official assets/records/documents/instruments should be handled by the personnel with due care. In case of any damage/loss caused to the assets/records/ documents/instruments of the Authority, it is the responsibility of the second party to bear the cost of damages/replacement.

6. In case the Chartered Accountant Firm discontinues/leaves the work any time during the contract period it will forfeit all the dues/fees including EMD and shall be barred from any assignment in future.

7. Payment will be made to the Chartered Accountant firm after full completion of the work and submission of bill or instalment basis after submission of report on annual accounts and balance sheet of a particular financial year in the forms prescribed by the A.G, Orissa

8. The selected firm should commence the work within 7 (seven) days of receipt of the order and submit annual accounts report in the form prescribed by the A.G, Orissa financial year wise commencing from the inception of the office i.e. 02.10.1995

**Now this agreement witnesses as below.**

1. That in consideration of the payment to be made by the Authority to the Chartered Accountant firm the Chartered Accountant firm hereby agrees with the Authority to provide the required service in conformity with the provisions of the term and conditions.
2. That the "Authority" hereby further agrees to pay the "Chartered Accountant firm the contract price at the time and in the manner prescribed in the said terms and conditions.

3. That in the event of any dispute that may arise, it shall be settled as per the term and conditions of the contract.
4. The agreement shall commence from the date of issue of the order and shall continue for a period of one year unless it is curtailed or terminated by the authority owing to deficiency of service, breach or contract etc
5. The agreement shall be automatically expire after completion of one year from the date of issue of the order as mentioned above unless extended further by the mutual consent of the Chartered Accountant Firm and the Authority.

In the presence of the witnesses: - Signature of the officer authorized to sign on behalf of the Chartered Accountant Firm

1. Name:  
Address:

2. Name:  
Address:

In the presence of the witnesses: - Signature & designation of the Officer acting in the premises for and on behalf of the Governor of Orissa

1. Name:  
Address:

2. Name:  
Address: