



STATE MEDICINAL PLANTS BOARD, ODISHA

(Forest & Environment Department, Govt. of Odisha)

Mayur Bhawan, Sahid Nagar, Bhubaneswar, Pin-751007

Tel:+91674-2954911, E-mail:smpborissa@gmail.com

Notice No. 02

Dated 07-04-2021

Quotation call (from Chartered Accountants) for Annual Audit of State Medicinal Plants Board, Odisha from Chartered Accountants.

Sealed quotations in plain paper are invited from the reputed Chartered Accountants to take up audit of the accounts of SMPB and its all the field implementing agencies and preparation of all financial statements/ utilization certificates with reporting thereof for 3 (three) years i.e. from year of 2018-19 to 2020-21, so as to reach the office of the undersigned in the Mayur Bhawan, Saheed nagar, Bhubaneswar-751007, on or before 16th April by 11.00 AM. The sealed quotation shall be opened on the same day at 12.00 Noon in presence of the quotationer or their authorised representatives at office of PD-WFP cum SMD, OBDA, 4th Floor, Nilakantha Nagar, Nayapalli, Bhubaneswar, Odisha, 751020. The details Terms of Reference placed in www.odishaforest.in and www.odishabamboo.org The sealed envelope containing should be superscripted as "Quotation for Audit of Accounts of SMPB and its implementing Agencies". The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Chief Executive
State Medicinal Plants Board, Odisha



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TERMS OF REFERENCE FOR THE AUDIT

Objectives and Scope of Work:

1. The Chartered Accountant firm should have at least five years experience in the relevant field and should be in the panel of CAG audit and should have audited accounts of either Govt. Agencies or Govt. Corporate bodies or any organization wholly owned or in which Govt. has substantial interest.
2. Audit will be done through the examination of records and statements pertaining to the Project Fund kept with Chief Executive, State Medicinal Plants Board, Odisha and discussion with SMPB staff and visits to project sites, camps, market yard warehouses as may be required; the Auditor shall perform sufficient work in order to be satisfied that the followings are done.
 - (a) Component-wise / Executing agency wise [Forest division and other implementing agencies] fund approved released and utilization of fund as prepared by the office, is in accordance with the books and records maintained by the Office.
 - (b) The accounting records are complete & accurate with regard to;
 - the Grant in Aid received from NMPB or State Plan Funds or any other agency and interest accrued
 - the expenditure and lending / borrowing of the funds.
 - (c) The financial transactions reflected in the statements have been authorized and effected in accordance with the terms of the Operational Guidelines, Administrative approval, Approved Annual Action Plan and other rules and regulations as applicable.
 - (d) The securities and money in fixed deposit or on hand have been verified, certificate received directly from the fund's depositaries, or by actual count;
3. The audit will be conducted in accordance with generally accepted norms in India for such Audit and guidelines as per norm of Internal AG audit, auditing standards prescribed by Comptroller and Auditor General with the additional terms of reference set out in section **“Specific areas to be audited” below :**

Specific areas to be audited:

4. The audit work should specifically cover the following areas;
 - (a) Overall review of efficiency and effectiveness of controls, procedures and practices in place for management of cash and other assets pertaining to the SMPB fund;
 - (b) Custody of surplus fund balances and banking arrangements: Signatories and controls over bank accounts including reconciliation, interest earned, timeliness, delays in banking transactions.
 - (c) Disbursement procedures: Procedures for the approval and authorization of disbursements practice on advances and payments.
 - (d) Utilization of the fund: Procedures for identification of schemes/ uses and projects: Procurement of goods and services and entering into contracts. Monitoring of the utilization of the fund schemes and projects. Compliance with the Operational Guideline and Annual Action plan, financial rules and regulations, relevant government regulations and any other formal guidance.
 - (e) Accounting and budgetary control: Appropriateness of accounting records, reconciliation to annual reports as well as banking records. Review of the budgetary process and certification of payments for availability of funds.
 - (f) Monitoring and reports: Monitoring of income and expenditure against budgets, financial reporting to the project management.
 - (g) Compliance with regulations: Compliance with Government regulations and operational guideline / terms and conditions on the utilization of funds.
 - (h) Project reporting: Accuracy and timeliness of quarterly, six-monthly and annual reports.

Reporting :

5. The Auditor shall express and sign an opinion on the fund accrual and utilization statements of the State Medicinal Plants Board, Odisha fund including a general review of the accounting procedures. They will also prepare and authenticate the accounts statement, trial and balance and expenditure for the financial year for the SMPB and prepare the report.
6. The audit will also look into the accounts of all the executing agencies to which funds are advanced by State Medicinal Plants Board, Odisha and submit the audited statement of account with respect to their utilization certificate both in monetary terms and physical achievements along with other mandatory statements.

7. The final audit report should be presented in draft form to the Chief Executive, State Medicinal Plants Board, Odisha for comments and thereafter only, the final Audit Report with all necessary documents and certificates should be furnished. Similar procedure to be followed in case of audit of all it's implementing agencies as well; however, a copy shall also be submitted to this office.

8. **Chartered Accountants Firms must fulfill the following criteria**

- a) Audit firm shall be empanelled with office of the Comptroller and Auditor General of India for the FY 2020-21 and also eligible for inclusion in the panel for Major Audits for the year 2020-21.
- b) Audit firm should have its Head Office in Bhubaneswar, Odisha.
- c) Audit firm should be in existence for more than 20 years as on the date of expression of interest.
- d) The Firm must have :
 - At least 03 FCA's who have 15 years post qualification experience, are competent and willing to work towards fulfillment of audit objectives in SMPB.
 - The firms should be well equipped with qualified/semi qualified Article/ Audit staff to complete the Audit within the stipulated period.
- e) **Turnover:** The firm should have an average Annual turnover of more than 1.00 Crore during past three financial year (**2017-18, 2018-19 & 2019-20**). Audited profit and loss Account past three financial years are to be submitted.
- f) The firm of Chartered or any partners of the firm should not have been banned/blacklisted/debarred/ suspended by the world bank/JICA/Central Government any State Government / Government Organization / Financial institution /Court / Public Sector unit in India (self declaration in letter head).
- g) The **firm** should have 15 years of experience in Statutory Audit, Internal Audit and have audit experience of the at least three externally Aided Project or Centrally Sponsored Scheme.
- h) The firm should submit relevant documents duly attested by the authorized signatory, in support of the eligibility criteria given above. **Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.**

9. **Payment Terms:** As the guideline of the Institute of Chartered Accountant of India (ICAI) vide No.1-CA(&) /03/2016 dated 07-04-2016, minimum fees is fixed at Rs. 35000 (Rupees Thirty Five Thousands) per year (For all grants received from various agencies such as NMPB, State Plan or any other) only excluding GST as applicable.
10. Interested Firm of Chartered Accountants may obtain further information at the address given below in any working hour or mail to: smpborissa@gmail.com
11. Expression of interest as the term of Reference placed in the above website must be delivered to the address given below by post or hand on or before **11.00 AM of 16th April' 2021.**
12. **Name of Implementing agencies to be audited -** (DFO, Boudh, Athagarh, Khurda, Rourkela, Phulbani, Kalahandi(S),Bargarh, Forest Training School, G.Udayagiri for 2018-19), (DFO, Jeypore, Balasore(WL), Berhampur, Athagarh, Phulbani, Baliguda, Bargarh & Paralakhemundi for 2019-20), (DFO, Berhampur, Koraput, Bolangir, City Forest , Angul, Khurda, Rayagada, Jeypore, Bargarh, Malkangiri, State Silviculturist, Bhubaneswar, Siulviculrist, Rayagada & RPRC, Bhubaneswar for 2020-21). Some divisions may be added or changed if the need arises.

Address /Contract Person	Chief Executive State Medicinal Plants Board, Odisha Mayur Bhawan, Saheed Nagar, Bhubaneswar Pin-751007, Odisha
Telephone No.	0674-2954911

Chief Executive
State Medicinal Plants Board, Odisha