



GOVERNMENT OF WEST BENGAL
Office of the District Magistrate & Collector
&

District Programme Coordinator,
North 24 Parganas, Barasat
Mob : 8336959135 e-mail: nrega24north@gmail.com



NO: R-12014/1/2011-MGNREGA/142696

Date: 21/06/2017

Invitation of Quotation for Audit

Rates for conducting audit are invited from registered and professional Audit Firms, who are empanelled with the CAG for conducting Statutory Audit for MGNREGA funds in all the 200 (Two Hundred) Gram Panchayat Offices, 22 (Twenty Two) offices of Block Development Officers, some Panchayat Samities, 4 (Four) Sub-Divisional Offices, District MGNREGA Cell and also an other Programme Implementing Agencies engaged in MGNREGA works at the district of North 24 Parganas subject to fulfilment of following criteria:

The interested firms should have prior experience in conducting audit works for MGNREGS Schemes at the tune of at least 100 (Hundred) numbers of Gram Panchayats or 25 Blocks Programme Unit or one District unit in a year.

Details of partners along with photo copy of certificate of Institute of Chartered Accountants of India indicating associated or fellow membership must be furnished with the application.

Number of Qualified Assistants along with the Names and membership numbers and number and names of semi-qualified assistants should also be enclosed with the application.

Details of work:

1. In case the audit at the Block and District level - the Audit team should be headed by a professional and remaining should be at least semi professional.
2. Auditor who has been appointed for the District level is to coordinate with all others auditors who will work at blocks level and GP level for consolidation of the audit report. He will also has to interact with state level auditor for Standard Operating Procedure (SOP) & formats and attend state level workshop to ensure the parity in reporting if needed.

Details of office to be covered is also mentioned here:

Name of the office	No of PIAs
District MGNREGA Office	1
Sub-Divisional Office	4
Number of Block Development offices	22
Number of Panchayat Samities	12
Number of Gram Panchayats	200
Number of other PIAs	1
Total	240

2. The report should be prepared for each offices separately as well as a general report on the entire work must be prepared.

3. Audited Statement of Accounts will include Receipts & Payments Account / Income & Expenditure Account / Balance Sheet as on 31.03.2017. Audited Statement of accounts will also include details of unpaid muster rolls & bills as on 31.03.2017 and details of accounts in a specific format of P&RD department.

4. A report is to be included on the findings of field visit with reference to execution of schemes, entry of payments in job cards and Muster Rolls for at least 5% to 10% works on a test check basis.

Remuneration:

1. The firm finally engaged for such work shall have to quote the rate for GP office / other PIA, Block Office / Panchayat Samity and District Office separately with an analysis. Rate should be inclusive of all taxes.

2. If the rate is very low or impractical, then authority will deserve the right to fix the rate.

The sealed cover containing rate should be submitted addressed to the Additional District Magistrate (Development) and Additional District Programme Coordinator, MGNREGA, North 24 Parganas, District MGNREGA Cell, Hastings House Complex, RBC Road, Barasat, Pin-700124. The envelope should be marked- "Rate quote for Audit - MGNREGA, North 24 Parganas".

The application must be supported with documents on (i) Registration of the Firm (ii) CAG Empanelment and experiance certificate for similar type of work and other details as asked for in the notice.

Authority reserves the right to accept or reject any Farm without showing any reason.

Last date & time of submission of quotation - 05.07.2017 up to 2:00 PM

Opening date & time -05.07.2017 at 3: PM.

Additional District Magistrate (Development)

&

Additional District Programme Coordinator (MGNREGA)

North 24 Parganas.

No. R-12014/1/2011-MGNREGA/142696/1(4)

Dated: 21/06/2017

Copy forwarded to:

1. DIO, NIC, North 24 Parganas with a request to display in the district website (www.north24parganas.gov.in).
2. NDC, North 24 Parganas with a request to display in the notice board.
3. Secretary, North 24 Parganas Zilla Parishad with a request to display in the notice board.
4. Office notice board.

Additional District Magistrate (Development)

&

Additional District Programme Coordinator (MGNREGA)

North 24 Parganas.