

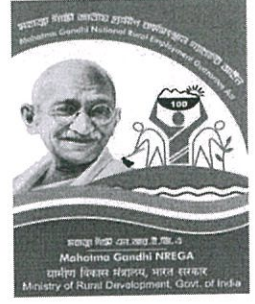


**GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C.(MGNREGS)
&**

**DISTRICT MAGISTRATE, JALPAIGURI
(MGNREGS CELL AT ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING, JALPAIGURI)**

(E-mail: nrega.jal@gmail.com; website: www.nregajalpaiguri.com)

Phone : 1035611224826 Fax : 1035611222334 * 1035611 222635



NOTICE INVITING QUOTATION-1/AUDIT/MGNREGA/2015-16

**NOTICE INVITING QUOTATION FOR EXPRESSING OF INTEREST
BY THE CAG EMPANNELED CA FIRMS
IN CONDUCTING ANNUAL AUDIT UNDER MGNREGS
FOR THE FINANCIAL YEAR 2014-15**

Sealed quotations under two bid system i.e. Technical and Financial bid are invited from the CAG Empanelled Chartered Audit Firm for conducting of Annual Audit of 80 No's of Gram Panchayat, 07 No's of Block, 11 No's of Line Department and District Accounts under MGMREGS, Jalpaiguri for the financial year 2014-15. The quotation should reach to the District MGNREGS Cell by 12/06/2015 latest before 2.30 PM and same will be opened on the same day at 3:30 PM in the presence of the intending quotationers if there be any. Each firm should quote the rate of conducting the full audit fees including service tax and others if any for the year along with relevant papers.

For details about terms & conditions please visit www.nregajalpaiguri.com

Encl: Terms and conditions.


Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

&
Addl. District Magistrate (G), Jalpaiguri.

Date:- 28/05/2015

Memo No ^{512/1(11)/1/14} /MGNREGS

Copy forwarded for information and wide circulation to:

- 1) The Commissioner, MGNREGS, Govt. of West Bengal.
- 2) CA to the DPC, MGNREGS & DM, Jalpaiguri.
- 3) The SDO & SDPC, Jalpaiguri/ Mal
- 4) The Project Director, DRDC, Jalpaiguri Zilla Parishad
- 5) The Secretary, Jalpaiguri Zilla Parishad
- 6) The DPRDO, DM Office, Jalpaiguri
- 7) The DICO, Art Complex, Jalpaiguri
- 8) The Programme Officer, MGNREGS & Block Development Officer, Dhupguri/Maynaguri /Matiali /Mal / Sadar/ Rajganj/Nagrakata Block.
- 9) Joint BDO (HQ), MGNREGS Cell, Jalpaiguri
- 10) The Account Section, MGNREGS Cell, Jalpaiguri.
- 11) Office Notice Board and District MGNREGS web site.


Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

&
Addl. District Magistrate (G), Jalpaiguri.

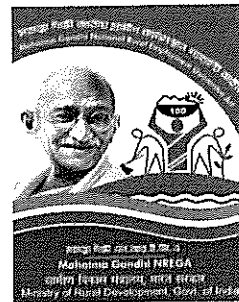


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NOTICE INVITNG QUOTATION-1/AUDIT/MGNREGA/2015-16

Terms and Conditions

- 1) The interested firm should have one year experience in conducting MGNREGS audit works and have prior experience in conducting audit works developmental of schemes at Gram Panchayat, Block & District level in a financial year.
- 2) Details of partners along with photo copy of certificate of Institute of Chartered Accountants of India indicating fellow membership must be furnished with the application.
- 3) Number of qualified Assistant along with Name and membership numbers and names of semi-qualified assistant should also be enclosed with application.
- 4) In case of audit at the Block and District level-the Audit team should be headed by a professional and remaining should be at least semi professional.
- 5) The selected agency will have to submit audit schedule to this end within two days of receipt of letter of engagement so that the same may be conveyed to all PIAs in advance.
- 6) The audit firm should have knowledge about e-FMS (Electronic fund management system) under MGNREGS or knowledge in online accounting systems.

Details of office to be covered are also mentioned herein:-

| Name of the Office | No's of PIA |
|--|-------------|
| District MGNREGS Office | 01 |
| Number of Block Development and Programme Officers Offices | 07 |
| Number of Panchayat Samities | 07 |
| Number of Gram Panchayat | 80 |
| Number of Line Departments | 11 |

Works to be undertaken:-

- 1) Preparation of annual statement of accounts of the financial year 2014-15
- 2) Reconciliation of all bank account & PIA wise fund balance including outstanding wage & non wage component (District, Block, Panchayat Samity, Gram Panchayat and Line Department level)
- 3) Preparation of PIA wise FTO (Fund Transfer Order) reconciliation statement under e-FMS (electronic fund management system).
- 4) Preparation of certificate of closure of accounts for Block, Panchayat Samity, Gram Panchayat & Line Department as on 31st March, 2015.
- 5) Examination of all books of accounts maintained at District Block, Panchayat Samity and Line Department Level.
- 6) Checking internal control in fund management at all levels.
- 7) Checking and auditing of District MGNREGS Cell stock register, Asset register, Stamp register and submit the report separately.
- 8) Detection of any kind of embezzlement of fund or diversion of fund.

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

10) Sub-allotment of fund to Blocks and Gram Panchayat of newly created District of Alipurduar from District MGNREGS Cell, Jalpaiguri.

11) Audited Statement of Accounts will include Receipts & Payments Accounts, Income & Expenditure Accounts, Balance Sheet as on 31/03/2015 and statement of due payment w.r.t. wage & non wage for each of the PIAs.

12) PIA wise detailed audit report and consolidated audit report must be submitted on or before 31st July, 2015.

Instruction for submission of quotation:-

1) Two bid sealed quotation is to be submitted to the Additional District Programme Coordinator, MGNREGS and Additional District Magistrate (Gen), Jalpaiguri, District MGNREGS Cell, 2nd Floor, Room No. 05, Jalpaiguri, Pin-735101.

2) The bids should be clear and complete with regard to both the technical proposal and financial proposal.

3) Two bids (Technical and Financial) are to be submitted in sealed covers with superscription "Technical Bid of Quotation for Annual Audit 2014-15, MGNREGA-Jalpaiguri" and "Financial Bid of Quotation for Annual Audit 2014-15, MGNREGA-Jalpaiguri".

4) Cover A shall contain Bid pertaining to Technical Qualifications of the firms i.e Registration of the Firm, CAG Empanelment documents, experience certificate for MGNREGS work and similar type of work Audit firms details, Tax related papers and relevant documents. Cover B shall contain the Financial Bid i.e., the amount quoted by the firm. The quotation should be forwarded with covering letter clearly listing out the quotation details and annexure. Covers A & B shall be sealed properly. They shall be addressed properly with "to Address" and "From Address".

5) The photo copies of evidence in support of their technical qualification shall be enclosed to the technical bid.

6) While quoting the rate, the quotationers shall clearly write the amount in 'figures' as well as in 'words', without any corrections or overwriting. In case of discrepancy, the rate quoted in words only will be taken into consideration.

7) While quoting the rate, quotationers must quote the rate inclusive of all taxes and expense.

8) Financial bid will be opened only for those bidders whose technical bid is accepted by the authority.

9) Authority reserves the right to accept or reject any Audit Firm without assigning any reason.


Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

&
Addl. District Magistrate (G), Jalpaiguri.