

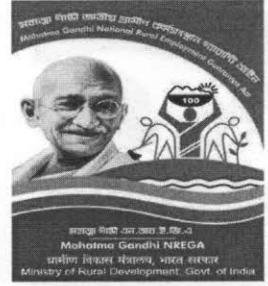


GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C.(MGNREGS)

&
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 * Help Line: 1800-345-3215 (Toll Free)



NOTICE INVITING QUOTATION-1/AUDIT/MGNREGA/2013-14

NOTICE INVITING QUOTATION FOR EXPRESSING OF INTEREST
BY THE CAG EMPANNELED CA FIRMS
IN CONDUCTING ANNUAL AUDIT UNDER MGNREGS
FOR THE FINANCIAL YEAR 2013-14

Sealed quotations are invited from the CAG Empanelled Chartered Audit Firm for conducting of Annual Audit of 146 Gram Panchayat, 13 Block, 20 Line Departments and District Accounts under MGNREGS, Jalpaiguri for the financial year 2013-14. The quotation should reach to the District MGNREGS Cell by 16/06/2014 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


Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

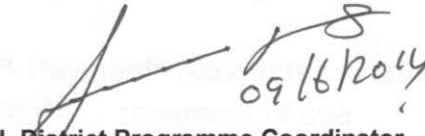
&
Addl. District Magistrate (G), Jalpaiguri.

Memo No 700/1(u)/MGNREGS

Date:- 09/06/2014.

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/ Alipurduar / 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 Kumargram/Alipurduar-I/Alipurduar-II/Kalchini/Madarihat-Birpara/Falakata/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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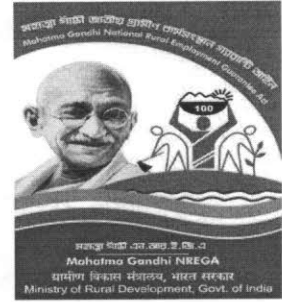
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NOTICE INVITNG QUOTATION-1/AUDIT/MGNREGA/2013-14

Terms & Conditions

- 1) The interested firms should have prior experience in conducting audit works for fund of development 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 associated or fellow membership must be furnished with the application.
- 3) Number of qualified Assistant along with the Names and membership numbers and names of semi-qualified assistants should also be enclosed with the 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.

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

Name of the office	No. of PIAs
District MGNREGS Office	01
Number of Block Development Officers	13
Number of Panchayat Samities	13
Number of Gram Panchayats	146
Number of Line Department	20

- 5) Preparation of annual statement of accounts of the financial year 2013-14.
- 6) Reconciliation of all bank accounts & PIA wise fund balancing including outstanding wage & non-wage component (District, Block, Panchayat Samities, Gram Panchayat and Line Department level).
- 7) Examination of all books of accounts maintained at District, Block, Panchayat Samities, Gram Panchayat and Line Department level.
- 8) Checking of Internal control in fund management at all levels.
- 9) Detection of any kind of embezzlement of fund or diversion of fund.
- 10) The report should be prepared on each offices separately as well as a general report on the entire work must be prepared.
- 11) Audited Statement of Accounts will include Receipts & Payments Accounts, Income & Expenditure Accounts, Balance Sheet as on 31/03/2014 & 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 by 18th July, 2014.
- 13) 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.

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- 14) Sealed quotation are to be submitted to the Additional District Programme Coordinator, MGNREGS and Additional District Magistrate (G), Jalpaiguri, District MGNREGS Cell, 2nd Floor, Room No. 05, Jalpaiguri, Pin-735101.
- 15) The envelop should be marked "Rate quote for Annual Audit 2013-14, MGNREGA-Jalpaiguri."
- 16) The application must be supported with documents on a) Registration of the Firm b) CAG Empanelment and experience certificate for similar type of work and other details.

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


Addl. District Programme Coordinator
MGNREGS, Jalpaiguri
&
Addl. District Magistrate (G), Jalpaiguri.