



GOVT. OF WEST BENGAL  
OFFICE OF THE D.P.C. (MGNREGA)  
&  
DISTRICT MAGISTRATE, ALIPURDUAR

(E-mail: mgnrega.apd@gmail.com)



Memo No. 374 / MGNREGA

Date: - 02/07/2018

**NOTICE INVITING QUOTATION FOR EXPRESSION OF INTEREST BY  
THE CAG EMPANNELED CA FIRMS IN CONDUCTING ANNUAL AUDIT  
UNDER MGNREGA FOR THE FINANCIAL YEAR 2017-18.**

Sealed quotation under two bid system i.e. Technical and Financial bid are hereby invited from the CAG Empannelled Chartered Audit Firm for Conducting of Annual Audit of 66 nos. of Gram Panchayat, 06 nos. of Blocks & Panchayat Samities, District Accounts and 16 nos. of Line Departments under Mahatma Gandhi NREGS, Alipurduar for the Financial year 2017-18. The quotation should reach to the District MGNREGS Cell by 12/07/2018 latest before 3.00 PM and same will be opened on the same day at 4.30 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 of all taxes and other if any for the year along with relevant papers.

**Terms and Conditions:**

1. The interested firm should have three years 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 the Institute of Chartered Accountants of India indicating fellow membership must be furnished with the application.
3. Numbers of qualified assistant along with the Name and membership numbers and names of semi-qualified assistant 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.
5. The selected firm will have to submit audit schedule to this end within 7 (seven) 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) and Ne-FMS (National Electronic Fund Management System) under MGNREGS or knowledge in online accounting systems.

**Details of offices to be covered are stated below:-**

Particulars	No. of PIA
District MGNREGS office	1
No. of Block Development & Programme Officers office and Panchayat Samity	6
No. of Gram Panchayats	66
No. of Line Departments	16

PM(MIS)  
website and  
notice  
board.  
Done  
27/7/18

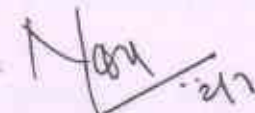
### Works to be undertaken:-

1. Preparation of Annual Statement of Account of the financial year 2017-18.
2. Reconciliation of all bank accounts & PIA wise fund balance including outstanding wage & non Wage component (District, Block & Panchayat Samities, Gram Panchayat level and other line departments).
3. Preparation of PIA wise FTO (Fund Transfer order) reconciliation statement under e-FMS & Ne-FMS.
4. Examination of all books of accounts maintained at District, Block & Panchayat Samities, Gram Panchayat Level and other Line Departments.
5. Checking internal control in fund management at all levels.
6. Checking and Auditing of District MGNREGS Cell Stock register, Asset register and submit the report separately.
7. Detection of all kind of embezzlement of fund or diversion of fund.
8. The report should be prepared on each offices separately as well as a general report on the entire work must be prepared.
9. Audited Statement of Account will include Receipts & Payment Account, Income & Expenditure Account and Balance Sheet as on 31.03.2018 and statement of due payment w.r.t wage & non-wage for each of the PIAs.
10. The Auditor will also prepare the consolidated statement of account of the district, Bank Reconciliation Statement of the entire District. **The Auditor should be prepared for state Level/ District Level interactions on the Standard Operating Procedure (SOP) and formats. The Auditor will also attend for orientation at State Headquarters before the commencement of Audit.**
11. PIA wise detailed audit report and consolidated audit report must be submitted on or before 03<sup>rd</sup> August' 2018.

### Instruction for submission of quotation:-

1. Two bid sealed quotation are to be submitted to the District MGNREGS Cell, Alipurduar, Room No.- 203, 2<sup>nd</sup> Floor, Dooars Kanya Building, Alipurduar, Pin-736122.
2. The bids should be clear and complete with regard to both the Technical 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 2017-18, MGNREGA, ALIPURDUAR" and "FINANCIAL BID OF QUOTATION FOR ANNUAL AUDIT 2017-18, MGNREGA, ALIPURDUAR".
4. Cover "A" shall contain bid pertaining to Technical Qualifications of the firms i.e. Registration of the Firm, CAG Empanelment document, 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. Cover A & B shall be sealed properly. They shall be addressed properly with "to Address" & "from Address".

5. The photocopies of evidence in support of their technical qualification shall be enclosed to the technical bid.
6. While quoting the rate, the quotation 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. Financial bid will be opened only for those bidders whose technical bid is accepted by the authority.
8. Authority reserves the right to accept or reject any Audit firm without assigning any reason.


  
District Programme Co-ordinator  
MGNREGA-WB  
&  
District Magistrate  
Alipurduar

**Memo No. 374 /1(13)MGNREGA**

**Date: - 02 /07/2018**

Copy forwarded for information & necessary action to:-

1. The Commissioner, MGNREGA, Govt. of West Bengal
2. The DPC, MGNREGA & District Magistrate, Alipurduar
3. The AEO & ADM, Zilla Parishad, Alipurduar
4. The SDPC, MGNREGA & DNO, MGNREGA, Alipurduar
- 5.-10. The PO & BDOs, Alipurduar-I, Alipurduar-II, Falakata, Kalchini, Kumargram & Madarihat- Birpara Block, Alipurduar
11. The DIO-NIC, Alipurduar with the request to publish the notice in the District Website.
12. PM-MIS, MGNREGA Cell, Alipurduar with the request to publish the notice in the District MGNREGA website.
13.  Office Notice Board, MGNREGA Cell, Alipurduar

  
District Programme Co-ordinator  
MGNREGA-WB  
&  
District Magistrate  
Alipurduar