



Government of West Bengal
Office of the District Programme Co-ordinator (MGNREGA) & District Magistrate,
Dakshin Dinajpur Collectorate Building (2nd Floor), Balurghat,
Fax No-03522-251243, Phone No- 251243, Email - mgnrega.dd@gmail.com

NIQ No: 246 /MGNREGA

Dated, Balurghat the 29/06 / 2018

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

Expression of interest is hereby invited from the CAG Empanelled Chartered Audit Firm for audit of MGNREGA fund utilized by this district through 8 Blocks, 8 Panchayat Samities, 64 Gram Panchayats and 3 other line departments in the year 2017-18. The intending Chartered Accountant Firms shall have to depute auditors at Block head quarters for audit of accounts of Blocks, Panchayat Samities, Gram Panchayats. Also auditors shall be required to visit 3 line departments for audit of accounts at those offices. Hence audit of accounts will be done at 08 Block offices, District MGNREGA cell and other 3 line department offices. They shall have to submit proforma reports as per requirement of MoRD and P & RD department, Govt. of West Bengal with utilization certificate etc from time to time.

Intending firms may submit their offers by 09.07.2018 up to 2:00 P.M to the undersigned. Intending Audit Firms shall mention in their offer the minimum time required for that audit and the remuneration including conveyance allowance, service charges and other expenditure to be paid for the same. The offer will be opened before the participants at 3 P.M on 09.07.2018 in the office of the undersigned.

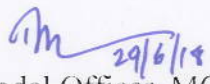
For details about terms & conditions in the Annexure-A.


Encl: *Terms and conditions*

NIQ No: 246/1(8) /MGNREGA

Copy forward for information and publication in the notice board to:

1. The Sub Divisional Officer, Balurghat/Gangarampur.
2. The Secretary, Dakshin Dinajpur Zilla Parishad.
3. The District Informatics Officer, D/Dinajpur for uploading the Notice in website of the district.
4. The Block Development Officer (ALL), Dakshin Dinajpur.
5. CA to District Magistrate, Dakshin Dinajpur.
6. CA to Addl. District Magistrate (G), Dakshin Dinajpur.
7. Office File.
8. Office Notice Board.


District Nodal Officer, MGNREGA
Dakshin Dinajpur
Dated, Balurghat the 29/06 / 2018


District Nodal Officer, MGNREGA
Dakshin Dinajpur

NOTICE INVITING QUOTATION 246...../MGNREGA**FOR THE FINANCIAL YEAR 2017-18****Terms and Conditions**

- 1) The interested firm should have two years experience in conducting MGNREGA audit works and have prior experience in conducting audit works developmental of schemes at Gram Panchayat, Block & District level in a financial year 2015-16 & 2016-17.
- 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) and Ne-FMS (National Electronic fund management system) under MGNREGA or knowledge in online accounting systems.
- 7) No lodging, fooding and logistic will be supported departmentally.

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

Name of the Office	No's of PIA
District MGNREGA Office	01
Number of Block Development and Programme Officers Offices	08
Number of Panchayat Samities	08
Number of Gram Panchayats	64
Number of Line Departments/PIAs	03


Works to be undertaken:-

- 1) Preparation of annual statement of accounts of the financial year 2017-18.
- 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) and N-eFMS (National Electronic fund management system).
- 4) Examination of all books of accounts maintained at District, Block, Panchayat Samity, Gram Panchayats and Line Department Level.

- 5) Checking internal control in fund management at all levels.
- 6) Detection of any kind of embezzlement of fund or diversion of fund.
- 7) The report should be prepared on each offices separately as well as a general report on the entire work must be prepared.
- 8) Audited Statement of Accounts will include Receipts & Payments Accounts, Income & Expenditure Accounts, Balance Sheet as on 31/03/2018 and statement of due payment w.r.t. wage & non wage for each of the PIAs. The report should be prepared on each office separately as well as general report on the entire work must be prepared. The auditor will also prepare the consolidated statement of account of the district, Bank Reconciliation statement for the entire district and Utilization Certificate.
- 9) The Auditor will also prepare the consolidated statement of accounts of the district, Bank reconciliation statements for the entire district. The Auditor should be prepared for State level/ District Level interactions on Standard Operating Procedure (SOP) and formats. The Auditor will also attend for orientation at the State headquarters before the commencement of Audit.
- 10) PIA wise detailed audit report and consolidated audit report must be submitted on or before 1st week of August, 2018.
- 11) The District Auditor should maintain close liaison with the State Auditor for preparation audit report for the financial year 2017-18.

Instruction for submission of quotation:-

- 1) The quotations should be clear and complete with regard to both the technical proposal and financial proposal.
- 2) Sealed tender shall have to be dropped in tender box kept for that purpose in the chamber of District Nodal Officer, MGNREGA. Collectorate Office, 2nd Floor, Balurghat, Dakshin Dinajpur within 09.07.2018 by 02:00 P.M and tender will be open on 09.07.2018 at 03:00 P.M at the office chamber of the District Nodal Officer, MGNREGA.
- 3) 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.
- 4) While quoting the rate, quotationers must quote the rate inclusive of all taxes and expense.
- 5) Authority reserves the right to accept or reject any Audit Firm without assigning any reason.


District Nodal Officer, MGNREGA
Dakshin Dinajpur