

## Government of West Bengal Office of the District Magistrate North 24-Parganas Mid Day Meal Cell



Memo No.: 14/MDM - 16/2008 - 2009

Date: 09 / 01 / 2012

## NOTICE INVITING TENDER

Offers are invited only from competent, reputed & eligible Chartered Firms / Auditors, having adequate experience in carrying out Audit Works in Government Offices. Scope of work is furnished below:

- Preparation of Bank Reconciliation Statement for financial years 2008 2009, 2009 - 2010, 2010 - 2011 & 2011 - 2012.
- Preparation of Final Audit Report for the said financial years.

The Tender Papers (comprising of Notice Inviting Tender alongwith Technical Bid Form & Financial Bid Form) is to be obtained from <a href="www.north24parganas.gov.in">www.north24parganas.gov.in</a> till 23.01.2012 upto 4.00 p.m. on payment of Rs. 200.00 (Two Hundred) only in favour of "D.M. North 24 Parganas, MDM Scheme" by <a href="Demand Draft">Demand Draft</a>.

Offers will be received till 24.01.2012 upto 4.00 p.m.

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested only) in the name of the Agency:

- 1) Price of Tender Form duly paid in favour of "D.M. North 24 Parganas, MDM Scheme".
- 2) Current Trade License for 2011 2012.
- Credential (Successful Completion) Certificate in executing similar nature of job in any Government Department within any last three Financial Years (i.e. 2008 – 2009, 2009 – 2010 & 2010 – 2011).

The AOR should quote rates inclusive of all taxes & incidental charges (if any), for carrying out the state task.

<u>Tender is to be physically submitted</u> in the Tender Box retained with the department. In this case the AOR must submit the <u>Technical Bid & Financial Bid</u> in two <u>different sealed envelopes</u> & the <u>said two envelopes must again be inserted into another sealed envelope</u>.

Upon receiving the sealed quotations upto 24.01.2012 the Technical Bid only will be examined on 25.01.2012 at 12.00 noon in presence of intending quotationers or their authorised representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on 25.01.2012 at 04.00 p.m.

The <u>undersigned reserves</u> the right to reject any or all of the offers without assigning any reasons whatsoever.

Officer-in-Charge Mid Day Meal Cell North 24 Parganas 9/1/12



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Copy forwarded for information & necessary action to the:

 State Project Director P.B.S.S.M; with a request for making necessary arrangement for putting up the same at the Office Notice Board.

2. Nazareth Deputy Collector, North 24 Parganas with a request for putting up the

same at the Office Notice Board of District Collectorate.

3. District Informatics Officer, National Informatics Centre, Barasat, North 24 Parganas; with a request for hosting the same in the District Web Site.

4. District Information & Cultural Officer, North 24 Parganas; with a request for wide publicity of the same.

Officer-in-Charge Mid Day Meal Cell North 24 Parganas