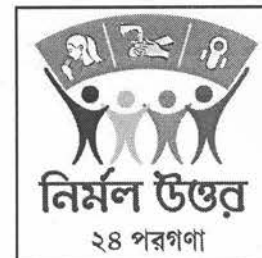


**GOVERNMENT OF WEST BENGAL**  
Office of the District Magistrate & Collector  
&

District Programme Coordinator,  
North 24 Parganas, Barasat  
Phone : 2584-6258 e-mail: nrega24north@gmail.com



NO: R-12014/1/2011-MGNREGA/152757

Date: 18/06/2018

Invitation of Quotation for Audit

Rates for conducting audit are invited from registered and professional Audit Firms, who are empanelled with the CAG for conducting Statutory Audit for MGNREGA funds in all the 199 (One hundred ninety nine) Gram Panchayat Offices, 22 (Twenty Two) offices of Block Development Officers, some Panchayat Samities, 4 (Four) Sub-Divisional Offices, District MGNREGA Cell and also a few other Programme Implementing Agencies engaged in MGNREGA works at the district of North 24 Parganas subject to fulfilment of following criteria:

The interested firms should have prior experience in conducting audit works for MGNREGS Schemes at the tune of at least 100 (Hundred) numbers of Gram Panchayats or 25 Blocks Programme Unit or one District unit in a year.

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.

Number of Qualified Assistants along with the Names and membership numbers and number and names of semi-qualified assistants should also be enclosed with the application.

**Details of work:**

1. In case the audit at the Block and District level - the Audit team should be headed by a professional and remaining should be at least semi professional.
2. Auditor who has been appointed for the District level is to coordinate with all others auditors who will work at blocks level and GP level for consolidation of the audit report. He will also has to interact with state level auditor for Standard Operating Procedure (SOP) & formats and attend state level workshop to ensure the parity in reporting if needed.

Details of office to be covered is also mentioned here:

Name of the office	No of PIAs
District MGNREGA Office	1
Sub-Divisional Office	4
Number of Block Development offices	22
Number of Panchayat Samities	12
Number of Gram Panchayats	199
Number of other PIAs	3
Total	241

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

4. Audited Statement of Accounts will include check list in specific format / auditor certificate in specific format / Receipts & Payments Account / Income & Expenditure Account / Balance Sheet / Bank Reconciliation Statement / Utilisation Certificate for the financial year 2017-18. Audited Statement of accounts will also include details of unpaid muster rolls & bills as on 31.03.2018 and details of accounts in a specific format of P&RD department.

5. A report is to be included on the findings of field visit with reference to execution of schemes, entry of payments in job cards and Muster Rolls for at least 5% to 10% works on a test check basis.

6. Audit of each unit to be conducted by sitting in the office of the specific unit. In no situation records of one unit to be carried to another unit for conducting this audit.

**Remuneration:**

1. The firm finally engaged for such work shall have to quote the rate for GP office / other PIA, Block Office / Panchayat Samity and District Office separately with an analysis.

2. If the rate is very low or impractical, then authority will deserve the right to fix the rate.

The sealed cover containing rate should be submitted addressed to the Additional District Magistrate (Development) and Additional District Programme Coordinator, MGNREGA, North 24 Parganas, District MGNREGA Cell, Hastings House Complex, RBC Road, Barasat, Pin-700124. The envelope should be marked- "Rate quote for Audit - MGNREGA, North 24 Parganas".

The application must be supported with documents on (i) Registration of the Firm (ii) CAG Empanelment and experience certificate and other details as asked for in the notice.

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

Last date & time of submission of quotation - 11.07.2018 up to 2:00 PM

Opening date & time -11.07.2018 at 3: PM.

Additional District Magistrate (Development)

&

Additional District Programme Coordinator (MGNREGA)

North 24 Parganas.

No. R-12014/1/2011-MGNREGA/152757/1(4)

Dated: 18/06/2018

Copy forwarded to:

1. DIO, NIC, North 24 Parganas with a request to display in the district website ([www.north24parganas.gov.in](http://www.north24parganas.gov.in)).
2. NDC, North 24 Parganas with a request to display in the notice board.
3. Secretary, North 24 Parganas Zilla Parishad with a request to display in the notice board.
4. Office notice board.

Additional District Magistrate (Development)

&

Additional District Programme Coordinator (MGNREGA)

North 24 Parganas.