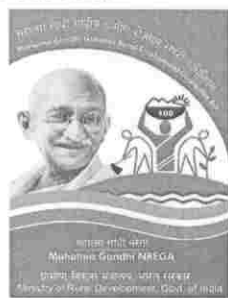


I/4646/2021



Government of West Bengal Office of the District Magistrate, Howrah MGNREGA CELL

Howrah Zilla Parishad Building
Room No. 403, 3rd Floor,
10, Biplabi Haren Ghosh Sarani, Howrah-711101.
Ph. No: 033-2638-1590/91, FAX No: 033-2638-1918, E-mail :
nregahowrah@gmail.com



NOTICE INVITING QUOTATION FOR MGNREGA AUDIT F.Y- 2020-21 (Howrah District)

Sealed quotation is hereby invited from registered, reputed and professional chartered firm empanelled with the CAG and having prior experience of similar work for conducting statutory audit of MGNREGA fund. The MGNREGA fund of Howrah District utilized by the District MGNREGA through (14 nos) Blocks consisting of (157 nos.) Gram Panchayats and other Programme implementing agencies like WBCADC, Bagnan, 10 nos of PIAs of Howrah Irrigation Division, (14 nos) Panchayat Samities and others PIA during the year 2020-21.

Interested firms may submit their offers/quotations in sealed envelope in enclosed format only on any working day on & from **24th February to 3rd March, 2021** from **11.00 a.m. to 3.00 p.m.** at the **District MGNREGA Cell, Howrah**. **The interested firms must have minimum three years experience in conducting audit works in MGNREGA in any district otherwise quotation will be cancelled.** The documents related to their experience in conducting MGNREGA Audit, details of partners along with photocopy of certificate of Institute of Chartered Accountants of India indicating associated or fellow membership, CAG empanelment certificate must be furnished with the application/quotation. **The Format for ORGANISATIONAL CAPABILITY in Annexue-I must be filled up and submitted with the Quotation along with all relevant documents mentioned therein within 3rd March, 2021 at 3.00 P.M.**

For the programme of Audit, we have to require five audit team. Each team have to be headed by one professional (must be a CA) and two semi professional (Minimum CA/CMA inter) and two supporting personnel (Commerce background). Details of the team member names and qualification must be submitted with the application.

Quotations will be opened in presence of the applicants on **3rd March, 2021** at **3.30 p.m.** in the **office of the District Nodal Officer, MGNREGA, Howrah.**

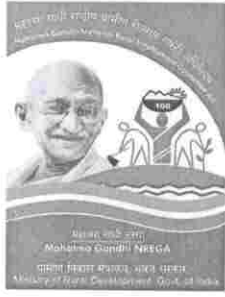
Undersigned reserves the right to reject/cancel any or all offers without stating any reasons.

Audit will be held on the following stages:

1. District MGNREGA Cell ; 11 nos of PIAs (Line Departments) of Howrah ; 14 Blocks ; 157 Gram Panchayats; and 14 Panchayat Samities.
2. The Audit team should be headed by a professional (Must be CA) having past experience.
3. Audit should be completed within **30th June 2021** and audit report should be submitted by **10th July, 2021** positively.
4. The report should be prepared PIA wise along with a general report on the entire work in the format as supplied by P&RD. Audited Statement of Account in the format will include Receipts & payments Account, Income & Expenditure Account, Balance Sheet as on 31/03/2021 and PIA wise committed expenditure both for wage & material payment as on 31/03/2021 and Funds received and disbursed through EFMS throughout the year.
5. **Audit party must reach up to the Gram Panchayat / P.I.A. levels.**
6. **The selected firm have to close liaison with State Auditor for preparing Final Audit Report.**
7. Rate quoted should be inclusive of all taxes and costs. No subsequent claim in this regard will be entertained.
8. The authority reserve the right to take any decision in this regards.


Additional District Magistrate (P),
Howrah

I/4646/2021




Government of West Bengal
Office of the District Magistrate, Howrah
MGNREGA CELL

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Room No. 403, 3rd Floor,
10, Biplabi Haren Ghosh Sarani, Howrah-711101.
Ph. No: 033-2638-1590/91, FAX No: 033-2638-1918, E-mail :
nregahowrah@gmail.com



Copy forwarded for information and taking necessary action to:

1. The Commissioner, MGNREGA, P & RD Department, Govt. of West Bengal
2. The Secretary , Howrah Zilla Parishad with request to display the NIQ in the website of Howrah Zilla Parishad i.e. www.howrahzillaparishad.in
3. The Sub-Divisional Officer (Sadar/ Uluberia), Sub-Division, Howrah.
4. The District Nodal Officer, MGNREGA, Howrah.
5. The DIO, NIC, Howrah with request to display the NIQ in the district website of Howrah i.e. www.howrah.gov.in
6. The Block Development Officer, (All Block, Howrah)
7. CA to the Sabhadhipati, Howrah Zilla Parishad.
8. CA to the District Magistrate, Howrah.
9. Notice Board of District MGNREGA Cell, Howrah.


Additional District Magistrate (P),
Howrah

ANNEXURE-I

ORGANISATIONAL CAPABILITY

1. Name of Tendering Company/Firm/Agency:
(Attach certificate of registration)
2. Nature of the concern:
(i.e. Sole proprietor of partnership firm or a company under Company Act, 1956)
3. Full Address of Registered Office of the firm:
.....
(i) Telephone/Mobile No. :
(ii) FAX No.:
(iii) E-mail Address:
4. Full Address of Operating/Branch Office of the firm (if any):
.....
(i) Telephone/Mobile No. :
(ii) FAX No.:
(iii) E-mail Address:
5. Valid GST Registration Certificate:
(Attach self-attested copy)
6. Self –Attested copy of the valid Trade License:.....
7. PAN/GIR No. of the firm:.....
(Attach self –attested copy)
8. Photocopy of income tax returns for last two years:
(Attach self-attested copy)
9. Previous Experience in conducting MGNREGA Audit : Yes/ No
(Attach copy of the experience certificate/credential showing minimum three years experience)
10. Whether member of Institute of Chartered Accountants of India: Yes/ No
(Attach photocopy of membership certificate)
11. Whether empanelled by CAG: Yes/No
(Attach copy of CAG empanelment certificate)

SIGNATURE & SEAL OF BIDDER

Format of Audit Rate quotation (Amount In Rs)

Sl No.	Name of Agency	Dist. Auditing Fees	11 Nos Of PIA Auditing Fees	14 Nos Of Block Auditing Fees	157 Nos of GP Auditing Fees	14 Nos of panchayat samity Auditing Fees	As a whole Auditing Fees (Inclusive of All)
1	2	3	4	5	6	7=2+3+4+5+6	