



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
&

DISTRICT PROGRAMME COORDINATOR, NADIA
MGNREGA Cell, Nadia
Administrative Building (1st Floor), Krishnagar, Nadia

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NOTICE INVITING QUOTATION
APPOINTMENT OF STATUTORY AUDITOR FOR THE FINANCIAL YEAR 2016 – 2017

Quotation are invited from Chartered Accountants Firm (CA Firm) for appointment as Statutory Auditors for conducting audit in District MGNREGA Cell, Sub-Divisional Offices, all Block Offices, Line Departments and all Gram Panchayats under this Nadia District related to the Financial Year 2016-2017 on MGNREGA.

The Procedure of conducting audit, Eligibility Criteria and Experiences, Technical Bid (Experience and Eligibility) as per Annexure-I and the Financial Bid (Professional Fee included all taxes) as per Annexure-II and General Terms and Conditions are given below:-

Procedure of conducting Audit:

1. Two Audit teams are required for conducting Statutory Audit. Each team have to be headed by one Professional (CA certificate holder) and one semi-professionals (CA certificate holder or CA intern) and one supporting personnel.
2. Each team will have to go each Block Offices, Line Department offices, SDO Offices and District Office for conducting audit. Gram Panchayat will come to respective Block along with necessary documents.
3. In this whole process of conducting Audit, newly appointed firm have to consult with State Auditor for necessary guidance and common report format.

Eligibility Criteria and Experiences:

1. The firm must have two or more partner (CA certificate holder).
2. 3 years' experience of conducting audit of whole district of the scheme under MGNREGA in West Bengal.
3. The Chartered Accountant firm should be empanelled/registered with Comptroller and Auditor General of India and 1-year experience of conducting audit.

Procedure of submission quotation:

1. The sealed Quotation may be submitted in one big envelope superscripting "QUOTAION FOR APPOINTMENT OF STATUTORY AUDITOR UNDER MGNREGA, NADIA" containing two separate sealed envelopes, one for Technical Bid and another for Financial Bid superscripting "TECHINICAL BID" and "FINANCIAL BID".
2. The **Technical Bid** envelope must contain the technical bid format in prescribed Proforma as per Annexure-I with below mentioned documents:
 - a. Copy of Partners Membership Certificate
 - b. Copy of Registration Certificate of the Firm
 - c. Copy of experience of conducting audit under MGNREGA.
 - d. Copy of C&AG Registration Certificate and experience under C&CG.
 - e. Copy of PAN/TANDo not attach extra document.
3. The **Financial Bid** envelope must contain only the Financial Bid format as per Annexure-II (financial bid shall include professional fee/charges for all services

including expenses for boarding/lodging of staff to be incurred during the Statutory audit and any type of taxes etc.).


Procedure of conducting audit mentioned above the district authority proposes to pay auditing fees to the firm at a consolidated rate of Rs. 90,000(Rupees ninety thousand) only. However, the firm should quote their rates at per/below/above the proposed rate.

4. The **Sealed Quotation** shall be sent to the “**District Nodal Officer, MGNREGA Cell, 1st Floor, Nadia Collectorate, Krishnanagar, Nadia, Pin- 741 101**” on or before **15/06/2017 by 4.00 P.M.** by hand or post.
5. The Quotation will be **opened on 16/06/2017 at 3:00 P.M.** On said date the technical bid will be opened at the Office Chamber of the **District Nodal Officer, MGNREGA, Nadia** in the presence of the bidders. The Financial bid will be opened later on after verification of the technical bid and the date when financial bid will be opened will be communicated on that day.

General Terms and Conditions:

1. The period of appointment shall be for conducting Statutory Audit for one year i.e. for the financial year 2016-17. The Authority reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance without assigning any reason.
2. The Authority reserves the right to accept or reject any application at any time without assigning any reason.
3. Each of the documents is required to be self-attested by the Partner of CA Firm.
4. The firm should not have been debarred from Statutory Audit during audit.
5. Quotation shall be submitted in official Quotation document only. If submitted in any other form, the same shall be summarily rejected.
6. The Chartered Accountant firm should have at least 2 Articles / Articled clerks on the date of submission of quotation.

The interested CA firms are advised to read carefully the entire Quotation Notice before submitting Quotation. If the quotation is received not in prescribed format and/or are found to be incomplete in any respect will be summarily rejected. Any further clarifications can be sought from office of the District Nodal Officer, MGNREGA Cell, Nadia.

 08/06/2017


District Nodal Officer
MGNREGA/WBREGA, Nadia

Memo. No. 606 (11)/MGNREGA

Date: 08 /06/2017

Copy forwarded for information and display the tender notice in the office notice board of respective offices, to:-

- 1-4) Sub-Divisional Officer, _____ Sub-Division, Nadia
- ✓ 5) District Informatics Officer, NIC, Nadia, please upload the tender notice in district website, i.e, nadia.nic.in.
- 6) PA to District Magistrate, Nadia,
- 7) PA to Additional District Magistrate (Gen.), Nadia.
- 8) PA to Additional District Magistrate (ZP), Nadia.
- 9) PA to Additional District Magistrate (LR), Nadia.
- 10) PA to Additional District Magistrate (DEV), Nadia.
- 11) Office copy (to be displayed in office Notice Board).

 08/06/2017

District Nodal Officer
MGNREGA/WBREGA, Nadia

TECHNICAL BID

1. Name of the CA Firm :
2. Office Address :

3. No. of Chartered Accountant :
4. Name of the Chartered Accountant:
 - 1.
 - 2.
 - 3.
5. Contact no. of the Firm :
6. Registration No. and date :
7. C&AG Registration no. :
8. Experience under C&AG audit (no. of yrs.):
9. No. of Article/Audit Clerks :
(as on closing date of Quotation)
10. MGNREGA audit experience (no. of yrs.) :
(details)

Sl. No.	District Name	Audit conducted during the Financial Year
1.		
2.		
3.		
11. Eligibility Criteria fulfilled or not: (Yes/No)

Signature of Partner
with name and Firm Seal

FINANCIAL BID

1. Name of the CA Firm :
2. Office Address :
3. Professional fees (Rs.) :
(The said fees including all Taxes and other expenses)
4. Professional fees in words :

Signature of Partner
with name and Firm Seal