

GOVERNMENT OF WEST BENGAL

OFFICE OF THE DISTRICT MAGISTRATE, NADIA

&

DISTRICT PROGRAMME COORDINATOR, NADIA
MGNREGA Cell, Nadia

Administrative Building (1st Floor), Krishnagar, Nadia

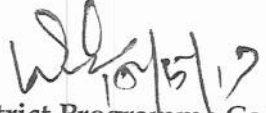
Phone No. : 03472-223001
Fax No. : 03472-253300
Help Line No. : 1077
<http://nadia.gov.in/nreganadia/>
e-mail address :
nreganadia.dno@gmail.com
nreganadia.mis@gmail.com
nreganadia.ae@gmail.com

Tender Notice

Sealed Tenders are invited from **Registered Chartered Accountants Firm** for conducting **Statutory Audit** relating to the financial year 2012-2013 on MGNREGA Programme in all the Gram Panchayats, Block Development Offices, Sub-Divisional Offices, District MGNREGA Office & other Programme Implementing Agencies (PIAs) of the district Nadia. Terms and conditions are mentioned below.

- ❖ The interested Firms should have prior experience in conducting audit works in MGNREGA or Government Organizations, at the lower tiers also.
- ❖ The rate for audit is to be quoted, including all charges. No TA, DA will be admissible. Fooding and lodging shall have to be arranged by the concerned Firm, for which no separate charge shall be provided.
- ❖ The rates so offered by the suppliers may remain valid for one year.
- ❖ Audit should be done in Block office premises, where all the Gram Panchayats will gathered with all relevant documents and records.
- ❖ In SDO and Other PIAs, audit team will go to concerned offices for doing audit.
- ❖ For the programme of Audit, we have to require two audit team. Each team have to headed one Professional (must be a CA / ICWA certificate holder) and two semi-professional (must be CA / ICWA certificate holder or CA / ICWA inter) and two supporting personnel. Details of the team member names and qualifications must be submitted with the application.
- ❖ Audit firm must have capacity to submitted Statutory Audit Report for the financial year 2012-2013 in **District office within a week after completion of audit.**
- ❖ Photo copy of Certificate of (1) the Institute of Chartered Accountants/Institute of Cost & Works Accountants of Partners, (2) Registration Certificate of the Firms, (3) PAN/TAN Card (4) Rates of Audit (5) Name and qualification of two team members, and (6) Experienced Certificate if any, must be furnished with the application.
- ❖ The report must be prepared on each office separately and handed over the same to the respective Offices. Audit reports have to submit in following manner. These are -
 - GP level (only GP's report),
 - PO & BDO level (Combined report of GPs, PS and PO & BDO),
 - SDO level (only SDO's report),
 - Other PIAs level (only Other PIAs report), and
 - District level (Combined Audit Report of all concerned offices).

- ❖ In addition to verification of the Books of accounts & relevant documents, the team will also have to provide necessary advice to the staff responsible for improvement of internal control system of accounts. In case of any offices having adverse report should be specifically mentioned in the general report.
- ❖ This district has 187 no. of GPs, 17 nos. of Block Offices, 4 nos. Sub-Divisions and 7 nos. of Other PIAs.
- ❖ The undersigned reserves the right to accept or reject any tender assigning any reasons whatever and is not bound to accept the lowest rates, stating the reasons thereof.
- ❖ The tender in sealed cover should be submitted to the chamber of District Nodal Officer, MGNREGA/WBREGA, Nadia Collectorate, Krishnagar on any working day during the Office hours on or before 30th May, 2013 by 2:00 pm. and after which no tender will be entertained in any circumstances.
- ❖ Tender will be opened on the same date i.e. on 30th May, 2013 at 3:00 pm. in the office chamber of the **Additional District Programme Coordinator, MGNREGA/WBREGA, Nadia & Additional Executive Officer, Nadia Zilla Parishad.**

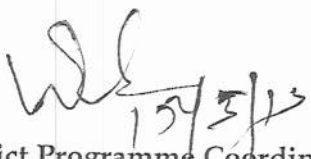

**Additional District Programme Coordinator,
 MGNREGA/WBREGA, Nadia
 &
 Additional Executive Officer,
 Nadia Zilla Parishad**

Memo No. 333 (10)/MGNREGA

Dated: 15/05/2013

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 (LR), Nadia.
- 9) PA to Additional District Magistrate (ZP), Nadia.
- 10) PA to Additional District Magistrate (DEV), Nadia.


**Additional District Programme Coordinator,
 MGNREGA/WBREGA, Nadia
 &
 Additional Executive Officer,
 Nadia Zilla Parishad**