



GOVERNMENT OF WEST BENGAL

OFFICE OF THE DISTRICT MAGISTRATE

&

DISTRICT PROGRAMME COORDINATOR, NADIA

NREGA Cell, Nadia

Administrative Building (2nd Floor), Krishnagar, Nadia

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Memo No. 1048 /NREGA

Dated: 11 /07/2011

Invitation of Quotation for Audit

Rates of conducting audit are invited from **registered & professional Audit Firms** for conducting Statutory audit on MGNREGA funds in all the 187 Gram Panchayat offices, 21 offices of Block Development Officers, 4 offices of Sub-Divisional Officers, District MGNREGA Office & also offices of a few other Programme Implementing Agencies (PIA) engaged in MGNREGA work at the district of Nadia, subject to fulfillment of following criteria:

- The interested Firms should have prior experience in conducting audit works in Govt. organizations, at the lower tiers also.
- Details of Partners enclosing therewith Photo copy of certificate of Institute of Chartered Accountants/Institute of Cost & Works Accountants of India indicating associate or fellow membership must be furnished with the application.
- No. of Qualified Assistants along with Names & membership numbers and No. and Names of Semi-Qualified Assistants should also be enclosed with the application.

Detail of work

- 1) In case of audit at the Block, Sub Divisional levels & District level - The audit team should be headed by a professional and remaining members should be at least semi professional.

Detail of office to be covered is also mentioned here:-

Name of the Office	Total no of PIAs
District MGNREGA Office	1
Number of offices of Block Dev. Officers with GPs under their jurisdiction	17
Number of offices of Sub-Divisional Officer	4
Other PIA offices	2
Total	24

- 2) The report should be prepared on each offices separately as well as a general report on the entire work must be prepared. In case of any offices having adverse report should be specifically mentioned in the general report.
- 3) 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.

Remuneration

The firm, finally engaged for such work shall have to quote the rate for office. 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 sealed cover containing rate should be submitted addressed to the **District Magistrate & District Project Co-ordinator, NREGA, Nadia, Nadia Collectorate, Krishnagar, Pin-741101.** The envelope should be marked –**“Rate quoted for Audit – NREGA-Nadia.”** The applications must be supported with documents on * Registration of firm,* Experience certificate for conducting similar type of work and other details as asked for in the notice.

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

Closing date of dropping: 25/07/2011(within 2 pm.)

Date of opening:25/07/2011(after 2.30 pm.)



**District Magistrate
&
District Programme Coordinator
NREGA/WBREGS, Nadia**