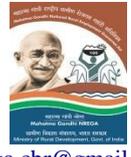




Phone/Fax. 03582-22961

Government of West Bengal
Office of the District Magistrate & District Program Coordinator
Mahatma Gandhi NREGA, Cooch Behar



email ID: nrega.cbr@gmail.com

NIQ No.:01

Date: 22/07/2024

Sealed quotation is hereby invited by the undersigned on behalf of the DM & DPC, Mahatma Gandhi NREGA, Cooch Behar from resourceful bonafied reputed Chartered Accountant firms empaneled with CAG for conducting Statutory Audit of Mahatma Gandhi NREGA Accounts for the FY 2023-24. The audit will be conducted for the following offices:

Sl. No.	Name of the work
1.	Holding Financial Audit for 2023-24 on Mahatma Gandhi NREGA accounts of each of the 128 G.P. Offices, 12 nos Blocks, 05 Sub-Division Office & District NREGS Cell of Cooch Behar District.
2.	Holding Financial Audit for 2023-24 on Mahatma Gandhi NREGA accounts for each of the offices of 6 nos. of Line Departments/P.I.A of Cooch Behar District.

Details of work:

1. The audit should be done at respective offices and at the concerned Block offices.
2. Schedule of audit should be informed to this office within 3 days from the receipt of Works Order.
3. The accounts & audit reports are to be consolidated following certain common formats and guidelines to be presented by Govt. of West Bengal. The reports are to be finalized as per instruction and direction of State Level Auditor.
4. Closing Balance as on 31.03.2023 (As per Audited report 2022-23) must be considered as Opening Balance of the FY 2023-24.
5. Beside Mahatma Gandhi NREGS fund audit, Audit Firm separately must be auditing the MGNREGS wage payment fund and corresponding Administrative Fund which was release by the State Government in the Cooch Behar District in FY 2023-24.

Terms & condition are as under:

1. The intending agencies have to submit the updated self-attested copy of **1. PAN Card, 2. GST Registration, 3. Latest IT Return 4. P. Tax Certificate, 5. Valid Trade License, 6. Credentials Certificate (At least 05 years working experience of any Government Office Audit (with MGNREGA Audit), 7. Copy of Empaneled to CAG, 8. Copy of self-declaration regarding not involving in any professional or financial misappropriation)** in a separate sealed envelope as part of TECHNICAL BID.
2. The rate offered should be on their own letter head clearly mentioning the amount which was duly signed by the intending quotationers in a separate sealed envelope marked FINANCIAL BID.
3. The technical bid will be opened first and will be evaluated. The financial bid of the qualified quotationers will be opened on the same day.
4. Quotation in letter head along with mentioning the items and the quoted price (with all taxes) clearly written in the word and figure in sealed envelope may be drop or sent via Speed Post/Courier in the tender box placed at the **Chamber of the District Nodal Officer, Mahatma Gandhi NREGA, Cooch Behar** during office hours latest by **1 pm on 30.07.2024 (Tuesday)**. The same shall be addressed to: **District Nodal Officer, Mahatma Gandhi NREGA, Office of the District Magistrate, Cooch Behar, Minority Bhawan, 1st Floor, Sagar Dighi Square, PO: & District: Cooch Behar, PIN: 736101 within 30.07.2024 upto 2.00 pm.**
5. Quotation will be opened on **30.07.2024 at 4.00 pm** at the same place Intending participants may remain present during opening of quotations.
6. Minimum fees will be Rs. **46,610/-, (Last Year Audit Fees)**, Audit fees including all types of taxes & expenditure to be paid for the audit must be greater than the minimum fees amounting Rs. 46,610/- (forty six thousand six hundred ten) including all taxes. The bills will be paid after successful submission of the Audit Report in due time. No advance will be made from this end.
7. Quotation papers should be accompanied by the earnest money in the form of account payee Bank Draft of Rs.2000/- (two thousand only) in favour of '**COOCHBEHAR MGNREGA EPF ACCOUNT**'.
8. Audited report to be submitted to the District Magistrate & District Programme Coordinator, Mahatma Gandhi NREGA, Cooch Behar latest by 31st July, 2024.
9. Successful quotationer must execute a bond on the non-judicial stamp paper of worth Rs. 10.00.
10. All deduction will be made as per Government Rules. No claim other than quoted rate will be entertained later on in this regard.
11. The authority is not bound to select any agency quoting lowest rate to offer execution the agreement, rather technical/financial resource, experience, reputation etc. will be considered.
12. **The authorities reserve the right to accept or reject any or all quotation paper without assigning any reason.**

Additional District Magistrate (LR) & ADPC,
Mahatma Gandhi NREGA, Cooch Behar

Copy forwarded for information & with request for wide publicity to:-

1. Addl. Executive Officer, Cooch Behar Zilla Parishad.
- 2.6. Sub Divisional Officer(all).
7. Nezarath Deputy Collector, Cooch Behar with request to arrange to display the quotation notice on the office notice board.
- 8.19. The Block Development Officer(all),
20. DIO, Cooch Behar with request to arrange to display the quotation notice on District website.
21. CA to the DM & DPC, Mahatma Gandhi NREGA, Cooch Behar.
22. CA to the ADM & ADPC, Mahatma Gandhi NREGA, Cooch Behar.
23. Office Notice Board.


Additional District Magistrate (LR) & ADPC,
Mahatma Gandhi NREGA, Cooch Behar

