

NOTICE INVITING QUOTATION FOR EXPRESSING OF INTEREST BY THE CAG
EMPANNELED CA FIRMS IN CONDUCTING AUDIT WORK YEARLY BASIS UNDER
DISTRICT CHILD PROTECTION UNIT.

Sealed "Quotation" under two bid systems (i.e. Technical and Financial bid) are invited from the CAG Empanelled Chartered Accountant Firm for Conducting of Audit work on yearly basis of DCPU, CCI's and SAA's and other institutions funded under ICPS scheme. The quotation should reach to the District Child Protection Unit Cell by 28/05/2019 before 3.00 PM and should be dropped in the box kept in the office of the DCPU, Alipurduar, Doors Kanya, Room No -114, 1st Floor. No quotation will be accepted by post. Each firm should quote the rate of conducting the audit work including service tax and other if any for the year along with relevant papers. The quotation will be opened at the office of the DCPU, Alipurduar, Doors Kanya, Room No -114, 1st Floor on 28/05/2019 at 4pm and bidder are requested to be present during the opening of the bids as per schedule mentioned. However if no or any bidder could not attend, the schedule of opening shall not be altered unless the Authority finds it necessary .

Terms and conditions

1. The interested Chartered Accountant firm should empanelled under Comptroller and Auditor General of India and have minimum three years experience in conducting audit works in any Govt. Scheme.
2. Details of partners along with photo copy of certificate of the Institute of Chartered Accountants of India indicating fellow membership must be furnished with the application.
3. Numbers of qualified assistants along with the Name and membership numbers and names of semi-qualified assistant should also be enclosed with the application.
4. The panel of such selected Auditors (Primarily quoted rate wise) would be valid for 3 (Three) years however the decision for renewal shall vest only on the District Authority upon satisfactory performance.

Works to be undertaken:-

1. Preparation of Annual Statement of Account financial year wise.
2. Preparation of Bank Reconciliation Statement.
3. Examination of all books of accounts maintained at DCPU, CCI's and SAA's and other institutions funded under ICPS scheme.
4. Detection of all kind of embezzlement of fund and diversion of fund.
5. Audited statement of Account will include Receipts & Payment Account, Income & Expenditure Account, and Balance Sheet.
6. The Auditor will also prepare the consolidated statement of account, Bank Reconciliation statement of the DCPU, CCI's and SAA's and other institutions funded under ICPS scheme.
The Auditor should be prepared for state Level/District Level interactions on the Standard Operating Procedure(SOP) and formats. The Auditor has to attend for orientation at State Headquarters before the commencement of Audit if the department desire so.

Instruction for submission of quotation:-


1. Two separate sealed quotation of Technical & Financial bidding are to be submitted to the District Child Protection Cell ,Alipurduar,1st Floor Room No -114, Doors Kanya, Building,Alipurduar,Pin-736122.
2. The bids should be clear and complete with regard to both the Technical and Financial Proposal,
3. Two bids (Technical and Financial) are to be submitted in sealed covers with Superscription "TECHNICAL BID OF QUOTATION FOR ANNUAL AUDIT OF DISTRICT CHILD PROTECTION UNIT, ALIPURDUAR" and "FINANCIAL BID OF QUOTATION FOR ANNUAL AUDIT OF DISTRICT CHILD PROTECTION UNIT,ALIPURDUAR".
4. Following document should be contained in cover – A and cover – B, noted as follow –

Cover – A

- a) Registration certificate of the Firm.
- b) Document related to empanelment in CAG.
- c) I.T Return of the last assessment year.
- d) Experience Certificate.

Cover – B


- a) Rate for the noted works both form in figure and word must be written on the pad of the firm.
5. While quoting the rate, the quotation shall clearly write the amount in 'figures' as well as in 'words', without any corrections or overwriting. In case of discrepancy, the rate quoted in words only will be taken into consideration.
6. Financial bid will be opened for those bidders only whose technical bid is accepted by the authority.
7. Authority reserves the right to accept or reject any Audit firm without assigning any reason.
8. The successful bidder has to submit schedule of audit work with in 03 (Three) days from the date of receive of work order in this regard.
9. The accepted rate will remain valid for 01 (One) year from the date of approved of the same, the term may be extended subject to approval of the authority.


Additional District Magistrate
Alipurduar
Date: 23 /04 /2019

Memo no. 12296/XXIV-DCPU/111/16/19-20

Copy forwarded for information to:

- 1) CA to District Magistrate, Alipurduar.
- 2) CA to Additional District Magistrate (Social Welfare), Alipurduar.
- 3) The Officer In charge (Social Welfare), Alipurduar.
- 4) The DSWO, Alipurduar.
- 5) Office File.


Additional District Magistrate
Alipurduar