

OFFICE OF  
THE DISTRICT MAGISTRATE  
& DISTRICT PROGRAMME CO-  
ORDINATOR, MGNREGA  
MURSHIDABAD



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NIT No: 10/MGNREGA/XVII-37

Date: 21/07/2018

Expression of Interest and Request for Proposal for Audit of Mahatma Gandhi NREGA accounts in the Murshidabad District for the Financial Year 2017-18

Sealed tender is hereby invited from the registered and professional Audit Firm having prior experience in any Govt. Sectors and sufficient man power for performing the work of statutory audit of accounts of MGNREGA schemes. The works are mention below:

Name of the office	No. of work
District MGNREGA Office	01
Number of Block Development Offices	26
Number of Panchayat Samities	26
Number of Gram Panchayats	254
Number of other PIAs	10

**Details of work:**

1. In case the audit at the Block and District level – the Audit team should be headed by a professional and remaining should be at least semi professional.
2. The report should be prepared on each offices separately as well as a general report on the entire work must be prepared. The Auditor will also prepare the consolidated statement of account of the District, Bank Reconciliation Statement for the entire District and Utilization Certificate.
3. Audited Statement of Accounts will include Receipts & Payments Account / Income & Expenditure Account / Balance Sheet as on 31/03/2018.
4. A report is to be included on the findings of field visit with reference to execution of schemes, entry of payments in job cards and Muster Rolls for at least 5% to 10% works on a test check basis.
5. At the time of auditing the accounts of PIAs, all unpaid muster rolls and bills against the activities in financial year 2017-18 should be enumerated with the following details:

Sl. No.	MR/voucher no. with date	Work details	Quantity in respect of bill/total persondays in respect of MR	Amount

6. In respect of the Gram Panchayats, wage : material ratio should positively be assessed and reflected, Gram Panchayat wise, in the audit report. In specific cases where the

wage : material ratio has not been adhered to inadmissible payment in terms of non-wage items should be clearly specified.

7. In cases where the PIAs paid to the job seekers in excess of the stipulated wage rate for a day's labour, such payment should be marked as excess and appropriately reflected in the audit report.
8. In cases, where the job card holding households have been engaged beyond 100 days during the financial year, such excess engagement should be assessed and reflected in the audit report.
9. At the time of Auditing of PIAs, all payments through e-FMS in Financial Year 2017-18 should be enumerated with the following details:

Name of the PIA	Payment through e-FMS	FTO generated but not credited into Job Card holder's Account (in Rs.)	Total credited amount to the Job Card holder

10. Also maintain all instructions of State MGNREGA Cell for implementation of Statutory Audit of MGNREGA fund.

#### **Terms & conditions:**

- 1) The firms willing to participate in the tender must have sufficient nos. of qualified assistants along with Audit Assistant.
- 2) No lodging, fooding and logistic will be supported departmentally.
- 3) The audit work should be completed within stipulated date from the date of issued work order to lowest bidder.
- 4) Applications for tender will be available at the office of the District Magistrate & District Programme Co-ordinator, MGNREGA Cell, New Administrative Building, Murshidabad from 11.00 A.M. to 05:00 P.M. on all office day within 28/06/18 and tender form will be issued to eligible Chartered Firm after verification of documents- i) Certificate issued by ICAI, ii) IT clearance certificate, iii) Work Experience and iv) Other related documents by the MGNREGA Cell, New Administrative Building.
- 5) Sealed tender shall have to be dropped in prescribed tender form in tender boxes kept for that purpose in chamber of District Nodal Officer, MGNREGA, New Administrative Building, Murshidabad within 29/06/18 by 02:00 P.M.
- 6) Tender will be open on 29/06/18 at 03:00 P.M. at the chamber of the Additional District Magistrate (G) & Additional District Programme Co-ordinator, MGNREGA, New Administrative Building, Murshidabad in presence of intending tenderers.
- 7) Bill will be paid after submission of the audit report of all PIAs in due time. No advance will be made from this end.
- 8) Tender papers should be accompanied by an earnest money in the form of account payee bank draft of Rs.10,000/- in favour of District Magistrate & District Programme Co-ordinator, MGNREGA, Murshidabad.
- 9) Successful tender must execute a bond in the non-judicial stamp paper worth of Rs.10/-
- 10) For administrative convenience for expediting and ensure better quality the work of PIAs may be divided amongst the bidders at the lowest accepted rate. The decision of the authority shall be final.

- 11) In case the firms which is awarded with the job is not able to perform from the point of quality or time schedule the undersigned reserves the right to cancel the work order and assign the work to other competent firm.
- 12) The undersigned reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason of such rejection or acceptance.

  
**District Nodal Officer  
MGNREGS-WB  
Murshidabad**

**Memo No: 264 (8) /MGNREGA/XVII-37**

**Date: 21/06/2018**

Copy forwarded for information and with request to publish this notice:-

- 1) The Addl. Executive Officer, Murshidabad Zilla Parishad.
- 2) The District Land & Land Reforms Officer, Murshidabad.
- 3) The Sub-Divisional Officer, Sadar/Lalbagh/Domkal/Kandi/Jangipur, Murshidabad.
- 4) The DIO, NIC, Murshidabad for publishing the notice in the website.
- 5) The DICO, Murshidabad for publishing the notice in two News Papers (One copy in a reputed News Paper)
- 6) C.A. to the District Magistrate & District Programme Co-ordinator, MGNREGA, Murshidabad.
- 7) C.A. to the Addl. District Magistrate (G) & Addl. District Programme Co-ordinator, MGNREGA, Murshidabad.
- 8) Office notice board.

  
**District Nodal Officer  
MGNREGS-WB  
Murshidabad**