



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE &
DISTRICT PROGRAMME COORDINATOR
PURBA MEDINIPUR :: TAMLUK
(MGNREGS CELL)

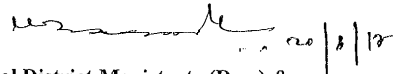
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Memo. No. 182 /Acctt / MGNREGA/XXXXII- 313

Dated - 21/06/17

Notice Inviting Expression of Interest

Office of the District Magistrate & District Programme Coordinator, MGNREGA Cell, Purba Medinipur Invites Expression of Interest from reputed registered Chartered Accountant Firms for carrying out audits in Office of the Programme Implementing Agencies like 223 Gram Panchayats, 25 Offices of the Block Development Officers and Programme Officers, DFO/CADC / DRDC / I&W / FFDA/Agri-Irrigation , Purba Medinipur, and District MGNREGA Cell at the District Head Quarter at Tamluk, in connection with implementation of NREGA 2005 & NREGS WB 2006. The "Expression of Interest" document may be obtained from district website www.purbamedinipur.gov.in and Office of the District Magistrate & District Programme Coordinator, MGNREGA Cell (3rd floor), Purba Medinipur up to 26.06.2017 (excluding Govt. Holidays) during 10.00 A.M. to 3 P.M. free of cost. Last date of submission of proposal is 28.06.2017 within 01.00 P.M.

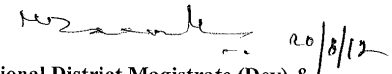

Additional District Magistrate (Dev.) &
Additional District Programme Coordinator,
MGNREGA, Purba Medinipur.

Memo. No. 182/1(b) /Acctt / MGNREGA/XXXXII-313

Dated - 21/06/17

Copy forwarded for information and with a request to display in the Notice Board for wide publication to:

1. The Secretary, Purba Medinipur Zilla Parishad.
2. The Project Director, DRDC, Purba Medinipur.
3. The Superintendent of Post, Tamluk Division, Purba Medinipur.
4. The DIO/DIA, NIC, Purba Medinipur with a request to kindly publish in the District Website.
Copy of Expression of Interest document is also enclosed herewith.
5. The Notice Board of District MGNREGA Cell.
6. Official website of District MGNREGA.


Additional District Magistrate (Dev.) &
Additional District Programme Coordinator,
MGNREGA, Purba Medinipur.

EXPRESSION OF INTEREST DOCUMENT

Para 35 (1) of National Rural Employment Guarantee Scheme – West Bengal 2006 states that both Physical and financial audit of the works under the scheme shall be carried out at the end of each financial year through engaging a Chartered Accountant Firm, hence the **District Magistrate and Collector, Purba Medinipur, Tamluk** proposes to select registered Chartered Accountant Firm for carrying out audits in Office of the Programme Implementing Agencies, Office of the Block Development Officers and Programme Officers and District NREGA Cell.

Through this **Invitation for Proposals**, the **District Magistrate and Collector, Purba Medinipur, Tamluk** invites **Expression of Interest / Proposals** from reputed registered Chartered Accountant Firms for carrying out audits in Office of the Programme Implementing agencies, Office of the Block Development Officers and Programme Officers and District NREGA Cell:

NREGS has been launched in Purba Medinipur District in 1st April 2007. The scheme is implemented through different Programme Implementing Agencies namely Gram Panchayats, Panchayat Samitis and Different line Departments. There are 223 Gram Panchayats and 25 Panchayat Samitis in Purba Medinipur District. Each of these offices and other department offices who have implemented these schemes has to be audited. Audit of Gram Panchayats and Panchayat Samitis along with audit of Office of the BDO cum PO can be conducted at the Block Head Quarter.

The term audit would, if not otherwise mentioned, generally mean Inspection, Examination and assessment of process of implementation including financial transaction and keeping of accounts, maintenance of records and other relevant documents, presentation of statement of accounts in the prescribed format and addressing & reporting comprehensively of some issues as desired by higher authority.

The Firm will submit Audited statement of Account and Audit Report of 2016-2017 of the Account of DM & DPC and 25 Programme officers and Programme Implementing Agencies VIZ all GPs, PS & other line Deptts. to be mentioned in work order (3 hard copies, 2 soft copies) within one month of receipt of work order.

All data is to be collected by the firm, the district and the offices to be audited will render all possible help and make arrangement for all data and documents in connection with MGNREGS required for audit.

The Audit Firm will have to draw a schedule well in advance of visit to any of the offices that the firm has to audit. The schedule has to be submitted to MGNREGA Cell at the beginning of the audit programme.

The District shall depute one official who will act as Coordinator with the Audit Firm.

Activity wise time schedule for Audit should be maintained by the Audit Firm.

1. TECHNICAL CRITERIA:

- 1) Credentials of the Firms in handling same or similar nature of job.
- 2) Availability of expert manpower having proper qualification and experience.
- 3) Presentation on the methodology and steps to be taken for completing the above task within one month of receipt of work order.
- 4) Various documents like Registration Certificate, Income Tax, Service Tax etc.

2. FINANCIAL CRITERIA:

Agencies have to quote total financial bid in the prescribed format including all taxes.

3. INSTRUCTIONS AND INFORMATION FOR SUBMISSION OF PROPOSALS

Interested firms are required to submit 2 copies each of their Technical proposals and Financial proposals in SEPARATE sealed envelopes as per the Instructions given at Clause 16 _ FORMATS AND SIGNING OF PROPOSALS and Clause 17 _ SEALING AND MARKING OF PROPOSALS of this Section and must be submitted before the deadline given at Clause 18 _ DEADLINE FOR SUBMISSION OF PROPOSALS of this Section. They also be required to give documents supporting their technical bid and previous works.

The sealed envelope containing the proposals must be delivered to the District Magistrate and Collector, Purba Medinipur by Registered post or dropped in “Tender box” at the District Magistrate and Collector, Purba Medinipur, Tamluk office. No other mode of delivery will be accepted. Any proposal reached this office beyond the last date will neither be accepted nor entertained.

4. TECHNICAL PROPOSAL

The Technical proposal should consist of the following documents:

- Technical proposals submission form on the letterhead of the firm
- Detailed profile of the Company.
- Audited financial Statement of last three financial years.
- Photocopy of PAN Card of the firm showing the PAN allotted by the Income Tax authorities.
- Photocopy of the firm registration No in case of all certificates.
- The address of the firm’s Local Office (s) in West-Bengal and its branch in the district if any. (along with telephone/Mobile/fax/e-mail/Web address).
- List of Projects undertaken with work order values during the last five years for similar assignments.
- **Formats** T1 – T3 duly signed.

5. FINANCIAL PROPOSAL

The financial proposal should consist of the following documents:

- Financial Proposal Submission Form on the letterhead of the firm
- Financial proposal in **Format F-1**

6. ELIGIBILITY CRITERIA

In order to be eligible for Financial Proposal being opened, a Firm must fulfill the following conditions.

1. Minimum three(3) years experience in Auditing of Government undertakings / District or State level Cooperatives / agencies / other local autonomous bodies run by the government.

2. Preference will be given to firms having experience in auditing of MGNREGS programme.
3. Have valid VAT / service tax registration and PAN / TAN and registration with Societies of Chartered Accountants.
6. The firm should have the minimum required infrastructure as specified in section IV.
8. Submitted all documents and formats required to be submitted with the Technical Proposal.

7. RESOURCES AND INFRASTRUCTURE REQUIRED

In order to successfully carry out the assigned work, the firms responding to this EXPRESSION OF INTEREST are required to have the following equipment and resources. Firms at their option may deploy additional equipment and resources to complete the work as per schedule.

The Firm must have more than one qualified Chartered Accountants and other support staff including computer operator and computer and required peripherals.

8. SCHEDULE OF THE EXPRESSION OF INTEREST PROCESS

Issue of EXPRESSION OF INTEREST Document From 19.06.2017 to 26.06.2017 (excluding Govt. Holidays) during 10.00 A.M. to 3 P.M. free of cost from the Office of the District Magistrate and Collector, MGNREGA Cell, 3rd floor, Tamluk, Purba Medinipur.

- Receipt of Proposals:

On or before 28.06.2017 within 01.00 P.M. to the Additional District Magistrate (Dev), Purba Medinipur

- Opening of Technical Proposal and Financial Proposal:

On **28.06.2017** at 02.00 P.M. in the Office chamber of Additional District Magistrate (Dev) at **Collectorate, Tamluk** in the presence of firms who may choose to attend. One representative per firm would be permitted to be present at the time of opening the proposal. The Proposals will be opened on the scheduled date and time even in case of absence of the firm's representative.

Notwithstanding anything else contained to the contrary in this EXPRESSION OF INTEREST document, the District Magistrate and Collector, Purba Medinipur, Tamluk reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the Proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

9. GENERAL INFORMATION

Proposals shall be fully in accordance with the requirements of the General Terms and Conditions. Appropriate forms furnished with this EXPRESSION OF INTEREST shall be used in filling quotation. Incomplete, illegible and unsealed Proposals will be rejected. Telegraphic Proposals will not be accepted and no correspondence will be made in this matter.

- All offers should be made in English. Conditional offers and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance” etc. will not be considered.

- The Price and conditions of the offer should be valid till 31.07.2017. Proposals with lesser validity shall be rejected.

- Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be notified duly. This shall be signed and shall form a part of the tender in full and/or part thereof.

- Firms shall carefully examine the document and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a firm find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify District Magistrate and Collector, Purba Medinipur and obtain clarification in writing. This however does not entitle the firm to ask for time beyond the due date fixed for receipt of Proposals.

- Submitted proposals, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the tender and between unit rates and the total amount, the decision of the tendering authority will be final and binding on the firms. Total of each item and grand total of whole proposal should be clearly written. Corrections in the proposal, if unavoidable, should be made by rewriting with dated initial of the firm after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the tender.

- Request from the firm in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender will not be considered.

- While Proposals are under consideration, firms and their representatives or other interested parties, are advised to refrain from contacting by any means the District Magistrate and Collector, Purba Medinipur, personnel or representatives, on matters relating to the Proposals under study. District Magistrate and Collector, Purba Medinipur, if necessary will obtain clarification on Proposals by requesting such information from any or all the firms either in writing or through personal contact as may be necessary. The firm will not be permitted to change the substance of his offer after the Proposals have been received in District Magistrate and Collector, Purba Medinipur. Any attempt by any Firm to bring pressure of any kind, may disqualify the Firm for the present tender and the Firm may be liable to be debarred from bidding for Govt. tenders in future for a period of three years.

10. RIGHT TO CANCEL OR WITHDRAW THE EXPRESSION OF INTEREST

Notwithstanding anything else contained to the contrary in this EXPRESSION OF INTEREST document, the District Magistrate and Collector, Purba Medinipur reserves the right to cancel / withdraw / modify fully or partially the “Invitation of Proposals showing expression of interest” or to reject one or more of the Proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

11. AMENDMENT OF INVITATION

At any time prior to the deadline for submission of expression of interest / Proposals, District Magistrate and Collector, Purba Medinipur reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to all the firms who have indicated their intention to submit their Proposal. The addendum shall be binding on all firms.

12. AMENDMENT OF PROPOSALS

Proposals once submitted cannot be amended. However, in case of some administrative exigencies, District Magistrate and Collector, Purba Medinipur, Tamluk may decide to take fresh proposals from all the Firms before actually opening of the Technical and Financial Proposals.

In order to afford prospective Firms reasonable time to make amendment in their proposals, District Magistrate and Collector, Purba Medinipur, Tamluk may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on District Magistrate and Collector, Purba Medinipur, Tamluk.

13. LANGUAGE OF PROPOSAL & CORRESPONDENCE

The Proposal will be prepared by the Firm in English language only. All the documents relating to the Proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Firms & District Magistrate and Collector, Purba Medinipur, Tamluk will be in English language only. The correspondence by Fax / E-mail must be subsequently confirmed by a duly signed formal copy.

14. PROPOSAL CURRENCIES

Prices shall be quoted in **Indian Rupees**, inclusive all prevailing tax.

15. PERIOD OF VALIDITY OF PROPOSALS:

- For the purpose of placing the order, the Proposals shall remain valid till 31.07.2017. A proposal valid for a shorter period may be rejected by District Magistrate and Collector, Purba Medinipur as being non-responsive. During the period of validity of Proposals, the rates quoted shall not change.
- In exceptional circumstances, District Magistrate and Collector, Purba Medinipur, Tamluk may ask for extension of the period of validity and such a request shall be binding on the Firms. District Magistrate and Collector's, Purba Medinipur, Tamluk request and the response to such a request by various Firms shall be in writing. A Firm agreeing to such an extension will not be permitted to increase its rates.

16. FORMATS AND SIGNING OF PROPOSALS

- The original and all copies of the Proposal shall be neatly typed and shall be signed, by an authorized signatory (ies) on behalf of the Firm. The authorization shall be provided by written Power of Attorney accompanying the Proposal. All pages of the Proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the Proposal.
- The Proposal shall contain no interlineations, erasures or overwriting, in order to correct error made by the Firm. All corrections shall be done & initialed by the authorized signatory after striking out the original words / figures completely.

17. SEALING AND MARKING OF PROPOSALS

The Firm shall seal the original and copy of the proposal in separate inner envelopes, duly marking the envelopes as "**original**" and "**copy**". The firm shall then place all the inner envelopes in an outer envelope.

The Firm shall seal & mark various parts of the Proposal as follows:

- a) Technical Proposal as in 2 (Two) copies (one original + 1 copy) in two different envelopes. All two envelopes shall be sealed in a covering envelope superscribed with words "**Technical Proposal for Audit of NREGS – Purba Medinipur & "DO NOT OPEN BEFORE 28.06.2017"**".
- b) Financial Proposal 2(Two) copies (one original + 1 copy) in two different envelopes. All two envelopes shall be sealed in a covering envelope superscribed with words "**Financial Proposal for Audit of NREGS – Purba Medinipur & "DO NOT OPEN BEFORE 28.06.2017"**".
- c) All the envelopes containing the original and copy of the Technical as well as Financial Proposal shall be placed in a sealed outer envelop.
 - The inner and outer envelopes and forwarding letter of various parts of the Proposal shall be addressed as follows:
 - District Magistrate and Collector, Purba Medinipur Tamluk.
 - Proposals sent through Telex / Telegrams / Fax / Email shall not be acceptable.
 - If the envelopes are not sealed and marked as required above, Collector, Purba Medinipur will assume no responsibility for the Proposal's misplacement or premature opening.
 - **The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.**
 - A Firm who packs its Proposal in a manner other than what has been described in the first point of this clause, may face rejection of the Proposal.

18. DEADLINE FOR SUBMISSION OF PROPOSALS

- Proposals will be received by the District Magistrate and Collector, Purba Medinipur, Tamluk at the specified address not later than Receipt of Proposals on or before 28.06.2017 within 01.00 P.M. to the Additional District Magistrate (Dev), Purba Medinipur
- District Magistrate and Collector, Purba Medinipur, Tamluk may, at its discretion, extend this deadline. District Magistrate and Collector, Purba Medinipur, Tamluk may also extend this deadline for any other administrative reason.

19. LATE PROPOSALS

Any proposal received by District Magistrate and Collector, Purba Medinipur, Tamluk after the deadline for submission of proposals prescribed by District Magistrate and Collector, Purba Medinipur, Tamluk will be rejected.

20. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- Modifications of Proposals may be allowed by District Magistrate and Collector, Purba Medinipur, Tamluk under circumstances mentioned under AMENDMENT OF INVITATION. This option will be available to every Firm who has submitted Proposal.
- Proposals cannot be withdrawn during the interval between its submission of proposals and expiry of Proposal's validity period, as specified by District Magistrate and Collector, Purba Medinipur, Tamluk.

21. OPENING OF PROPOSALS BY DISTRICT MAGISTRATE AND COLLECTOR

- The Proposals shall be opened as per the Schedule of the EXPRESSION OF INTEREST and General Information given at Clause 6 of this Section.
- In order to assist in the examination, evaluation and comparison of Proposals, District Magistrate and Collector, Purba Medinipur may at its discretion ask the Firm for a clarification regarding its Proposal. **The clarification shall be given in writing, but no change in the price or substance of the Proposal shall be sought, offered or permitted.**

22. CORRUPT OR FRAUDULENT PRACTICES

District Magistrate and Collector, Purba Medinipur requires that the Firms under this EXPRESSION OF INTEREST observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Availer of Service (i.e. District Magistrate and Collector, Purba Medinipur) defines the terms set forth as follows:-

“Corrupt Practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and

“Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, and includes collusive practice among Firms (prior to or after proposal submission), designed to establish proposal prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;

The Availer of Service will reject a proposal for award if it determines that the Firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Availer of Service will declare a Firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Firm has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

23. AWARD OF WORK

District Magistrate and Collector, Purba Medinipur Right to accept any Proposal and to reject any or all Proposals:

The **Communication to successful firms** will intimate them of the Accepted rates, terms of payments and time schedule A detailed Work Order as per the **General Terms and Conditions of the EXPRESSION OF INTEREST** shall be issued before the commencement of the work by the District Magistrate and Collector, Purba Medinipur.

The Work Order will intimate the successful firms about the place of work, rates, when to start, completion time, and performance security.

24. COMPLETENESS OF PROPOSAL

- The Firm is expected to examine all instructions, forms, terms, conditions and deliverables in the EXPRESSION OF INTEREST Documents. Failure to furnish all information required by the EXPRESSION OF INTEREST documents or submission of a proposal not substantially responsive in every respect to the tender documents will be at the Firm 's risk and may result in rejection of its proposal.
- The proposal is liable to be rejected outright without any intimation to the Firm if complete information as called for in the EXPRESSION OF INTEREST document is not given therein, or if particulars asked for in the Forms / Performa in the EXPRESSION OF INTEREST are not fully furnished.

25. DELAY IN THE FIRM'S PERFORMANCE

- Delivery of services shall be made by the Firm in accordance with the time-schedule specified by District Magistrate and Collector, Purba Medinipur, Tamluk.
- The Firm will strictly adhere to the time-schedule for the performance of Work. However, District Magistrate and Collector, Purba Medinipur can relax this time limit.
- In case of delay in performance for reasons attributable to the Firm, such liquidated damages shall be imposed as are stipulated in the Work Order placed, while awarding the work.

26. TERMINATION FOR DEFAULT

District Magistrate and Collector, Purba Medinipur, Tamluk may without prejudice to any other remedy for breach of terms and conditions by written order, terminate the work / task in whole or in part, after sending a notice to the Firm in this regard.

- a) If the Firm fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the EXPRESSION OF INTEREST Document.
- b) If the Firm fails to perform any other obligations under the terms and conditions.

27. COMPENSATION FOR TERMINATION OF CONTRACT

If the Firm fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by District Magistrate and Collector, Purba Medinipur without any valid reasons acceptable to District Magistrate and Collector, Purba Medinipur, District Magistrate and Collector, Purba Medinipur may terminate the contract after giving 7 (seven) days notice, and the decision of Collector, Purba Medinipur on the matter shall be final and binding on the Firm. Upon termination of the contract, District Magistrate and Collector, Purba Medinipur shall be at liberty to get the work done at the risk and expense of the Firm through any other agency, and to recover from the Firm compensation or damages.

28. PAYMENT TERMS

That the Audit fee fixed will be paid.

50 % of fees after submission of audited accounts in respect of all the offices to be audited
25% of the fees after submission of audit report at the District NREGA Cell
25% of the fees on acceptance of the audited statement of accounts and audit report by the District Magistrate and District Programme Coordinator, Purba Medinipur.

No payment shall be made for partial or defective work done. The payment will be made in phases after verification of the work duly certified by the District magistrate as error free.

29. LIQUIDATED DAMAGES

In the event of delay in execution of work, specified in this Contract / furnishing of deliverables, the Firm shall be liable to a penalty @2% of the value of work order in respective phases, for every week of delay up to a maximum of 10%, after which Collector, Purba

Medinipur shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week

30. ARBITRATION

- All disputes, differences, claims and demands arising under the contract shall be referred to the ----- for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the Firm.
- District Magistrate and Collector, Purba Medinipur and the selected Firm shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment thereof. the arbitration proceeding shall be held in Kolkata, West Bengal.

31. LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Tamluk courts only.

32. SCOPE OF WORK

1. Conducting Audit in Office of the Programme Implementing agencies, Office of the Block Development Officers and Programme Officers, Line Departments and District NREGA Cell for the year 2015 – 2016 in respect of Physical and financial audit of the works under NREGA 2005 and NREGS WB 2006.
2. The work will include Inspection, Examination and assessment of process of implementation including financial transaction and keeping of accounts, maintenance of records , other relevant documents, Presentation of accounts including physical inspection and others as desired by higher authority.
3. Submission of Audited statement of Account and Audit Report of 2016 - 2017.
4. Submission of Summary of the Audit observation report of all the Offices as mentioned in work order within one month of receipt of work order.

This year the Ministry of Rural Development, Govt. of India has indicated certain aberrations in programme implementation which should be reported to the Central Government for the purpose of accounting actual expenses in the field. The following issues are to be comprehensively addressed and reported to the Ministry.

- i) Instances where expenses have been made against inadmissible items in terms of work, material payment and administrative expenses.
- ii) Instances where minimum 60% of total expenditure incurred at the Gram Panchayat level could be expended for the purpose of payment of wages to unskilled job card holders.
- iii) Instances where a job seeker has been paid in excess of stipulated approved wage rate of

Rs.176.00 for a day's work.

iv) Instances where more than 100 days' employment has been provided to job card holding households during the financial year.

v) Instances where, due to paucity of fund payment could not be made to the job seekers or against material bill raised during the financial year and shown as payment due.

vi) All unpaid muster rolls and bills against the activities in the financial year 2016-2017 should be enumerated with the following details:

S.L.No	MR/Voucher No. with date	Work details	Quantity in respect of bill/total person-days in respect of MR	Amount

vii) In respect of the Gram Panchayat, wages, material ratio should positively be assessed and reflected, Gram Panchyat-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.

viii) In cases where the PIAs paid to the job seeker in excess of the stipulated wages rate for a day's labour, such payment should be marked as excess and appropriately reflected in the audit report.

ix) 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.

After incorporating all these details and taking into consideration the liabilities due to such aberrations, a statement should be prepared indicating the liabilities of the State government against the audited expenditure for 2016-2017 financial year. Like-wise, the additional payment due for the year in question which could not be met from the fund received during the year should also be clearly indicated in the audit report. Considering all these, State Govt. look for some kind of a statement like this.

Name of the District/GPs/PS

Details of accounts:-

SL. No.	Name	Level	Total available fund	Total Expenditure	Inadmissible Expenditure	Net expenditure (5-6)	Payment Due
1	2	3	4	5	6	7	8

List of Offices / Institutions to be audited is enclosed as Annexure – I along with address at which audit is to be conducted.

FORMS, FORMATS & ANNEXURES

TECHNICAL PROPOSAL TECHNICAL PROPOSAL SUBMISSION FORM

(On the letterhead of the firm)
[Location, Date]

To:
The District Magistrate and Collector, Purba Medinipur.
Tamluk

Dear Sir,

We, the undersigned, offer to provide the necessary services for undertaking the Audit in Office of the Programme Implementing agencies, Office of the Block Development Officers and Programme Officers and District NREGA Cell for the year 2016 - 2017 in respect of Physical and financial audit of the works under NREGA 2005 and NREGS WB 2006 in accordance with your Request for Proposal dated _____ and our Proposl. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this EXPRESSION OF INTEREST document. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

I hereby declare that my company has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

We understand you are not bound to accept any Proposal you receive.
We remain,

Yours sincerely,

Name of Firm:
Address:

Authorized Signatory [*In full and initials*]:
Name and Title of Signatory:

FORMAT T1

Minimum three years experience in Auditing of Government undertakings / District or State level Cooperatives / agencies / other local autonomous bodies run by the government of perspective plan and annual plan

Year	Description Audit	Name and address of Organization assigning the Work	Value of the work completed satisfactorily	Amount (in Rs.)
2013-14				
2014-15				
2015-16				

Name of Firm:

Address:

(Supporting documents to be enclosed)

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:

FORMAT T2

(Infrastructure and Resources Details)

(Please furnish the details of the Infrastructure, no. of data entry operators, supervisors of the firm)

The firms may furnish following information on their current strength on infrastructure.

SL NO	DESCRIPTION	QUALIFICATION
1	Chartered Accountant	Name & qualification Experience year with the firm
2	Support Staff	- do -
3	Computer Operator	- do -

* separate sheet to be enclosed

FINANCIAL PROPOSAL

FINANCIAL PROPOSAL SUBMISSION FORM

(On the letterhead of the firm)

[*Location, Date*]

To:

The District Magistrate and Collector
Purba Medinipur.
Tamluk

Dear Sir,

We, the undersigned, offer to provide the services for undertaking the Audit in Office of the Programme Implementing agencies, Office of the Block Development Officers and Programme Officers and District NREGA Cell for the year 2016 - 2017 in respect of Physical and financial audit of the works under NREGA 2005 and NREGS WB 2006 in accordance with your Request for Proposal dated _____ and our Technical Proposal. This amount is Rs..... inclusive of the taxes.

Our Financial Proposal shall be binding upon us for a period up to 31st March 2017, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name of Firm:

Address:

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory:

Annexure – I**List of Offices**

Sl. No.	Name of Office	Address with Phone No.	Remarks (no. of GPs/PIA under Block jurisdiction)
1	Panskura – I Block	P.O. – Balidangri, Phone – (03228) 263020	14
2	Kolaghat Block	P.O. – Kolaghat Phone – (03228) 256231	13
3	Tamluk Block	P.O. – Naikuri Phone – (03228) 264223	12
4	Sahid Matangini Block	P.O. – Burarihat Phone – (03228) 258266/258239	10
5	Nandakumar Block	P.O. – Nandakumar Phone – (03228) 275239	12
6	Moyna Block	P.O. – Moyna Phone – (03228) 260224	11
7	Chandipur Block	P.O. – Math Chandipur Phone – (03228) 272232/272235	10
8	Haldia Block	P.O. – Chakdwipa Phone – (03224) 284287	4
9	Sutahata Block	P.O. – Sutahata Phone – (03224) 281508	6
10	Mahishadal Block	P.O. – Mahisadal Phone – (03224) 240232	11
11	Nandigram – I Block	P.O. – Nandigram Phone – (03224) 232213	10
12	Nandigram – II Block	P.O. – Reapara Phone – (03224) 271203	7
13	Contai – I Block	P.O. – Contai Phone – (03220) 255214	8
14	Deshapran Block	P.O. – Sufiabadd Phone – (03220) 253201	8
15	Contai – III Block	P.O. – Marishda Phone – (03220) 250242	8
16	Khejuri – I Block	P.O. – Kamarda Phone – (03220) 280001	6
17	Khejuri – II Block	P.O. – Janka Phone – (03220) 282001	5
18	Ramnagar – I Block	P.O. – Ramnagar Phone – (03220) 264220	9
19	Ramnagar – II Block	P.O. – Balisai Phone – (03220) 264246	8
20	Bhagwanpur – II Block	P.O. – Bhupatinagar Phone – (03220) 270220	9
21	Egra – I Block	P.O. – Rasan Phone – (03220) 244245	8
22	Egra – II Block	P.O. – Balighai Phone – (03220) 231059	8
23	Patashpur – I Block	P.O. – Amarshi Phone – (03220) 243263	9
24	Patashpur – II Block	P.O. – Pratapdighi Phone – (03220) 246239	7
25	Bhagwanpur – I Block	P.O. – Kajlagarh Phone – (03220) 274279	10
26	Divisional Forest Officer	P.O. – Nimtala Phone – (03228) 263036	1
27	West Bengal Comprehensive Area	P.O.- Kelomal Phone- (03228)266141	1

	Development Corporation		
28	Fish Farmer's Development Agency	P.O-Tamluk Phone-(03228)270-243	1
29	Irrigation and Waterways Directorates(Tamluk Div)	P.O-Ratnali Phone-(3228)266-889	1
30	Irrigation and Waterways Directorates(Panskura Div)	Panskura Phone (3228)252-867	1
31	Egra(Agri-Irrigation)		1
32	DRDC	P.O-Dharinda Phone-(03228)266-227	1
33	Tamralipta Guchcha Samiti	Nimtouri	1
34	ADF brakish Water	Contai	1
35	District NREGA Cell	P.O. – Salgechhia, Tamluk Phone – (03228) 263017 / 263990	1
36	Panskura Adibasi Private Limited	Panskura	1