



Government of West Bengal
Office of the District Programme Co-ordinator, MGNREGA
& District Magistrate, Hooghly(MGNREGA Cell)
PH: 2681-2610/2686/2687 E-mail: nodal.hooghly@gmail.com



Memo No: 90/MGNREGA /25

Date: 30.05.2025

Notice inviting Quotation

Subject : Conducting External (Statutory) Audit of Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in Hooghly District

Office of the District Magistrate & District Programme Co-ordinator, Hooghly, Government of West Bengal, invites sealed bids in **Two Parts** viz. Technical bid and Financial bid from reputed Chartered Accountant Firm, who wish to undertake the work of Statutory (External) audit of Programme Implementing Agency(PIA's) including line department and fund of Programme Officer & District Head Quarter for the financial year 2024-25 and also the fund provided by the State Government of West Bengal for pending wage payment to job card holders.

The audit should be completed & submit audit report within 31st of July 2025 positively. The assignment covers audit of accounts, bank reconciliation, and district level compilation of accounts. The last date of submission of bids is **13.06.2025 till 02.00 P.M.** at the office Address as stated below. The same shall be addressed to:

OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROGRAMME CO-ORDINATOR, HOOGHLY
MGNREGA SECTION,
ROOM NO – 202 & 203, NEW ADMINISTRATIVE BUILDING
CHINSURAH, DIST – HOOGHLY, 712101
Opening Date of Bid : 13.06.2025 at 03.00 p.m

The purpose of this assignment is to provide consultancy services of External (Statutory) audit of MGNREGA in the District including the Programme Implementing Units in the Districts. More details of the services are provided in the terms of references.

Eligibility of Bidder:

1. A Chartered Accountants Firm having experience of 10 years or more in Government Audit.
2. Preferences will be given to the Chartered Accountant firm who has conducted continuous the audit of MGNREGA for last 3 years.
3. The firm should have a minimum annual turnover in the range of 30 lakhs or more in last three financial years.
4. The firm should have a minimum of 3(three) working CA partners & having at least 2(two) FCA.
5. The minimum consolidated fees for the said work is decided to be Rs.58900/- (Fifty Eight Thousand & Nine Hundred only) as the rate has been fixed by last year audit.
6. Audit Firm has to submit standard auditing Format in various annexure (separate formats) as per guideline of the State level auditor, P&RD Department, Govt. of West Bengal.

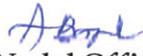

District Nodal Officer,
MGNREGA, Hooghly

Memo No. 90 /1(5)/MGNREGA/25

Dated: 30.05.2025

Copy forwarded for kind information & necessary action to :

1. The Commissioner, MGNREGA, P&RD Dept., Govt.. of West Bengal.
2. The NDC, Hooghly with a request to publish the tender notice in the District notice board.
3. DIO, NIC, Hooghly with a request to upload in the District website for wide publication.
4. C.A to the District Magistrate, Hooghly for kind information to the District Magistrate, Hooghly.
5. Notice Board of the MGNREGA section, Hooghly.


District Nodal Officer,
MGNREGA, Hooghly

TECHNICAL BID

Particulars to be furnished applying for External Audit for the F.Y 2024-25 at MGNREGA CELL, HOOGHLY

1.	Name of the concern	
2.	Address	
3.	Phone Number	
4.	E-mail ID :	
7.	Registration No. (Please attach a copy of the valid registration certificate issued from ICAI)	
8.	PAN(Please attach supporting documents)	
9.	GST No. (Please attach supporting documents)	
10.	Annual Turnover of last three financial years (Furnish supporting documents)	F.Y (2022-23) : F.Y (2023-24) : F.Y (2024-25) :

Certified that the above information are true and correct to the best of my knowledge and belief. and if any information is found to be false or misleading the bids /tender may be cancelled.

Place:

Signature.....

Date:

Name of the Proprietor/ Authorized
Signatory Seal indicating complete address

Financial Bid

Quotation for External Audit of MGNREGA, Hooghly & fund provided by State Government of West Bengal for pending wage payment for the F.Y 2024-25

Sl. No.	Description	Rate (Rs.) (inclusive GST)	Remarks
1	Consolidated Audit Fees		

Place:

Signature.....

Date:

Name of the Authorized Signatory
Seal indicating complete address