



Government of West Bengal  
Office of the District Magistrate  
District MGNREGA Cell, Purulia

Phone and Fax : - 03252-225761

e-mail :- nrega.purulia@gmail.com

Memo. No. **190** /MGNREGA/PRL/IX-General/Q-7

Date:- 30/06/2025

**Notice Inviting Quotation for Audit**

Sealed quotation is hereby invited from the registered and professional Audit Firm having prior experience in audit of MGNREGS Accounts and sufficient numbers of Chartered Accountants along with Audit Assistants for performing the work of audit of MGNREGS Accounts for the FY 2024-25. The audit will be conducted for the following offices:

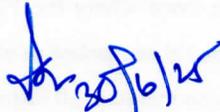
Sl. No.	Name of the Office	No. of Offices	Venue
1	District MGNREGA Cell, Purulia	1	Meeting Hall of District MGNREGA Cell,
2	SDO Office	4	
3	BDO Office	20	
4.	Line Department	6	
5.	Gram Panchayat	170	
6.	NDC, Purulia	1	

**Details of work:**

1. The Audit should be done at respective offices (for Sl. No. 1 to 6) at the Meeting Hall of the District MGNREGA Cell.
2. Schedule of audit should be informed to this office within 3 days from the receipt of Work Order.
  - a) Closing Balance as on 31.03.2024 (As per Audited Report 2023-24) must be considered as Opening Balance of the FY 2024-25.
  - b) The report should be prepared for each unit separately as well as a general report on the entirework must be prepared.
  - c) Separate Balance Sheet, Receipts & Payment Account & Committed Liabilities as on 31.03.2025 is to be prepared for District HQ. Utilisation Certificate (Based on Audit Report) is to be submitted by the Audit Firm after consulting with State Auditor.
3. Audited Statement of accounts will include Receipts & Payment Account / Income & Expenditure Account / Balance sheet / Committed Liabilities as on 31.03.2025
4. Certificate on reconciliation statement, Cash Book, Pass Book and MIS for each office is mandatory and that should be tallied with the Audit Report.
5. One copy of Audit Report for each office to be submitted at that office and another copy countersigned by the head of the respective offices to be submitted at this end.
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. Also maintain all instruction of MoRD, P&RD for implementation of Internal Audit of MGNREGA fund.

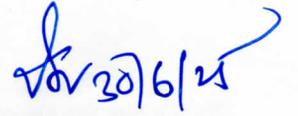
**Terms & Conditions:**

1. The intending Firms must have sufficient numbers of Chartered Accountants along with Audit Assistants.
2. No lodging, food and logistic support will be provided from this end.
3. The audit work must be completed within 25<sup>st</sup> July, 2025.
4. Quotation paper will be available at the website [www.purulia.gov.in](http://www.purulia.gov.in)
5. Intending firms will have to submit the following documents along with their quotations:
  - a) Certificate issued by ICAI.
  - b) IT clearance certificate.
  - c) PAN card & GSTIN Certificate.
  - d) Credential certificate of Audit of Accounts of MGNREGS for **at least three (3) years.**
  - e) Credential certificate of Audit of Accounts prior experience in conducting Govt. offices (other than MGNREGS).
  - f) Self declaration regarding no professional misconduct of the firm.
  - g) The year of establishment of the firms to consider their overall experience in work field.
6. Sealed quotation should be dropped in prescribed form in the box directly at the office of District Magistrate & District Programme Co-ordinator, MGNREGS Cell, Purulia Zilla Parishad Campus, Purulia, Pin-723101 within **04.07.2025 up to 01.00 P.M. No quotation Paper will be accepted by post/courier.**
7. Quotation will be opened on **04.07.2025 at 02.00 P.M.** at the same place in presence of participants.
8. The minimum lump sum rate for the said work is decided by the authority to be Re. 30,000/- (Rupees thirty thousand) only including all taxes and the amount will be paid after successful submission of the Audit Report & Utilization Certificate in due time. No advance will be made from this end.
9. Quotation papers should be accompanied by earnest money in the form of account payee Bank Draft of Rs. 1,500.00 (Rupees one thousand five hundred only) in favour of "Administrative Fund MGNREGS DPC Purulia".
10. All deductions will be made as per Government Rules.
11. The audit firm should have knowledge about e-FMS (Electronic fund management system) and N-eFMS (National Electronic fund management system) under Mahatma Gandhi NREGS or knowledge in online accounting systems.
12. The District Auditor should maintain close liaison with the State Auditor for preparation audit report for the financial year 2024-25.
13. In case the firm which is awarded with the job is not able to carry out the task in conformity with the qualitative parameters/specifications or within the stipulated time the undersigned reserves the right to withdraw the work order and assign the work to other competent firm.
14. The undersigned reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason there to. The decision of the authority shall be final.

  
District Nodal Officer  
MGNREGS, Purulia

Copy forwarded for information and wide circulation to :-

- 1-4) Sub-Divisional Officer, \_\_\_\_\_ Sub-Division, Purulia.
- 5) The Nazarat Deputy Collector, Purulia.
- 6) District Informatic Officer, NIC, Purulia National Informatics Centre with a request to display the NIQ in the official web site of Purulia i.e. [www.purulia.gov.in](http://www.purulia.gov.in).
- 7) District Information & Cultural Office, Purulia with a request to publish the Abridged Quotation Notice in two well circulated Local Newspapers immediately.
- 8-27) Block Development & Block Programme Officer (All), Purulia
- 28) P.A. to District Magistrate & District Programme Co-ordinator, Purulia.
- 29) CA to Addl. District Magistrate (ZP) & Addl. District Programme Co-ordinator, Purulia.
- 30) C.A. to Superintendent of Police, Purulia.
- 31) Office Notice Board of the District MGNREGA Cell, Purulia.



District Nodal Officer  
MGNREGS, Purulia

Rate Quotation

Name of the office to be Audited	No. of Unit	Rate per unit including all taxes (Rs.)	Total Amount (Rs.)
District MGNREGA Cell, Purulia (H.Q)	1		
(Sub- Division Offices)	4		
Block	20		
Line Department	6		
Gram Panchayat	170		
NDC, Purulia	1		
Total Amount (Rs)			

Minimum Quoted amount of Rs. 30,000/- (Rupees thirty thousand) only including all taxes.

Declaration

I/We \_\_\_\_\_ do hereby declare that the above rates are quoted to take up the Audit Works in Purulia District as per terms and conditions given at NIQ.

I/we am/are undertaking to consider the closing balance as on 31.03.2024 as opening balance of 01.04.2024 and to complete the Audit work by 25.07.2025 and to submit the Audit Report along with the PIA wise general observation by 25.07.2025 positively.

Full signature of the Quotationer (Office stamp of the CA Firm)

Place :

Date

**Government of West Bengal**  
**Office of the District Magistrate**  
**MGNREGA Cell, Purulia**  
**Purulia Zilla Parishad Campus, Purulia Saheb Bandh Road, Purulia**  
**Email : nrega.purulia@gmail.com**

ABRIDGED QUOTATION NOTICE

Sealed quotation is hereby invited vide Memo No. **190** /1 (31)/MGNREGA/PRL/IX-General/Q-7 Dated 30/06/2025  
for Conducting Audit of MGNREGS Accounts for the FY 2024-2025 under Purulia.

Last date of submission of quotation – **04.07.2025 up to 01:00 P.M.**

For details please visit Website **www.purulia.gov.in**

  
District Nodal Officer  
MGNREGS, Purulia