

**Government of West Bengal
Office of the District Magistrate,
Uttar Dinajpur, Raiganj at Karnajora
(Development Section)**

Memo No: 1574 /MPLADS/Dev.

Dated : 05/12/2025.

NOTICE INVITING QUOTATION

On behalf of the District Magistrate, Uttar Dinajpur, sealed quotation is hereby invited from reputed Chartered Accountants for "Audit of MPLADS fund for the Financial Year 2024-2025, 2025-2026 and 2026-2027 as per specified format as mentioned in Annexure-I (enclosed herewith)" The quotation document will be received 11.00 P.M. to 3.00 P.M. on Dated 23-12-2025 in the office chamber of the Additional District Magistrate (Dev), Uttar Dinajpur and the same will be opened on the same date at 3.30 P.M.

Sl. No.	Description of Item	Rate
1.	Audit of MPLADS fund for the Financial Year 2024-2025, 2025-2026 and 2026-2027 as per specified format as mentioned in Annexure-I (enclosed herewith)	Rate should be quoted by the CA with includes all tax and other incidental Charges.

Terms & Conditions

1. The rate should be quoted in figure and in words in percentage basis.
2. The quotationer or their representatives may be remain present at the time of opening of quotations.
3. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason.
4. The quotationer should submit the quotation of their respective "Printed Letter Head pad".
5. Conditional tender, who do not fulfil any of the above condition or are incomplete in any respect, are liable to summary rejection.
6. If any date mentioned in the Tender Notice falls on Bundh /Strike day, the same will automatically be shifted to the next working day without any further notice.
7. Quotationer will get all relevant information from Development Section of this office in any working day.
8. Quotationer should submit self attested copy upto date IT, Pan Card, Experience certificate for the same type of work, Certificate of Membership and Firm Registration Certificated issued by ICAI.
9. The selected agency will have to complete the work in all respect within 30 (Thirty) days for 1st year of audit. Any delay beyond the target time will be viewed seriously and amount @.0.05% of the work value will be imposed on the quotation for every weak of delay without any prejudice.


Additional District Magistrate (Dev.),
Uttar Dinajpur.

Memo No: 1574 /1(7)/MPLADS/Dev.

Dated : 05/12/2025.

Copy forwarded for wide circulation to the:

1. The Additional Executive Officer, Uttar Dinajpur Zilla Parishad.
2. The Secretary, Uttar Dinajpur Zilla Parishad.
3. The DICO, Uttar Dinajpur.
4. The DIO, NIC, Uttar Dinajpur with a request to publish the notice in the website www.uttardinajpur.nic.in
5. CA to The District Magistrate, Uttar Dinajpur, Karnajora, Raiganj.
6. CA to The Additional District Magistrate (Dev.), Uttar Dinajpur, Karnajora, Raiganj.
7. Office Notice Board.


Additional District Magistrate (Dev.),
Uttar Dinajpur.

Format for Audit Certificate

(The Certificate shall be on the Auditing Firm's Letterhead clearly indicating Signature, Name, Address, telephone, fax, and email of the auditor(s) with seal)

Subject: Audit Certificate for the Financial Year ended on 31st March ____ (Year)

Name of the District Authority (DA): _____

Name of the State: _____

It is certified that we have audited the Balance Sheet and accounts for <purpose of account> of <Name of Agency> (CNA/SNA/DA) as on 31st March ____ (year) and receipt and payment, income and expenditure for the year ending 31st March ____ (year) of Members of Parliament Local Area Development Scheme (MPLADS) from the book of accounts, records and other documents produced to us by the District Authority and the Implementing Agencies and a sample check of executed works (separately for the Development Funds and Administrative Funds) randomly selected from the e-SAKSHI portal pertaining to the district.

In our opinion and to the best of our knowledge and according to the explanations given to us and subject to our observations as detailed below, we report that:

1. The transactions undertaken through the e-SAKSHI portal for the MPLADS works under the jurisdiction of the above-mentioned District Authority (DA) have been carried out in compliance with the provisions of the MPLADS Guidelines and in accordance with the revised Fund Flow System implemented w.e.f. 01.04.2023
2. Administrative approvals and sanctions for MPLADS work were duly accorded by the DA before execution, in line with the applicable MPLADS guidelines 2023.
3. Transactions processed through the e-SAKSHI portal were verified at each stage by the IDA to ensure procedural and financial compliance.
4. The DA has maintained complete records, including supporting documents, tax invoices from vendors, for the works undertaken.
5. Tax invoices of projects under MPLADS are verified and found correct.
6. Payments to vendors/contractors were made strictly for duly sanctioned works and final payment is made to the vendor after completion of the project.

7. Asset Registers have been properly maintained by the DA in accordance with standard record-keeping norms.
8. TDS under the Goods and Services Tax (GST) has been appropriately deducted and deposited by the IA wherever applicable, and related returns have been filed within the statutory timelines.
9. TDS under the Income Tax Act has been correctly deducted on applicable payments by IA and remitted to the Central Government within the prescribed due dates.
10. The work status on e-SAKSHI portal has been updated as per the actual progress of the work.
11. Works for which the final payment have been released are marked as "Work Completed" on e-SAKSHI Portal.
12. Sanction and Expenditure of the Administrative Funds of DA has been done by the District Authority in accordance with MPLADS Guidelines 2023 and there is no case of diversion of funds and inadmissible items of expenditure.
13. Tax invoices in respect of Administrative Fund Expenditure of DA are verified and found correct.
14. The following Reports certified by the Competent Authority of the District Administration form part of the Audit Certificate:
 - i. Physical and Financial Progress Report for the year ending 31st March _____ (year)
 - ii. Cumulative Physical and financial progress report upto 31st March _____ (year). (In case of Lok Sabha MPs ,right from the inception and for Rajya Sabha MPs, for the period of their tenure)
 - iii. Physical and Financial details of works in Scheduled Caste/ Scheduled Tribe areas upto 31st March _____ (year):

Area	Physical (Number of Works)		Financial (Cost of works)	
	Sanctioned	Completed	Sanctioned	Completed
SC Area				
ST Area				

15. There is no audit objection in so far as the said accounts audited by us (In case there is any pending audit objection and objections raised during the present audit, please furnish the details. In case of Audit objections indicated by the Chartered Accountant, the same shall be attached to this Certificate with seal and signature along with the comments of the concerned authorities on these audit observations)

16. All works undertaken by the Trusts/Societies under the MPLADS receiving funds under MPLADS in the year ending 31st March ____(Year) have been audited and found to be in order.

This certificate is issued based on verification of relevant records, sanction orders, and data available on the e-SAKSHI portal, along with other statutory, administrative and financial documents maintained by the DA.

(Signature, Name, Address, telephone, fax, and email and UDIN of the auditor(s) with seal)