

**Government of West Bengal**  
**Office of the District Magistrate, Howrah**  
**MGNREGS CELL**

Howrah Zilla Parishad Building  
Room No. 403, 3<sup>rd</sup> Floor, 10, Biplabi Haren Ghosh Sarani, Howrah-711101.  
**Phone No. :-033-2638-1590/91, E-mail :-nregahowrah@gmail.com**

Memo No. 133 /01/Audit (A/c's)/MGNREGA/Pt-II

Date: 24 /05/2023

**NOTICE INVITING PRE- QUALIFICATION CUM TENDER**  
**(TWO COVER SYSTEM) NO. 01 OF 2023-2024**

For and on behalf of the MGNREGS Cell, Howrah, the Additional District Magistrate (Panchayat) & Additional District Programme Co-ordinator, MGNREGS, Howrah invites e-tenders in unit rate for the following work by two cover system.

Pre-qualification technical documents, financial Bid are to be submitted separately by the reputed, registered, qualified professional chartered firm empanelled with the CAG and having prior experience of similar work for conducting statutory audit of MGNREGA fund who satisfy the terms and conditions set out in the document.

NIT Sl. No.	Name of the Work		Earnest money (Rs)	Time of Completion
01/2023-2024	Type of Work	Statutory Audit of MGNREGA fund for F.Y. - 2022-2023	10,000/-	Audit should be completed within <b>30<sup>th</sup> June 2023</b> and audit report should be submitted by <b>15<sup>th</sup> July, 2023</b> positively.
	Quantity of Work	District MGNREGA Cell ; 11 nos of PIAs (Line Departments) of Howrah ; 14 Blocks ;157 Gram Panchayats; and 14 Panchayat Samities		
	Scope of Work	The report should be prepared PIA wise along with a general report on the entire work in the format as supplied by P&RD. Audited Statement of Account in the format will include Receipts & Payments Account, Income & Expenditure Account, Balance Sheet as on 31/03/2023 and PIA wise pending liability both for wage & material payment as on 31/03/2023 and Funds received and disbursed through NEFMS/ EFMS throughout the year.		
	Additional remarks	Audit party must reach up to the Gram Panchayat / P.I.A. levels and the selected firm has to close liaison with State Auditor for preparing Final Audit Report.		

**General Instructions:**

- Bidders should quote the rate including of all taxes and charges.
- Earnest money shall be deposited by the bidder in online mode only following memorandum of the Finance Department Audit Branch Memo No. 3975-F (Y) Dated 28/07/2016 (GRIPS). A bidder desirous of taking part in a tender invited, shall login to the e- Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password. He/ She will select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes:
  - Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;



- ii. RTGS/NEFT in case of offline payment through bank account in any Bank
3. Minimum Audit Fees for entire assignment of audit MGNREGA fund of Howrah District fixed at 31400/- (Rupees thirty one thousand four hundred) only inclusive of all taxes and charges.
  4. **The interested firms must have minimum five years of experience in conducting audit works in MGNREGA in any district and knowledge about PFMS and centrally sponsored schemes funding otherwise application will be cancelled, relevant documents related to experience to be furnished with the application.**
  5. For the programme of Audit, we have to require five audit team. Each team have to be headed by one professional (must be a CA) and two semi professional (Minimum CA/CMA inter) and two supporting personnel (Commerce background). Details of the team member names and qualification must be submitted with the application.
  6. To be furnished copy of valid PAN Card
  7. To be furnish copy of valid Goods & Service Tax (GST) registration certificate along with last GSTR return.
  8. To be furnish last three year income tax return along with Balance Sheet and Profit & Loss A/c
  9. To be furnished valid Professional tax enrollment certificate.
  10. Photocopy of latest certificate of Institute of Chartered Accountants of India indicating associated or fellow membership,
  11. Valid latest CAG empanelment certificate must be furnished
  12. The Format for ORGANISATIONAL CAPABILITY in Annexure-I must be filled up and submitted with the application.
  13. The selected firm will have to deposit with the Authority an amount of **Rs.10,000/-** (Rupees ten thousand) only as security to be deposited in the form of Bank Draft in favour of **DISTRICT EMPLOYMENT GUARANTEE FUND- HOWRAH** and payable at **Kolkata** before entering into the agreement

The Authority reserves the right to reject the lowest tender / all the tenders without assigning any reason whatsoever.

**List of Important Dates of Bids**

Sl. No.	Particulars		Date	Time
1	Date of Issue of Notice Inviting Bid		25/05/23	
2	Period and time for download of Bidding	From	26/05/23	10:00 hrs
		To	06/06/23	15:00 hrs
3	Last Date of submission of Tender		06/06/23	15:00 hrs
4	Time and Date for opening Technical Bid/Bids		08/06/23	15:00 hrs
5	Time and Date of Opening Financial Bids	After evaluation of technical bid		
6	Place of Opening Bids	Office of the District Nodal Officer, MGNREGA Cell, Howrah, Howrah Zilla parishad Building, 3 <sup>rd</sup> Floor, Room No. 403, 10 no. Biplabi Haren Ghosh Sarani, Howrah-1.		
7	Officer Inviting Bids	ADM(P) & ADPC, MGNREGA, Howrah		

  
**Additional District Magistrate (P)**  
**Howrah**



*Copy forwarded for information to*

1. The Commissioner, Mahatma Gandhi NREGS, P & RD Department, Govt. of West Bengal,
2. The SDO, Sadar/ Uluberia Sub- Division, Howrah
3. The Secretary, Howrah Zilla Parishad, Howrah
4. The District Nodal Officer, MGNREGA, Howrah
5. The Block Development Officer (All Block), Howrah
6. The District Engineer, Howrah Zilla parishad, Howrah with a request to take necessary action to upload the e-tender notice at wbtenders.gov.in,
7. The DIO, NIC, Howrah with a request to publish this notice in the District web site for wide publication,
8. The CA to the DM & DPC, MGNREGA, Howrah with a request to place it before the DM & DPC, MGNREGA, Howrah,
9. The PM (Accounts), MGNREGS, Howrah with request to published the notice in the Notice Board of MGNREGA Cell, Howrah,

  
Additional District Magistrate (P)  
Howrah

*Howrah*

**ANNEXURE-I**  
**ORGANISATIONAL CAPABILITY**

1. Name of Tendering Company/ Firm/ Agency :.....  
(Attached certificate of registration)
2. Nature of the concern: .....  
(i.e. Sole proprietor of partnership firm or a company under Company Act, 1956)
3. Full Address of Registered Office of the firm: .....  
.....
  - (i) Telephone No.: .....
  - (ii) Fax No.: .....
  - (iii) E-mail address: .....
4. Full Address of Operating/ Branch Office of the firm (if any): .....  
.....
  - (iv) Telephone No.: .....
  - (v) Fax No.: .....
  - (vi) E-mail address: .....
5. Valid GST registration Certificate: .....  
(Attached self-attested copy)
6. PAN/GIR No. of the firm: .....  
(Attach self-attested copy)
7. Photocopy of income tax return for last three years (with P & P, BS) .....  
(Attach self-attested copy)
8. Years of experience in conducting MGNREGA in District: .....  
(Attached self-attested copy of credential/ engagement order etc.)
9. Whether member of Institute of Chartered Accountant of India: Yes/ No  
(Attached self-attested photocopy of membership certificate)
10. Whether empanelled by CAG : Yes/ No  
(Attach self-attested copy of CAG empanelment certificate)

SIGNATURE & SEAL OF BIDDER

ANNEXURE – A

APPLICATION FOR NIT No. 01/2023-2024

To  
The Additional District Magistrate (P)  
Howrah

Ref:-Tender for Statutory Audit of MGNREGA Fund F.Y.- 2022-23 of Howrah District.

**Tender No.:**01-2023-2024

**Respected Sir,**

Having examined the NIT Notice and all other Tender documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per NIT no stated above. I/We also agree to remedy the inadequacies after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addendum.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Full name of Chartered Accountant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

Office address with seal if any: \_\_\_\_\_

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email ID: