

Government of West Bengal
Office of the District Magistrate, Purulia
(P&RD Section)
Purulia

☎ : 03252-222695

☎ : 03252-222695

✉: dprdo.prf@gmail.com

Memo No: 655/GP

Dated: 03/08/2026

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from reputed **Chartered Accountant Firms** having valid registration with the Institute of Chartered Accountants of India (ICAI) for conducting the Internal Audit of District Panchayat Training & Resource Centres (DPTRC-I & DPTRC-II), Purulia under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) Fund for the Financial Year 2025-26.

Interested firms fulfilling the eligibility criteria may submit their quotations as per the following terms and conditions.

1. Scope of Work

The selected Chartered Accountant Firm shall carry out Internal Audit of:

- a) DPTRC-I, Purulia
- b) DPTRC-II, Purulia

The audit shall include:

1. Verification of Books of Accounts.
2. Verification of Cash Book, Ledger, Journal and other accounting records.
3. Verification of vouchers and supporting documents.
4. Verification of Bank Reconciliation Statements.
5. Verification of Utilization of RGSA Funds as per Government Guidelines.
6. Examination of procurement procedures and supporting records.
7. Verification of Assets Register, Stock Register and other statutory registers.
8. Identification of financial irregularities, if any.
9. Submission of detailed Internal Audit Report with observations and recommendations.
10. Submission of Executive Summary highlighting major audit findings.

2. Eligibility Criteria

The participating Chartered Accountant Firm must possess:

- a) Valid ICAI Registration Certificate.
- b) Permanent Account Number (PAN).
- c) GST Registration Certificate.
- d) Trade License (if applicable).
- e) Professional Tax Registration/Enrollment Certificate.
- f) At least 03 (Three) years' experience in conducting Internal Audit/Government Audit/Statutory Audit.
- g) Experience certificate/work order from Government Department/PSU/Autonomous Body shall be preferable.

3. Documents to be Submitted (Self-attested photocopies of):

1. ICAI Registration Certificate.
2. PAN Card.
3. GST Registration Certificate.
4. Professional Tax Registration/Enrollment Certificate.
5. Trade License (if applicable).
6. Experience Certificates/Work Orders.
7. GST Return or Income Tax Return of latest Assessment Year (if available).
8. Declaration regarding non-blacklisting.

4. Time Schedule

Particulars	Date & Time
Date of Publication of NIQ	03.08.2026
Last Date & Time for Submission	11.08.2026 up to 2.00 PM
Opening of Quotation	11.08.2026 at 2.30 PM

6. Place of Submission

Sealed Quotation papers along with documentary evidences should be addressed to the District Panchayat & Rural Development Officer, Purulia, 1st Floor Treasury Building, Collectorate Compound, Purulia. Sealed quotation paper is only to be dropped in the Sealed quotation Box to be kept in the office of the District Panchayat & Rural Development Officer, Purulia for that purpose. Any other forms of submission (like through post office, submission at receive section in hard copy etc.) are not allowed and shall be deemed to be rejected by this office.

7. Completion of Audit

The selected firm shall complete the Internal Audit and submit the Final Audit Report within 10 (Ten) days from the date of issuance of the work order.

8. Payment

Payment shall be made only after:

- Successful completion of audit.
- Submission of Internal Audit Report in triplicate along with soft copy.
- Acceptance of the report by the competent authority.
- Submission of bill/invoice.

9. Other Terms & Conditions

- The authority reserves the right to cancel the NIQ wholly or partly without assigning any reason.
- Incomplete quotations shall be summarily rejected.
- Conditional quotations shall not be entertained.
- The selected firm shall maintain strict confidentiality of all financial records and documents.
- The audit shall be conducted in accordance with the applicable Accounting Standards, Government Financial Rules and RGSA Guidelines.

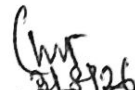

31.8.26
District Panchayat & Rural Dev. Officer,
Purulia

Memo No. 655/1(9)/GP,

Dated 03.08.2026

Copy forwarded for information -with a request to cause making publicity:-

- 1-4) The Sub-Divisional Officer (All), Purulia.
- 5) The Nazareth Deputy Collector, Purulia.
- 6) The DIO, NIC, Purulia for uploading in official website of Purulia District.
- 7) CA to the District Magistrate, Purulia,
- 8) CA to the Addl. District Magistrate (Panch), Purulia.
- 9) Office Notice Board.


31.8.26
District Panchayat & Rural Dev. Officer,
Purulia