



Phone/Fax: 03582-229617

Government of West Bengal
Office of the District Magistrate & District Program Coordinator
Mahatma Gandhi NREGA
Cooch Behar



email ID: nrega.cbr@gmail.com

NIQ No.: 01/MGNREGA

Date: 24/05/2021

Sealed quotation is hereby invited by the DM & DPC, Mahatma Gandhi NREGA, Cooch Behar from resourceful bonafied reputed Chartered Accountant / or ICWA firm/professionally skilled person having valid income tax/service tax etc. registration with experience in conduction of Institutional financial audit.

• **Important dates are as below :**

Quotation in letter head along with mentioning the items and the quoted price clearly written in the word and figure in sealed envelope may be drop or sent via Speed Post/Courier in the tender box placed at the Office Chamber of the District Nodal Officer, Mahatma Gandhi NREGA, Cooch Behar during office hours latest by 3 pm on 02.06.2021(Wednesday).

Sealed quotation will be open on 02.06.2021 (Wednesday) at 4 pm or any other subsequent date as deemed fit by the authority, at the Chamber of Additional District Magistrate (Dev.) & Additional District Programme Coordinator, Mahatma Gandhi NREGA, Cooch Behar. Intending participants may remain present during opening of quotations.

• **Terms & condition are as under:**

1. The intending agencies have to submit the self-attested copy of PAN Card, GST Registration, I T Return (Last 03 years) P. Tax Certificate, Valid Trade License, Credentials Certificate (At least 01 work experience in any Government Organization within last 3(three) Financial Year) as part of TECHNICAL BID in a separate sealed envelope.
2. The rate offered should be on their own letter head clearly mentioning the item wise rate duly signed by the intending quotationers in a separate sealed envelope marked FINANCIAL BID.
3. The technical bid will be opened first and will be evaluated. The financial bid of the eligible quotationers only may be opened after that on the same day or on a future date.
4. Quantity of items may vary, for which no change of rate will be allowed.
5. The applicant should state the quoted rate clearly in gross for each item (inclusive of all expenses like material cost, labour charge, transport charge, GST etc all) for completing the work as specified.
6. Audited report to be submitted to the District Magistrate & District Programme Coordinator, Mahatma Gandhi NREGA, Cooch Behar latest by 20 days from the date of issuance of work order.
7. The applicant is at liberty to visit the work site on any working day during office hours and asses the extend of work to be done. No claim other than quoted rate will be entertained later on in this regard.
8. The minimum lump sum rate for the said work is decided to be Rs. 1000.00(One thousand only).
9. The authorities reserve the right to accept or reject any or all quotation paper without assigning any reason.
10. The authority is not bound to select any agency / percentage quoting lowest rate to offer execution the agreement, rather technical/financial resource, experience, reputation etc. will be considered.
11. The accounts & audit reports are to be consolidated following certain common formats and guidelines to be presented by Govt. of West Bengal. The reports are to be finalized as per instruction and direction of State Level Auditor.

Sl. No.	Name of the work
1.	Holding Financial Audit for 2020-21 on MGNREGA accounts of each of the 128 G.P. Offices of Cooch Behar District.
2.	Holding Financial Audit for 2020-21 on MGNREGA accounts for each of the 12 Block Development Offices / P.S. Offices of Cooch Behar District.
3.	Holding Financial Audit for 2020-21 on MGNREGA accounts for each of the 5 Sub Division Offices of Cooch Behar District.
4.	Holding Financial Audit for 2020-21 on MGNREGA accounts for each of the offices of 6 nos. of Line Departments/ P.I.A of Cooch Behar District.
5.	Holding Financial Audit for 2020-21 on MGNREGA accounts of District Mahatma Gandhi NREGS Cell of Cooch Behar District.

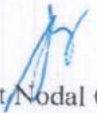
District Nodal Officer,
Mahatma Gandhi NREGA
Cooch Behar

Memo No. 412/(21)

Dated : 24/05/2021

Copy forwarded for information & with request for wide publicity to :-

1. Addl. Executive Officer, Cooch Behar Zilla Parishad.
- 2.6. Sub Divisional Officer, Sadar/ Dinhata/ Mathabhanga/ Mekhliganj/ Tufanganj.
- 7.18. The Block Development Officer, Cooch Behar-I/Cooch Behar-II/Dinhata-I, Dinhata-II / Sitai / Mathabhanga-I/ Mathabhanga-II/Sitalkuchi/ Haldibari/ Mekhliganj/Tufanganj-I/ Tufanganj-II with a request to copy provide to GP Pradhans of his/her jurisdiction.
19. DIO, NIC, Cooch Behar web publication in www.coochbehar.nic.in & www.coochbehar.gov.in for wide publicity.
20. CA to the District Magistrate & District Program Coordinator, Mahatma Gandhi NREGA, Cooch Behar
21. Office Notice Board.


District Nodal Officer,
Mahatma Gandhi NREGA
Cooch Behar