



Government of West Bengal
Office of the District Magistrate, Jalpaiguri
(District Child Protection Unit)
Phone no: 03561-222116, Email id: dcpujpg@gmail.com

NOTICE INVITING QUOTATION

**NOTICE INVITING QUOTATION FOR EXPRESSION OF INTEREST BY THE CAG
EMPANELLED CA FIRMS FOR CONDUCT OF ANNUAL AUDIT UNDER ICPS FOR
THE FINANCIAL YEAR 2018 – 2019**

Sealed quotations are invited from CAG empanelled Chartered Audit Firm from conduct of Annual Audit of District Child Protection Unit, Jalpaiguri and Korok Children Home for Boys, Jalpaiguri funded under the Integrated Child Protection Scheme (ICPS) for the financial year 2018 – 2019. The quotation should reach the office chamber of the District Social Welfare Officer, Collectorate Building (Ground Floor), Jalpaiguri on and before 2:00 pm on 8th March, 2019. The same will be opened on the same day at 3:00 pm in the presence of the intending quotationers, if there any. Each firm should quote the rate of conducting the full audit fees including service tax and others, if any, for the year along with relevant papers.

Encl: Terms & Conditions.

H. S. Saha
27-02-2019
Vice Chairman
District Child Protection Society
&
Addl. District Magistrate (D)
Jalpaiguri

Memo No. 139(7)/I/18/DCPU/JPG

Date: 27-02-19

Copy forwarded for information to:

1. The Director, Child Rights & Trafficking, & Member Secretary, SCPS, West Bengal.
2. The Chairman, DCPS, District Magistrate, Jalpaiguri.
3. The Sub – Divisional Officer, Sadar / Mal Sub – Division.
4. The District Informatics Officer, NIC with request to publish the notice in the district website.
5. The Officer – in – Charge, Social Welfare Section, Jalpaiguri.
6. The District Information & Cultural Officer, Jalpaiguri.
7. The District Social Welfare Officer, Jalpaiguri.

H. S. Saha
27-02-2019
Vice Chairman
District Child Protection Society
&
Addl. District Magistrate (D)
Jalpaiguri

TERMS AND CONDITIONS

1. The interested firm should have minimum two years experience in conducting audit works of government schemes at District level in a financial year. Documents regarding experience must be furnished with the application.
2. Details of partners along with photo copy of certificate of Institute of Chartered Accountants of India including fellow membership must be furnished with the application.
3. Number of qualified Assistant along with Name and membership numbers and names of semi-qualified assistant should also be enclosed with application.
4. The Audit team should be headed by a professional and remaining should be at least semi-professional.
5. The selected agency will have to submit audit schedule to this end within two days of receipt of letter of engagement so that the same may be conveyed to all in advance.
6. Sealed quotations are to be dropped in the drop box kept in the office chamber of the District Social Welfare Officer, Collectorate Building (Ground Floor), Jalpaiguri on all working days within working hours. Quotation received through any other means will not be accepted.
7. The price quoted must be written or typed neatly. Correction, if any, should be properly authenticated.
8. Authority reserves the right to accept or reject any audit firm without assigning any reason.
9. The interested audit firm must submit latest Income Tax Return, PAN Card, GSTIN Number, P Tax and CAG empanelment documents.

Details of office to be covered during audit:

Sl. No.	Name of the office / Child Care Institutions
1.	District Child Protection Unit, Collectorate Building, Jalpaiguri
2.	Korok Children Home for Boys, Race Course Para, Jalpaiguri

Works to be undertaken: -

1. Preparation of annual statement of accounts for the financial year 2018 – 2019.
2. Reconciliation of all bank account and fund balance including outstanding amount.
3. Examination of all books of accounts maintained at the District Child Protection Unit and Korok Children Home for Boys, Jalpaiguri.
4. Checking internal control in fund management at all levels.
5. Checking and auditing of stock register, cash book and other statutory financial documents and submit the report separately.
6. Detection of any kind of embezzlement of fund or diversion of fund.
7. The report should be prepared on each offices separately as well as a general report on the entire work must be prepared.
8. Audited Statement of Accounts will include Receipts & Payments Accounts, Income & Expenditure Accounts, Balance Sheet as on 31st March, 2019 and statement of outstanding amount for each office.
9. The auditor will also prepare the consolidated statement of accounts of the district and Bank reconciliation statements for the entire district.
10. Office wise detailed audit report and consolidated audit report must be submitted on or before 15th July, 2019.

H. Prakash
27-02-2019
Vice Chairman
District Child Protection Society
&
Addl. District Magistrate (D)
Jalpaiguri