

Office of the District Magistrate, Purulia
Land Acquisition Branch
e-Mail : speciallao.prl@gmail.com

Memo No : 731 LA/Audit/2020-21/

Date : 27th July, 2021

NOTICE INVITING QUOTATION FOR INTERNAL AUDIT

Sealed Quotations are invited from reputed Chartered Accountants/ Cost Accountants Firms having Office in the State of West Bengal for conducting internal audit of the various transactions made by the Land Acquisition Branch for the financial year 2020-21.

The practicing CA firms fulfilling the conditions may submit their Expression of Interest together with requisite documents as per schedule below at the given address in the following manner.

OBJECTIVE OF WORKS – SEE ANNEURE – IV

A) Conditions

1. The partners/proprietors shall possess a certificate of practice from the Institute of Chartered Accountants of India.
2. The partners/proprietors should not be convicted of any offence or debarred or imposed punishment on by any court/statutory authority/ICAI, for which a separate declaration is required from the partners/Proprietors.
3. An individual or a firm should not be associated with the company other than on the ground of professional assignment or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of appointment, for which a separate declaration is required from the Partners/Proprietors.
4. Following criteria will be adhered :-
 - (a) Minimum experience of firm/Partners/Proprietors should be at least 5 years.
 - (b) Experience of auditing by the Firm/Partners/Proprietors at least 2 Government Organizations / PSU in last 3 (three) years.
 - (c) Key professional staff must be at least two i.e. full time qualified employees (ACA/FCA; ACMA/FCMA; ACS/FCS or MBA).
5. The applicant / firm should have Headquarter/Branch office in West Bengal.
6. One of the partners/Proprietors must be DISA/CISA qualified.
7. Average Annual Turnover of the interested CA Firm shall not be less than Rs. 50.00 lakhs (without GST) for last three financial years (i.e. 2017-18, 2018-19, 2019-20 F.Y.)

All the information furnished is to be supported by authenticated documentary evidences, which will be checked with originals by competent authority before awarding the assignment. For any wrong information, the application will be liable for "Rejection".

B) **Information and documents**

As per Annexure-I, Annexure-III and Annexure-II documents are to be submitted in two separate sealed envelopes containing the following marking :-

1. **Envelope No 1.** – Application and compliance of Eligibility Criteria & Terms and Conditions(Annexure-I & III). Documents to be submitted in the envelope are:

- i) Copy of ICAI Registration, duly self attested
- ii) Copies of PAN, GSTIN, Trade License and Professional Tax Certificates duly self attested.
- iii) Earnest Money (Refundable) in Demand Draft of Rs. 5000/- (Rupees Five Thousand only) drawn in the name of District Magistrate, Purulia, payable in Purulia.
- iv) Authenticated proof on Average Annual Turnover (as per clause A-7)
- v) A certificate from the audit firm to that effect that the firm is not one against which disciplinary orders have been issued by the Union/State Govt and any other PSU.
- vi) Confidentiality declaration as per prescribed format in Annexure-III.
- vii) Credentials/ Experience Certificates.

2. **Envelope No 2.** – Price Bid (Annexure-II)

And shall be inserted in one big sealed envelope named “**Application for Internal Audit for theyear 2020-21 of Land Acquisition Branch, Office of the DM, Purulia**”

3. Applications (by post/courier/hand delivery) should reach the stated Office on or before 3 PM on **6th August, 2021** at the address stated herein below :-

To,

Special Land Acquisition Officer
Purulia
LA Branch, Treasury Building, 2nd Floor
Office of the District Magistrate, Purulia
PIN-723101

4. No delay in submission of the quotation for any reason will be entertained.
5. While sending the application, the applicant should write “**Application for Internal Audit of Land Acquisition Branch, Office of the DM, Purulia**” on the sealed envelope.
6. A copy of this Quotation document, duly signed and stamped by the firm, has to be submitted along with the application in token of acceptance of the terms and conditions.
7. Opening of Quotations shall be done on **6th August 4:00 PM** at the chamber of Special Land Acquisition Officer, Purulia.
8. For any queries or clarification, one may contact LA Branch, Office of the District Magistrate, Purulia on any working days in between 11.30 AM to 2:00 PM till closing date

C. Selection Method

Shortlisted firm/CA quoting the lowest price will be declared as successful. However quoting of lowest price does not entitle the firm for award or contract. The authority reserves the right to select a firm based on the criteria as mentioned and their decision shall be full, final and binding and may call any bidder for additional submission of information/ certificates or clarification and can cancel the entire process without assigning any reason to them.

Maximum bid amount should be below ₹ 1 lakh. (Rupees One lakh only)

D. Duration of Appointment

The auditor will initially be appointed for conducting the Internal Audit of the Land Acquisition Branch, Office of the DM, Purulia for the FY 2020-21. However, the contract may be renewed under same terms and conditions for additional period of one year, if the undersigned in concurrence of the District Magistrate, Purulia so desired.

E. Timeline to complete Audit for 2020-21 & Submission of Reports : 30 (Thirty) Days from the date of award/contract,

Additional District Magistrate (LA)

Purulia

Memo No. 731/1(8) /LA/Audit/2020-21

Date: 27-07-2021

Copy forwarded for information & with request for wide publicity:

- 1) Sub-Divisional Officer, Sadar/ Raghunathpur/ Jhalda/ Manbazar, Purulia
- 2) Secretary, Purulia Zilla Parishad, Purulia
- 3) Block Development Officer (All) _____ Block, Purulia
- 4) DIO, NIC with request to upload the NIQ in District website immediately.
- 5) DICO, Purulia for necessary arrangement to publish the matter in one Bengali daily.
- 6) PA to the District Magistrate, Purulia for his kind appraisal
- 7) PA to the ADM-Gen/Dev/ LR/ AEO-ZP, Purulia for his/her kind formation.
- 8) Office notice board

Special Land Acquisition Officer
Purulia

Annexure-I**FORMAT OF APPLICATION**

1. Name of the Firm :
2. Registration No of the firm :
3. Date of Registration with ICAI :
4. Registered office(s) :

- (a) Address
- (b) Date of Establishment
- (c) Contact Number
- (d) e-Mail

5. **Details of Partners/Proprietors in the Firm :**

S.No	Name of the Partner	Membership No	Membership Status, i.e. ACA/FCA	CISA/DISA/ISA or equivalent qualification	Date of joining of the firm as partner

6. **Details of Qualified Assistants :**

S.No	Name of the Assistant	Membership No on case of member of ICAI/ICMA/ICAI	ACA/FCA; ACMA/FCMA; ACS/FCS or MBA	CISA/DISA/ISA or equivalent qualification

7. **Details of Semi-qualified Assistants**

S.No	Name of the Assistant	Whether Chartered/Cost Accountant / Company Secretary Intermediate Qualified

8. Details of Experience in PSU/Govt. Org Audit of the firm or proprietor or partner

S.No	Name of the PSU/Govt. Org	Year of Audit	Type of Audit whether Statutory/Internal

9. Details of Experience in other assignments of the firm or proprietor or partner

S.No	Name of the Company	Year of Audit	Type of Audit

10. Income Tax PAN No. :

11. GSTIN :

It is hereby declared that the firm/CA has gone through the Terms & Conditions as mentioned in the Notice inviting Quotation and vouch to abide by these all.

Relevant Certificates & documents in signed copies are attached herewith.

Date :

(Signature of the Firms/Partner/Proprietor)

Name of the Firms/Partner/Proprietor_____

Membership No :

Annexure II**PRICE BID**

(Consolidated Rates may be quoted for professional fees (including TA, DA and other allowances of the Internal Audit Officials)

Subject : Internal Audit of the Land Acquisition Branch, Office of the DM, Purulia for the FY 2020-21

I/We hereby quote ₹_____ (Rupees _____) remuneration inclusive all incidental and out of pocket expenses but exclusive of GST as applicable rate for conducting Internal Audit of the Land Acquisition Branch, Office of the DM, Purulia respect to Expression of Interest No _____ invited on _____.

Date :

(Signature of the Partner/Proprietor of the Firm)

1.

Name of the Firm/Partner/proprietor:

2.

Membership No :

3.

Name of the Firm :

4.

Firm Registration No :

5.

Address :

Annexure-III**(To be submitted in the Letterhead of the Firm)****Declaration of Confidentiality**

Subject to conditions of the Quotation Notice for Internal Audit of the Land Acquisition Branch, Office of the DM, Purulia for the FY 2020-21 , the Firm shall atke all necessary steps to safeguard the privacy and confidentiality of any information about process and records maintained at the said branch of Government Office during the period of internal audit and shall use its best endeavors to secure that :

- a) No person acting on the behalf of firm divulges or uses any such information except as may be necessary I the course of providing service to the Office of the District Magistrate, Purulia, LA Branch;
- b) No Person seeks such information other than that is necessary for the purpose of internal audit works as specified in the NIQ;
- c) The firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure or against any attempt to use them for its business profit whatsoever.

This clause shall survive the termination or expiry of the assignment as Internal Auditor for the stated purpose.

Signature of the Authorized Signatory with Seal

Date:

Place:

Annexure-IV**Objective of Audit**

The objective of the audit is to prepare the Financial Statements (Balance sheet, Trading, P&L A/c and Trial Balance) and to express a professional opinion on the financial position of the Land Acquisition Branch, Office of the DM, Purulia at the end of each financial year.

The audit will be carried out in accordance with Audit & Assurance Standards of Auditing issued by the Institute of Chartered Accountants of India/Institute of Cost Accountants of India and will include such tests and controls as the auditor considers necessary under the circumstances. As the projects are dealt by the Land Acquisition Branch, under District Magistrate, Purulia and that related with Funds issued from the autonomous agencies of Union / State Governments/ Corporation etc. it is pre-requisite that the key personnel should be familiar with the Government accounting as well and financial procedures.

Internal Audit Firm will keep close liaison with statutory auditor appointed by the CAG of India, if any. Internal Audit team will also help the Land Acquisition Branch, Office of the DM, Purulia in preparing final accounts cash flow etc. according to standard methods, preparing replies of audit queries during and after the statutory audit.

Scope of Internal Audit of Head Office

1. Routine checking of the following Books of Accounts :-
 - (a) Cash Book
 - (b) General ledger
 - (c) Salary & Other payment and receipts
 - (d) Appropriation Register
 - (e) Various vouchers & challans
 - (f) Bank reconciliation statement
 - (g) Expenditure statements including cross verification of records of the Treasury & PFMS
 - (h) Stock Register
 - (i) Cheque Issue Register
2. Verification to be made in respect of the following :-
 - (a) Annual Statements of last 5 years' & outstanding audit observations
 - (b) Mouza wise payment status of various Projects
 - (c) Major Head wise Totals
 - (d) Outstanding/lapsed cheques
 - (e) E-payment modules & failed transactions
 - (f) Advances & its adjustments
 - (g) Recovery of wrong payment/s
 - (h) Irregular Expenditure, if any
 - (i) All statutory registers.
 - (j) Items of Special /other nature, outside of the above mentioned list.
3. Audit team will visit Land Acquisition Branch, Office of the District Magistrate, Purulia to verify the records. No Govt register/ record of transaction shall be carried outside of the Office by any of the audit team without permission of the authority.
4. Legal Cases. Position of legal cases of the Branch and to ensure that all liabilities against those cases have been properly dealt in the accounts.
5. Any other works as may be allotted by the authority from time to time.

Govt. of West Bengal

NIQ-731/LA

Sealed Quotations are invited from
reputed CA Firm/ Cost Accountant for
internal audit of Land Acquisition
Branch, Purulia for F.Y. 2020-21.

For detail, Pls visit: <http://purulia.gov.in>

Sd/-

ADM-LA

Purulia