



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

Memo No. \_\_\_\_\_/DCPU/JPG

Date: \_\_\_\_\_

NIT No. 01

NOTICE INVITING TENDER

NOTICE INVITING QUOTATION FOR EXPRESSION OF INTEREST BY THE CAG EMPANELLED CA FIRMS FOR CONDUCT OF ANNUAL AUDIT UNDER ICPS FOR THE FOLLOWING FINANCIAL YEAR.

FINANCIAL YEAR : 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19.

Sealed tender is invited from CAG empanelled Chartered Audit Firm for conduct of Annual Audit of District Protection Unit, Jalpaiguri and Korok Children Home for Boys, Jalpaiguri funded under the Integrated Child Protection Scheme (ICPS) for the above mentioned financial years. The sealed tender is to be dropped in the tender box kept in the office chamber of the District Social Welfare Officer, Collectorate Building (Ground Floor), Jalpaiguri on and before 2:00 p.m. on 27/06/2019. The same will be opened on the same day at 3:00p.m. 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.

For further details about terms & conditions please visit [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)

Encl: Terms & Conditions.

*H. B. Saha*  
19-06-2019  
Vice – Chairperson  
District Child Protection Society  
&  
Addl. District Magistrate (D)  
Jalpaiguri

Memo No. 362(7)/I/18/DCPU/JPG

Date: 19 / 06 / 2019

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 with request to display in the office notice board for public information.
4. The District Informatics Officer, NIC with request to publish the notice in the district website for public information.
5. The Officer – in – Charge, Social Welfare Section, Jalpaiguri with request to display in the office notice board for public information.
6. The District Information & Cultural Officer, Jalpaiguri with request to publish the same in one daily Bengali newspapers for public information.
7. The District Social Welfare Officer, Jalpaiguri with request to display in the office notice board for public information.

*H. B. Saha*  
19-06-2019  
Vice – Chairperson  
District Child Protection Society  
&  
Addl. District Magistrate (D)  
Jalpaiguri

## Terms & 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 tender.
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 tender.
3. Number of qualified Assistant along with Name and membership numbers and names of semi-qualified assistant should also be enclosed with tender.
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 seven days of receipt of letter of engagement so that the same may be conveyed to all in advance.
6. Sealed tenders are to be dropped in the drop box kept in the office chamber of the District Social Welfare Officer, Jalpaiguri on all working days within working hours. Tenders received through any other means will not be accepted and will be rejected without any intimation.
7. The rate quoted including service tax and others must be written or typed neatly. Correction, if any, should be properly authenticated.
8. Authority reserves the right to accept or reject any audit form 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 whose accounts is to be covered during audit:

Sl. No.	Name of the office / 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 of the corresponding financial year.
2. Reconciliation of all bank account and CCI wise fund balance including outstanding amount.
3. Examination of all books of accounts maintained.
4. Checking internal control in fund management at all levels.
5. Checking and auditing 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 institution 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 in March 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. Institution wise detailed audit report and consolidated audit report must be submitted within 3 months from the submission of the audit schedule to this end.

*# Audit*  
*19-06-2019*  
**Vice – Chairperson**  
**District Child Protection Society**  
&  
**Addl. District Magistrate (D)**  
**Jalpaiguri**