



Government of West Bengal
Office of the District Magistrate, Jalpaiguri
(Panchayats & R.D. Section.)
Post & Dist: Jalpaiguri

Phone no.03561-230443 Fax no.03561-225229 Email id-dprdo_jalpai@yahoo.co.in

Memo no. 089 /P&RD

Date. 22/07/16

NOTICE INVITING QUOTATION

For the purpose to conduct **Audit Of the Accounts of NSAP & NFBS Fund** of the year of **2015-16** for both Jalpaiguri (HQ) and following 13 blocks of undivided Jalpaiguri " **Expression of willingness**" from the reliable and bonafide Chartered Account firm having at least 3(Three) years experience of accounting and auditing of Government accounts is hereby invited.

The willing firm have to submit quoted rate both for **NSAP & NFBS fund** on the date as scheduled below noted table. The following documents in support of candidature are to be enclosed along with the quotation.

- i) The documents in respect of 3(Three) years experience of accounting and auditing of Government accounts.
- ii) Trade license and professional certificate of the competent authority.
- iii) Income tax and Sales tax clearance certificate.
- iv) **The entire audit process for both the Jalpaiguri(HQ) and 13 blocks (which should be taken up by audit team at the respective offices) should complete within 15(Fifteen)) days from the date of receipt of work order. The prescribed audit report format is enclosed herewith.**
- v) The authority has every right to accept / reject any quotation without assigning any reasons.


QUOTATION PROCESS SCHEDULE

| Sl no. | Particulars | Place where the process will be taken |
|--------|--|---|
| 1 | Last date of submission: 01.08.2016 Within 01.00 pm. | At the Office Chamber of the District Panchayat & Rural Dev. Officer, Jalpaiguri |
| 2 | Date of opening of quotation papers: 01.08.2016 at 3.00 pm. | At the Office Chamber of the District Panchayat & Rural Dev. Officer, Jalpaiguri |

List of 13 blocks of erstwhile Jalpaiguri district where the accounts of NSAP & NFBS fund are to be conducted at respective offices..

| Sl .No. | Name of the Block | Remarks |
|---------|--------------------------|---|
| 1 | Kumargram Block | Now under the jurisdiction of Alipurduar district |
| 2 | Alipurduar-II Block | |
| 3 | Alipurduar-I Block | |
| 4 | Falakata Block | |
| 5 | Madarihat- Birpara Block | |
| 6 | Kalchini Block | |
| 7 | Dhupguri Block | Now under the jurisdiction of Jalpaiguri district |
| 8 | Maynaguri Block | |
| 9 | Sadar Block | |
| 10 | Rajganj Block | |
| 11 | Mal Block | |
| 12 | Matiali Block | |
| 13 | Nagrakata Block | |

Enclosed: The copy of audit report format.


District Panchayat & Rural Development Officer

Jalpaiguri

Memo no. 689/1(20)/ /P&RD

Date. 22/07/16

Copy forwarded to the :

1-2) The Addl. Executive Officer Alipurduar Zilla Parisad for kind information & taking necessary action.

3-5) The Sub- Divisional Officer Sadar/Mal/Alipurduar for information & taking necessary action.

6) The District Panchayat & Rural Dev. Officer, Alipurduar for information & taking necessary action.

7- 17) The Block Development Officer..... for information & taking necessary action.

18-19) The CA to the district Magistrate Jalpaiguri for her/his kind attention.

20) A copy at Office notice board.


District Panchayat & Rural Development Officer

Jalpaiguri