

Office Of The Burdwan Municipality

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Memo No. 170/211-6

Date: 01.03.17

Sealed quotations are hereby invited from CAG empaneled Audit Firms for conduction internal audit of Burdwan Municipality for the financial year 2014-15 & 2015-16.

Schedule:

1. Last Date & Time of submission of quotation: 9th March 2017, 3.00 PM
2. Opening of quotation: 9th March 2017, 4.00 PM
3. EMD Rs. 10,000.00 (Rs Ten Thousands Only)
4. Place of submission of quotation: General Department, Burdwan Municipality

SCOPE OF WORK

1. Internal Audit of the accounts as per guidelines for release and utilization of Grant recommended by the 14th FC.
2. Internal Audit of the Financial Statement like Balance Sheet, Income Expenditure Statement, Receipt Payment Statement, Bank Reconciliation Statement, Assets Register from 'PUROHISHAB' package of Municipal Affairs Department, Govt. of West Bengal.
3. Internal Audit of all Departments of the Municipality to find out the lacuna, if any in the existing procedures and suggest improvement.
4. Assist the Municipality for preparation of Broad Sheet reply of all pending audit objection raised by CAG which includes both transaction audit & accounts audit.
5. Checking the transactions whether they are undertaken on the basis of proper authority and followed all the rules & regulation laid down by the Government.
6. Checking whether Funds are utilized for the purposes for which they are provided & in accordance with the guidelines provided by the Government.
7. Checking of Running Bills.
8. Checking of investments.
9. Checking of compliance of various taxes.
10. Assigning of fund management of the Municipality and suggest improvement.

Earnest Money

Earnest money (EMD) of Rs. 10,000.00 (Rupees Ten Thousand) only is to be deposited through demand draft/ banker's cheque etc to be drawn in favour of **Chariman, Burdwan Municipality** payable at Burdwan. The unsuccessful bidders will be allowed to withdraw the amount of EMD after one month from the date of issuing purchase order.

CREDENTIALS REQUIRED FOR THE AUDIT FIRM

1. Must be empaneled by CAG as uploaded in the website of Municipal Affairs Departments, Government of West Bengal.
2. Audit experience in other government sectors after appointed by CAG.
3. Audit experience on opening balance Sheet of ULB as per Double Entry Accounting system.
4. Audit experience on 'PUROHISHAB' of Municipal Affairs Department, Govt. of West Bengal for preparation of Grand Matrixes, Schedules, Balance Sheet, Income Expenditure Statement, Receipt Payment Statement.

The authority reserves the right to accept or reject any or all the quotations without assigning any reason or any correspondence whatsoever. The details of quotation can be downloaded from our website www.burdwanmunicipality.gov.in.



Chairman
Burdwan Municipality

Memo No. 170/1(10)/XII-6

Dated:- 01.03.17

Copy forwarded for information and necessary action to: -

1. The Sabhadhipati, Burdwan Zilla Parishad, Burdwan
2. The Dist. Magistrate, Burdwan District, Burdwan.
3. The Sub-Divisional Officer, Burdwan Sadar, Burdwan
4. The Executive Officer. BurdwanMunicipality;
5. The Finance Officer. BurdwanMunicipality
6. Secretary, BurdwanMunicipality
7. Accountant, BurdwanMunicipality
8. AFC, BurdwanMunicipality
9. Notice Board, Burdwan Municipality; office, Burdwan
10. Editor, _____ with a request to publish the quotation


Chairman
Burdwan Municipality