

PATHARCHAPURI DEVELOPMENT AUTHORITY
(A STATUTORY AUTHORITY OF GOVT. OF WEST BENGAL)

Website:

E-Mail: eo-pda-bir@birbhum.gov.in

Address: Prasashanik Bhavan, Siuri, Birbhum, PIN-731101

Phone No.:

Quotation Notice for Internal Audit of Patharchapuri development Authority

Memo No. 261 / P D A

Dated: 12/09/2024

Sealed quotations are invited by the Executive Officer, Patharchapuri Development Authority from reputed practicing Chartered Accountant (C.A.) firms enlisted as CAG empanelled Audit Firm for Internal Audit of ULBs by UD & MA Department, Govt. of West Bengal, for conducting Internal Audit of Patharchapuri Development Authority for the financial year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24. The interested C.A firms are requested to submit their sealed quotation along with required testimonials and necessary credentials in a box placed in the office of the Patharchapuri Development Authority within **23.09.24** upto **2 p.m.** The scope of the work and the terms and conditions will be as follows:-

A) Scope of Work:-

- Conducting Internal Audit of Patharchapuri Development Authority for the financial year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24.
- Checking of the annual accounts report for the financial year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 which have already been prepared by Patharchapuri Development Authority.
- Verification of the entire transactions of cash Book in receipt and payment side for the financial year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24..
- Verification of the transactions made through different bank accounts including periodical bank reconciliation.
- Verification of receipt of grants from state Government & other agencies & utilisation thereof.
- Verification of compliance levels of orders issued by the state Governments and comments by different wings of the Development Authority.
- Verification of yearly Income & Expenditure Statement.
- Verification of all registers that are required to be maintained by the development authority as per financial rules and Government orders.
- Reconciliation of Pass Book /Cash Book.
- Preparing Audit Replies for any audit queries/observations for financial year from 2016-17 upto financial year 2023-24.

B) Terms and Conditions:-

- The entire work of Internal Audit to be conducted is for the financial year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24..
- The Chartered firms must have valid practicing License issued by Institute of chartered Accountants of India.
- The Chartered firms must be CAG empanelled and enlisted with UD & MA Department, Govt. of West Bengal for conducting Internal Audit of ULBs.

- Schedule of job & necessary information in this regard may be had from the Office of Patharchapuri Development Authority on any working days from 11.30 a.m. to 4.30 p.m.
- The quarterly audit report to be submitted to the Office of Patharchapuri Development Authority within 5 (five) working days after completion of periodical internal audit.
- In case of any dispute arises in future; the decision of the undersigned will be final and binding upon you.
- No payment would be made as Advance.
- No TA/DA will be allowed for this purpose.
- Date for Opening Quotation: **23.09.24 at 4:00 p.m.**
- The entire job must be completed within **60 days** from the date of issue of work order.
- The undersigned reserves the right to right to accept or reject any quotation without assigning any reason. Incomplete and late quotations are liable to be rejected.

All works to be done as per norms of UD & MA and Finance Department, Govt. of West Bengal.

Sd/-

Executive Officer
Patharchapuri Development Authority

Memo No. 261/1(7)/PDA

Date. 12/09/2024

Copy forwarded for kind information to:

- 1) Additional Executive Officer, Birbhum Zilla Parishad with a request to display this notice in the notice board of BZP for wide circulation.
- 2) DIO, NIC, Birbhum, with a request to publish the notice in Birbhum District's website.
- 3) The Finance Officer, PDA.
- 4) Officer-in-Charge, PDA
- 5) SAE (PDA)
- 6) CA to The District Magistrate, Birbhum & Hon'ble Chairman, Patharchapuri Development Authority
- 7) LDC, PDA with a request to put up the notice in the Notice Board of PDA

Sd/-

Executive Officer

Patharchapuri Development Authority

Sourya Mondal.

Executive Officer
Patharchapuri Development Authority
SURI :: BIRBHUM