



Government of West Bengal
Office of the District Magistrate, Birbhum
District Child Protection Unit, Birbhum
3rd Floor, Prasasan Bhavan
Ph. No.-03462-255169, email :- dcpu.birbhum@gmail.com
Suri, Birbhum.

Memo No. :- DCPU(B)/ 241 /19

Dated: 28 / 05 /2019

SEALED QUOTATION FOR EXPRESSING OF INTEREST FROM THE CAG EMPANELLED CHARTERED ACCOUNTANT(CA) FIRMS TO CONDUCT ANNUAL AUDIT OF THE FUND UNDER INTEGRATED CHILD PROTECTION SCHEME(ICPS) FOR THE FINANCIAL 2011-12 to 2018-2019.

Quotation are hereby invited from registered and professional Audit Firms who are empanelled with the CAG for conducting Statutory Audit of fund in District Child Protection Unit(DCPU) , 2 Child Care Institutes(NGO run) and Specialized Adoption Agency in Birbhum funded by ICPS to the fulfillment of the following criteria:

The interest firms should have prior experience in conducting audit works for the fund of various development schemes at District level in a financial year.

Details of partners along with photocopy of certificate of Institute of Chartered Accountants of India indicating associated or fellow membership must be furnished with the application.

Details of Works:

1.Details of the office/institutes to be audited:

Sl No	Name of the office	Financial Year to be Audited
1.	District child Protection Unit (DCPU), Birbhum	2011-12 to 2018-19
2.	Specialised Adoption Agency (run by the Suri Centre for Child Welfare, Sajano Pally, Suri, Birbhum)	2011-12 to 2018-19
3.	Child Care Institute (run by the Elmhirst Institute of Community studies, Santiniketan, Bolpur, Birbhum)	2017-18 to 2018-19
4.	Child Care Institute (run by the Rampurhat Spastics & Handicapped Society, Rampurhat, Birbhum.)	2018-19

2. Checking of Cash Book & Ledger of DCPU, CCIs & SAA..

3. Examination of all books of account maintained at District as well as CCIs & SAA in Birbhum.

4. Checking the internal control in fund management.

5.Audited statement of Accounts will include Receipts & Payments of Accounts, Income & Expenditure of Accounts and Balance Sheet for each financial year.

6. The entire audit programme will be completed within 15 days from the receipt of the engagement letter and audit report should be submitted within 7 days from the completion of entire audit programme . The selected agency will have to submit audit schedule to this end within two (2) days from the receipt of the letter of engagement.

Each firm should quote the rate of conducting the full audit for DCPU, CCIs and SAA under this district including service tax and other expenses if any for the above years.



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Sealed quotations are to be submitted to the District Child Protection Unit, Birbhum, Collectorate Building, 3rd floor, Suri, Birbhum, Pin-731101. The envelope should be marked "Rate-quote for Audit for the financial year 2011-2012 to 2018-2019 of ICPS fund, Birbhum".

The application must be supported with documents of i) Registration of the firm , ii) CAG empanelment and experience certificate for similar type of work and other details as asked for in the notice.

Authority reserves the right to accept or rejects any firm without assigning any reason.

Last date of submission of quotation : 04/06/2019 upto 2.00 PM.

Quotation opening date: 04/06/2019 at 3.00 PM

**Addl. District Magistrate (Dev.)
Birbhum**

Memo No. :- DCPU(B)/ 241 (6) /19

Dated: 28/05/2019

Copy forwarded for kind information to:-

1. The Secretary to the Govt. of West Bengal, Women & Child Development and Social Welfare De Bikash Bhavan(10th floor) Salt Lake, Kolkata 700091
2. The Director, Directorate of Child Rights & Trafficking, Govt. of West Bengal.
3. The DIO, NIC, Birbhum with request to upload the NIQ in the District website, Birbhum
4. C.A. to the District Magistrate, Birbhum.
5. C.A. to Addl. District Magistrate (Dev.), Birbhum.
6. Office Notice Board

**Addl. District Magistrate (D)
Birbhum**