



Government of West Bengal  
Office of the District Magistrate, North 24 Parganas  
District Social Welfare Section, Barasat

Memo No.: 701/SW(DM)

Date: 14/6/19

Expression of Interest

(Selection of Chartered Accountant Firm for hiring services for Audit of the DCPU for the Financial Year 2009-10 to 2018-19)

Sealed quotation are invited from firms of Chartered accountants empanelled with C & AG for conducting audit of the account of unaudited funds of the DCPU, North 24 Parganas for the financial year 2009-10 to 2018-19.


The firms should submit following supporting documents:

- i) Empanelment with C & AG.
- ii) Certificate issued by ICAI regarding firm status as on 01.01.2019
- iii) Valid Trade License.
- iv) Firm PAN Card.
- v) Firm Service Tax Registration Certificate.
- vi) Established place of office in West Bengal.

Detailed **Request for Proposal (RFP)** can be either downloaded from the District website ([www.north24parganas.gov.in/](http://www.north24parganas.gov.in/)) or collected from the office of the Social Welfare Section, North 24 Parganas, Barasat, between 24.06.2019-03-07.2019 (11.30 am to 4.00 pm).

Important dates:

- i) Last date for collection of RFP from office 03.07.2019 up to 2.00 pm.
- ii) Last date of submission of sealed Proposal to office 03.07.2019 upto 4.00 pm
- iii) Date of opening of quotation 04.07.2019 at 3.00 pm


  
District Social Welfare Officer  
North 24 Parganas, Barasat

Memo No. 701/7/SW(DM)

Date 14/6/19

Copy forwarded for information with a request to give the wide publicity through their office Notice Board to the :-

1. The Director of Child Rights & Trafficking, Saishali Bhavan, Sec-I, Salt Lake, Kol- 700064.
2. The DIO, NIC, North 24 Parganas with a request for putting on Website.
3. The T.O. Treasury-I, North 24 Parganas.
4. Accounts Officer, SCPS, Saishali Bhavan, Sec-I, Salt Lake, Kol- 700064.
5. CA to the Additional District Magistrate (T), North 24 Parganas
6. CA to District Magistrate, North 24 Parganas
7. Notice Board, (DCPU), North 24 Parganas.

  
District Social Welfare Officer  
North 24 Parganas, Barasat

District Child Protection Unit

North 24 Parganas

[dcpsnorth@gmail.com](mailto:dcpsnorth@gmail.com)

03325846278

## **REQUEST FOR PROPOSAL (RFP)**

**For appointment of  
Auditor for District Child Protection Unit  
for the Financial Year of 2009-10 to 2018-19.**



## **Request for Proposal (RFP)**

District Child Protection Unit seeks proposals from Chartered Accountant Firms for providing audit service for the financial year 2009-10 to 2018-19. Details about the background of the auditee, units to be covered under audit, scope of work terms of reference and process for selection of the Auditor are given in the following paragraphs.

### **Scope of Audit**

The responsibilities of the auditors should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to those assets that are accounted for and safeguarded and the level of compliance with financial norms and procedures of the operational guidelines.

### ***Term of appointment of the Auditor:-***

- The auditor appointed once can be retained/reappointed for a maximum of two financial years i.e. current year and next year or as desired by DSWO, North 24 Parganas.
- However, the contract awarded should be for one year at a time and should be renewed next year on the basis of review of auditor's performance.

### ***Few important points- things to remember***

- Audit Report should be submitted within four weeks from the date of agreement to the District Social Welfare Office, North 24 Parganas as well as the Director of Child Rights & Trafficking, Saishali Bhavan, Sector-I, Salt Lake, Kol- 700064 i.e. Department of Women and Child Development and Social Welfare, Kolkata.
- In case of audit objection, if any, it shall be the duty of the Auditor to assist the District Child Protection Unit, North 24 Parganas to ensure remedy of the defects, for which such objections were raised and to authenticate the final report after such remedy is done.
- The audit report should also cover qualitative issues emerging from the audit other than the financial statements.

## **Documents to be submitted:**

### **1. General Guidelines:-**

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

Technical proposal should be submitted in original. The original Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment. Envelopes containing Technical and Financial Proposal shall be placed in to an outer envelope and sealed. This outer envelope shall be addressed to "The District Social Welfare Officer, Social Welfare Section, North 24 Parganas and bbear reference number and title of the Assignment. The DSWO, North 24 Parganas shall not be responsible for misplacement, loss or premature opening, if the outer envelope is not sealed and/or marked as stipulated. These circumstances may be a case for proposal rejection, if the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute ground for declaring the proposal as non responsive.

Association with other firms: Firms submitting proposals cannot associate with other firms.

Single Proposal: A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.

All agencies must comply with the Technical Specification, General Conditions and Format/requirements for Technical and Financial proposal.

The Technical Proposal shall be marked "ORIGINAL"

Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.

All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink. The authority reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.

### **2. Technical proposal**

Letter of Transmittal (Form T-1)

Details of the firm along with Details of partner (Form T-2)



### 3. Financial Proposal

The financial bid shall be submitted for the professional (audit) fee to be charged by the firm. This audit fee shall be inclusive of the TA/DA and taxes as applicable. All taxes will be deducted from the bill as per Government rules. The financial bid shall be submitted as per Form F-1.

Form F-1

#### Format for financial Bid

Item or Activity	Total Amount (in rupees) for Audit Fees per Financial Year
Audit fee inclusive of TA/DA	Both in Numeric and in Words Rs _____  (Rupees _____)

## Letter of Transmittal:

To  
The District Social Welfare Officer  
Social Welfare Section  
North 24 Parganas, Barasat

Dear Sir,

We, the undersigned, offer to provide the audit services for District Child Protection Unit, North 24 Parganas in accordance with your request for proposal date **(insert date)**. We are hereby submitting our proposal, and a financial proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The process quoted by the Financial Proposal (form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understand (for the purpose of restricting competition) with any competitor.

We agree to bear all cost incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that authority of District Social Welfare Section, North 24 Parganas is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of **(insert name of the CA firm)** to submit the proposal and to negotiate on its behalf.

Yours faithfully,



## Form-T-2

## Particulars/Details of the Firm

Sl. No.	Particulars	Supporting documents required to be submitted along with this form
1	Name of the Firm	
2	Address of the Firm	
	Head Office	Ph. No. Fax No. Mobile of Head Officer-in-Charge
	Branch Office/s (Particulars of each branch to be given)	Ph. No. Fax No. Mobile of Head Officer-in-Charge
3	Firm PAN No.	Attach copy of PAN card
4	Firm service tax registration no.	Attach copy of registration
5	Firm registration no. with ICAI	Attach copy of certificate issued by ICAI regarding firm status
6	Empanelment no. with C & A G	Document supporting empanelment with C & AG
7	No. of year of firm existence & date of establishment of firm	Attach copy of certificate issued by ICAI regarding firm status as at 01.01.2018
8	Turnover of the firm in last three years	Audited financial statement for the last three year in support of the firm fees earning along with copy of IT return for the respective years.
9	Annual turnover for 3 years with breakup of fee towards Audit, Income Tax matters and others	Provide a Chart
10	Details of Partners: Provide following details: <ul style="list-style-type: none"> <li>• Number of full time fellow partners associated with the firm</li> <li>• Name of each partner</li> <li>• Date of becoming ACA and FCA</li> <li>• Date of joining the firm</li> <li>• Membership No.</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm</li> </ul>	