

**GOVT. OF ASSAM
OFFICE OF THE DIRECTOR, PHED, BTCA
KOKRAJHAR**

QUOTATION NO. 1 OF 2011-12 (SHORT NOTICE)

Fresh sealed quotation affixing Court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only is invited for hiring services of Chartered Accountant Firm for Statuary Audit of NRDWP (National Rural Drinking Water Programme) at PHE Division level in BTC area for the Financial year 2010-11.

The BTC Water & Sanitation Mission (BTCWSM) under Assam State Sanitation Mission of the Public Health Engineering Department (PHED) invites quotation from interested firm of Chartered Accountants empanelled with C & AG and which shall meet all the conditions in the eligibility criteria given below for carrying out the statutory audit of the DWSC of the BTC districts and accounts against NRDWP fund from Govt. of India for the financial year 2010-11.

Eligibility Criteria. The firm must

- be empanelled with C & AG and ICAI
- have at least 1 full time partner who is fellow members of the ICAI for a period of not less than 3 years.
- have an average turnover of Rs.20.00 lakh p.a.
- have experience of statutory Audits of corporate entities having turnover Rs.30.00 lakh.
- have at least 4 audit assignments in the social sector and
- shall have to complete and submit within 45 (forty five) days time from date of entrustment.

Details tender paper can be had from the office of the undersigned on all working days up to 2.00 P.M. of 1.9.11. Quotation will be received by the office of the undersigned up to 2.00 P.M. of 2.9.11 and will be opened at 2.15 P.M. of 2.9.11

**RELEVANT DETAILS OF THE QUOTATION NO.1 OF 2011-12
SHORT NOTICE**

Section. I - Background:

The mission of the NRDWP under Public Health Engineering Department is to enhance quality of life of the people by ensuring sustainable safe water and sanitation facilities and services along with promoting hygiene practices according to their choices and affordability.

Being the nodal Department in the rural water supply and sanitation sector, the primary focus areas of the department are:

- To supply safe drinking water and sanitation facilities to rural population of Assam.
- To mitigate all water quality problems like Arsenic, Fluoride and Iron.
- Sanitation for all by 2012.

Section. II - Funding:

- The allocation of fund under NRDWP is received on line from State Level by BTC.
- The BTC subsequently communicate the fund Division wise in the process of on line as per G.O.I. guidelines.

Section. III - Scope of Audit:

In conducting the audit special attention should be paid to the following:

- An assessment of adequacy of the financial systems, including financial control. This should include aspects such as adequacy and effectiveness accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, date and financial reports; methods of remedying weak controls; verification of assets and liabilities; a specific report on this aspect would be provided by the auditor annually as part of the management letter.
- Funds have been spent in accordance with the condition laid down by the Department of Drinking Water Supply, Government of India from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- Goods and services have been procured in accordance with the relevant procurement guideline issued by the GOI & GOA.

The audit shall include the following:

- Balance sheet showing accumulated funds of the balances, others assets and liabilities, if any.
- Income & Expenditure account for the year ending 31st March'2011
- Receipt & payment account for the year ending 31st March'2011
- Audit certificate etc.
- Other schedules to the Balance Sheet as appropriate, but which shall include: -
 - Statement of Fixed Assets in the form of a Schedule.
 - Schedule of all Cash & Bank Balances (attach bank reconciliation statements)
 - The firm or any partner of the firm should not be blacked listed by any PSUs or Govt. or any other organization in respect of any assignment or behavior. (Self attested Affidavit on Rs.100/- Stamp Paper to be given in this regard by the authorized person of the firm)

Section. IV - Guideline for submitting the proposal:

- Quotation to be submitted in sealed envelope.
- Address for submission: - O/O the Director, PHED, BTC, Kokrajhar, PIN No -703370, P.O. & Dist: - Kokrajhar.

Section. V - Selection Process of the Auditor:

- Open advertisement in leading newspapers at State level/Local news papers inviting proposals from CAG empanelled Chartered Accountants Firms for statutory audit of District NRDWP Societies should be issued first.
- The advertisement clearly mentioned the last date and time for submission of quotation.
- Quotation opening date also been mentioned in the advertisement.

Section. VI - Other relevant terms:

- Rate to be quoted for each group. Rates are to be quoted both in figures and words clearly. Any overwriting will be liable for cancellation.
- Rates to be quoted for each group on **Lump-sum** basis for conducting audit.
- Rates to be quoted exclusive of service Tax, but inclusive of cost on travelling, boarding etc. during visit to the offices at Division level!
- Firm's may be invited for negotiation if needed.
- Assignment will be offered to successful Firm on group-basis. One firm may be offered with more than one group. List of Groups are stated below. Name of Districts and Divisions are also shown against each group for reference.

Group No.	Name of District	Name of Office/Division with Office Headquarter
1	Baksa	Baksa Division, Musalpur
2	Chirang	Kokrajhar Division No-II, Basugaon
3	Kokrajhar	Kokrajhar Division No-1, Kokrajhar Gossaigaon Division, Gossaigaon
4	Udalguri	Tangla Division, Tangla

6. Every page of the quotation/details/documents appended must be duly signed by the proprietor/partner/authorized person and these will form a part of the Agreement.

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	Phone No. Fax No. Mobile of Head Office in-charge
	Branch Office 1,2,3 (Particulars of each branch to be given)	Phone No. Fax No.
3	Firm Income Tax PAN No.	Attach copy of PAN Card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Registration No. with ICAI	
6	Empanelment No. with C & AG	Attach proof of latest empanelment with C & AG for the year under Audit
7	No. of years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed.
8	Turnover of the Firm in last three years	Attach balance sheet of the three years
9	Annual Average Turnover with Breakup Fee towards Audit, Income Tax matters and others (Specify)	Provide a chart
10	Audit Experience of the Firm: 1. Number of Assignments in commercial/Statutory Audit. 2. Number of Assignments in Social Sector Audit (other than audit of Charitable Institutions)	Copy of the Office Letter & the fee Charged. Copy of the Office Letter & the fee Charged.
11	Details of Partners:	Attached copy of latest Certificate of ICAI
12	If applying in Joint Venture, then provide similar details for the firms participating in joint venture.	Letterjointly signed by all the firms participating in joint venture whereby they have agreed for the Lead Auditor.
13	Indicate the Lead Auditor in the joint venture	Letterjointly signed by all the firms participating in joint venture whereby they have agreed for the Lead Auditor.

- Details of signature and Composition of Team and Task Assignment to be stated in details **Description of Approach & Work Plan for performing the Audit of District NRDWP (BTAD).**

SIMPLE GUIDE FOR QUOTING RATES:

Sl. No.	Group No.	Amount (Both in figure and in words)
1	1 (one)	Rs..... Rupees) only
..	Rs..... Rupees) only
..	Rs..... Rupees) only
..	Rs..... Rupees) only
..
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NB: Any other relevant information can be collected from the Office of the Director, PHED, BTC, Kokrajhar.

- The Firm having assignments of the similar nature will be preferred.
- In case of equality in the eligibility criteria in all respect, decision will be taken based on the firm having establishment in Assam.
- The Department will have the right to accept or reject one or all quotations without assigning any reason thereof and the decision of the Govt. will be final and binding to all.

CHECK LIST:

- C & AG Empanelment No. of the Chartered Accountants Firm.
- ICAI Certificate.
- Balance sheet of the Firm for the last three years.
- Court fee Stamp of Rs.8.25.
- Affidavit for Rs. 100.00
- List of partners who are fellow members of the ICAI.
- Average turnover of Rs.20.00 lakh p.a.
- Experience of statutory Audits.
- Attested copy of certificate of relevant documents attached.
- page numbering with index.

IPR (BTC)-36/2011

CD/G/TN/522/1

Sd/-

Director, PHED, BTC, Kokrajhar