

TENDER NOTICE FOR INTERNAL AUDIT

Quotations are hereby invited from the Chartered Accountant Firms in sealed envelope to undertake the internal audit works of the Centrally Sponsored Schemes, National Horticulture Mission (NHM), National Mission on Medicinal Plants (NMMP), National Bamboo Mission (NBM), Rastriya Krishi Vikash Jojona (RKVY), National Mission on Medicinal Plants (NMMP), National Mission on Micro-irrigation (NMMI) separately. The audit works will cover all the implementing agencies including the State level Mission Head Quarter under Department of Food Processing Industries and Horticulture, Government of West Bengal.

The internal audit work will involve verification of the transaction at State Level Mission Head Quarter as well as the transaction at the level of different Implementing agencies e.g., District Horticulture Officers/ Universities/ Rama Krishna Missions.

Report of Internal Audit Work which includes verification of approval procedure, verification of cash and bank balances, verification of necessary books of accounts and preparation of Receipt & Payment Statement (physical and financial) based on Cash Book, Ledger, Bank Pass Book, voucher, Master Roll etc., supporting schedules, other statements, Auditor's Report, Notes etc. as required will have to be submitted quarterly in monthly format. The monthly accounts should be reconciled with cash book, bank pass book and respective ledger folio. In this respect, prebid meeting will be held on 20.11.2012.

The tender should be addressed to the Director of Horticulture, Government of West Bengal and be sent to the Department of Food Processing Industries and Horticulture, Government of West Bengal, Mayukh Bhaban (Top Floor), Bidhannagar, Kolkata - 700 091. The tender can be submitted on any working day from 11 AM to 3 PM up to 26.11.2012 and no tender will be entertained after that and the submitted tenders will be opened on the same day at 3.30 P.M. in presence of tenderers who remain present there in the chamber of the Director of Horticulture. The date of opening of tenders may be deferred if the authority finds it necessary.

The quoted charge for undertaking such audit work will only be for current year i.e., 2012 - 13 and inclusive of all charges and no other charges in any form will be paid additionally. The fees for the next two years may also be quoted by the firms, which may not exceed 15% over the preceding year. The lowest quotation will be decided based on discounted present value for 3 years @ discount factor being 10%. The charges will be paid only after submission of desired report. The continuation of the contract may become void, if the Government feels so on the basis of the performance of the work or any other reason whatsoever. It may be noted that continuation of the agreement beyond the financial year, 2012 - 13 will be at the discretion of the Department of Food Processing Industries and Horticulture, Government of West Bengal. Decision of the Department of Food Processing Industries and Horticulture, Government of West Bengal will be final in this regard.

The Government reserves all the right to reject any or all of the tenders in public interest.

OSD & Dy. Secretary, FPI & H

Dated: 05.11.12