



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
DAKSHIN DINAJPUR AT BALURGHAT.
ADR CENTRE, DISTRICT COURT COMPLEX, BALURGAT, DAKSHIN DINAJPUR
PHONE / FAX NO. **03522-251096**, Email: **ddinajpur.dlsa@gmail.com**

Quotation No. **01** /DLSA/2020

Date: **08.09.2020**

**NOTICE FOR INVITING QUOTATION FOR EXPRESSING OF INTEREST FOR INTERNAL AUDIT OF THE
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY FOR THE FINANCIAL YEAR 2019-20**

District Legal Services Authority, Dakshin Dinajpur at Balurghat is hereby inviting expression of interest from the CAG Empanelled Chartered Audit Firm for Internal Audit and preparation of Annual Accounts Report of this office for the Financial Year – 2019-20.

Interested firms may submit their offers by 14.09.2020 upto 2.00 PM to the undersigned. Interested Audit Firms shall mention in their offer the minimum time required for that audit and the remuneration to be paid for the same which should be within Rs.10,000/- (Ten thousand only). The offer will be opened before the participants at 3.00 PM on 14.09.2020 in the office of the undersigned.

For details about terms & conditions in the Annexure – A.

Encl: Terms and conditions.

Chandramani Mukherjee (Banyaji)

District Judge-cum-Chairman,
District Legal Services Authority,
Dakshin Dinajpur at Balurghat

Chairman
District Legal Services Authority,
Dakshin Dinajpur at Balurghat

Date: **08.09.2020**

Memo No. **493** /DLSA/2020

Copy forwarded for information and publication in the notice board to:

- ✓ 1) The Nodal Officer, District Judges' Court, Dakshin Dinajpur at Balurghat for uploading the notice in the website of the District Judges' Court.
- 2) The District Informatics Officer, D/Dinajpur for uploading the notice in the website of the District.
- 3) Office File.
- 4) Office Notice Board.

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District Judge-cum-Chairman,
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Dakshin Dinajpur at Balurghat

08.09.2020

ANNEXURE – A



Terms and Conditions:

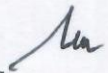
- 1) The interested firm should have two years of experience of conducting audit of the Government office or offices undertaken by Government of West Bengal.
- 2) Number of qualified Assistant along with Name and membership number and names of semi-qualified assistant should also be enclosed with application.
- 3) The selected agency will have to submit audit schedule to this end within two days of receipt of letter of engagement.
- 4) No lodging, fooding and logistic will be supported departmentally.

Works to be undertaken:

- 1) Conducting Internal Audit.
- 2) Preparation of Annual Statement of Accounts of the Financial Year – 2019-20.
- 3) Examination of all books of accountants, stocks register, asset register maintained by District Legal Services Authority, Dakshin Dinajpur at Balurghat.
- 4) Audited Statement of Accounts will include Receipts & Payments Accounts, Income & Expenditure Accounts, Balance Sheets and depreciation as on 31.03.2020.

Instruction for submission of quotation:

- 1) The quotation should be clear and complete with regard to both the technical proposal and financial proposal.
- 2) Sealed tender shall have to be dropped in tender box kept for that purpose at the office of District Legal Services Authority, Dakshin Dinajpur at Balurghat within 14.09.2020 by 2.00 PM and tender will be open on 14.09.2020 at 3.00 PM at the same office.
- 3) While quoting the rate, the quotationers shall clearly write the amount in 'figures' as well as in 'words' without any corrections or overwriting. In case of discrepancy, the rate quoted in words only will be taken into consideration.
- 4) While quoting the rate, quotationers must quote the rate inclusive all taxes and expenses.
- 5) Authority reserves the right to accept or reject any Audit Firm without assigning any reason.


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