

# Anandadhara

## West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)  
Jt. Administrative Building, 10<sup>th</sup> Floor, HC-7, Sector -III, Salt lake, Kolkata- 100 106  
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Memo No. 573/WBSRLM/Trng /14T-11/2017

Date: 10.05.2019

**From :** Choten D. Lama, IAS  
State Mission Director and Chief Executive Officer,  
West Bengal State Rural Livelihoods Mission &  
Secretary, Panchayats and Rural Development Department,  
Govt. of West Bengal.

**To:** Mookerjee Biswas & Pathak,  
5&6 Fancy Lane,  
Kolkata- 700001

### LETTER OF AWARD for Conducting Statutory Audit of WBSRLM for year 2018-19

**Sub :** Contract for carrying out Statutory Audit of the accounts of WBSRLM for the year 2018-19 in terms of Request for Proposal issued vide No, 462/WBSRLM/ACCT/3A-40/2014 (Part-2), dated 2<sup>nd</sup> April, 2019

**Ref :** i) Your Technical Proposal dated 29.04.2019  
ii) Your financial Proposal dated 29.05.2109

**Dear Sir,**

With reference to your above proposals, we are pleased to award you the work for carrying out Statutory Audit of the accounts of WBSRLM for the year 2018-19 as per terms and conditions given below :

- Scope of Service:** The scope of services is fully described in Section-7 - Terms of Reference (TOR) of the RFP (issued vide No, 462/WBSRLM/ACCT/3A-40/2014 (Part-2) dated 2<sup>nd</sup> April, 2019) with some modifications in completion schedule and deliverable dates as stated in Para 5 & 6 below.
- Contract Price:** The lump sum contract price for the entire scope of services as outlined in para 1 above shall be ₹ 2,09,750 (Indian Rupees two lakh nine thousand seven hundred fifty) only. The above price is exclusive of GST which shall be paid extra. Income Tax will be deducted from the payment (TDS) as per provisions of the Income Tax Act. Base on the satisfactory performance, contract may be renewed for the financial year 2019-20 and further for the financial year 2020-21 at the same rate of contract price ₹ 2,09,750 (Indian Rupees two lakh nine thousand seven hundred fifty) only exclusive GST which shall be paid extra.
- Payment:** Full payment will be made when submitted consolidated audit report is accepted by National Rural Livelihoods Mission (NRLM).
- Audit Programme:** An Audit programme (covering all 23 DMMUs and SMMU) is to be submitted by 24<sup>th</sup> May 2019, so that all units could be informed accordingly and the services should be commenced in the first week of June, 2019 positively.
- Completion Schedule:** The entire work will be completed by 31<sup>st</sup> July, 2019. The completion period of above work is the essence of this contract.

6. **Deliverables:** The deliverables shall be submitted as follows :-

(i) Audit Report for the year 2018-19 - By 31.07.2019

Unit wise audit reports shall be prepared and signed by the unit heads and audited units are to be consolidated at SMMU level.

(ii) Management Letter - By 31.07.2109

All deliverables shall be submitted to the undersigned in 3 hardcopies and in electronic form and one copy shall be submitted to the respective Unit Head.

7. **Delay in Performance:** Performance of the services under this Award shall be made strictly in accordance with the time schedule specified in Para 5 & 6 above. Any delay, unless waived by undersigned in writing, in the performance shall render you liable to termination of the Contract for default.

8. **Project Staffing.**

(i) Partner/Team Leader : Mr A. Pathak

(ii) Audit Team Manager : Mr S.Mookherjee, Mr A. Chatterjee, Mr P. Chakraborty & D. Kapoor.

(iii) Team Members : Mr. A.K. Kundu, Mr S. Guha, Mr G. Bothra, Mr A. Mondal, Mr A. Banik, Mr A Gorai, Mr J. P. Jha, & Mr P. Gorai

Above team composition cannot be changed without written approval of the undersigned.

9. **Signing of Contract Agreement:** You shall enter into a Contract Agreement with WBSRLM in the "Form of Contract" on Indain Non Judicial Stamp Paper worth ₹ 50/- or above as per Standard Form of Contract given in the RFP within 15 (fifteen) days of this award.

10. **Acceptance:** This letter of Award is being issued to you in duplicate. Please return the duplicate copy duly signed on each page with your Firm's seal as a token of your unequivocal acceptance within 7 days.

11. **Coordinating Officers:** Controller of Finance & Procurement Consultant, West Bengal State Rural Livelihood Mission will act as the Coordinating Officers for this Consulting Service.

12. **Logistic Support:** Lodging, food of reasonable standard and local transport will be provided to audit team by district offices during the period of audit only.

13. **Correspondence:** All correspondence under the Contract should be addressed to the State Mission Director & Chief Executive Officer, West Bengal State Rural livelihood Mission.

Yours Faithfully,

(Choten D Lama, IAS)

State Mission Director & Chief Executive Officer  
West Bengal State Rural Livelihoods Mission