



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER :: BAKSA :: MUSHALPUR

Email: dc-baksa@nic.in

Phone: 03624-299951/299952

NOTICE INVITING EXPRESSION OF INTEREST

Sealed Expression of Interest (EOI) is hereby invited from eligible Chartered Accountants/Chartered Accountant Firms for conducting the audit of the accounts and transactions under the Members of Parliament Local Area Development Scheme (MPLADS) of Baksa District for the FY 2023-24, FY 2024-25 & FY 2025-26 comprising a total of 72 nos of schemes.

1.Scope of Work

The selected Chartered Accountant/Chartered Accountant Firm shall undertake the audit of MPLADS accounts for the specified financial years and shall:

a)Audit the Balance Sheet and accounts, and the Receipt and Payment, Income and Expenditure accounts relating to MPLADS from the books of accounts, records and other documents produced by the District Authority and Implementing Agencies.

b)Verify the relevant records and conduct sample checks of executed works, separately for Development Funds and Administrative Funds, randomly selected from the eSAKSHI Portal pertaining to the district.

c)Verify compliance of transactions undertaken through the eSAKSHI Portal with the provisions of the MPLADS Guidelines and the revised Fund Flow System implemented w.e.f. 01.04.2023.

d)Verify that Administrative Approvals and sanctions for MPLADS works were duly accorded by the District Authority before execution, in accordance with the applicable MPLADS Guidelines, 2023.

e)Verify transactions processed through the eSAKSHI Portal at each stage for procedural and financial compliance.

f)Verify maintenance of complete records, including supporting documents and tax invoices from vendors, in respect of works undertaken.

g)Verify tax invoices of projects under MPLADS and report whether the same are found correct.

h)Verify payments made to vendors/contractors with reference to duly sanctioned works and completion of projects.

i)Verify proper maintenance of Asset Registers by the District Authority.

j)Verify deduction and deposit of GST-TDS and Income Tax-TDS, wherever applicable, and compliance with the prescribed statutory timelines.

k)Verify that the work status on the eSAKSHI Portal has been updated as per the actual progress of the work and that works for which final payment has been released are marked as "Work Completed".

l)Verify sanction and expenditure of the Administrative Funds of the District Authority in accordance with MPLADS Guidelines, 2023, including whether there is any diversion of funds or inadmissible expenditure.

m)Verify tax invoices in respect of Administrative Fund expenditure of the District Authority.

n)Prepare and furnish the Audit Certificate for each financial year in the prescribed format, incorporating the prescribed Physical and Financial Progress Reports, Cumulative Physical and Financial Progress Report, details of works in SC/ST areas and audit observations, wherever applicable.

o)Audit all works undertaken by Trusts/Societies under MPLADS receiving MPLADS funds during the relevant financial year and report the findings in the Audit Certificate, wherever applicable.

The prescribed Audit Certificate requires certification based on verification of relevant records, sanction orders, eSAKSHI data and other statutory, administrative and financial documents maintained by the District Authority. The Audit Certificate is also required to cover, among other matters, physical and financial progress, cumulative progress, SC/ST-area works, utilization certificates and audit observations.

2. Eligibility

Interested Chartered Accountants/Chartered Accountant Firms having relevant experience in Government/Scheme/Statutory Audit, preferably in relation to Centrally Sponsored/Central Sector Schemes or MPLADS, may submit their Expression of Interest.

The applicant shall furnish:

- a) Profile of the Chartered Accountant/Chartered Accountant Firm;
- b) Copy of valid ICAI registration/membership details;
- c) PAN and GST Registration, wherever applicable;
- d) Details of relevant audit experience;
- e) Contact details of the authorized person; and
- f) Professional fee quoted for conducting the audit for all three financial years, inclusive of applicable taxes/charges.
- g) The applicant shall be an auditor/audit firm approved by the Accountant General of the State of Assam for undertaking such audit assignments, and a valid certificate/evidence of such approval shall be enclosed with the Expression of Interest.

3. Time Schedule

Particulars	Date
Publication/Issue of EOI	19.09.2026
Last date for submission of EOI	24.09.2026
Selection/engagement of CA/CA Firm	24.09.2026
Commencement of Audit	Immediately upon engagement
Completion of Audit and submission of Audit Certificates	28.09.2026

The selected Chartered Accountant/Chartered Accountant Firm shall complete the audit and submit the duly signed and sealed Audit Certificates for FY 2023-24, FY 2024-25 and FY 2025-26 by 28.09.2026, so as to facilitate timely submission through the eSAKSHI Portal within the prescribed timeline.

4. Submission of EOI

The Expression of Interest, along with the requisite documents and professional fee quotation, shall be submitted to the Office of the District Commissioner, Baksa, Mushalpur, Assam, on or before 24.09.2026 during office hours.

5. General Terms and Conditions

a) The District Administration reserves the right to accept or reject any or all EOIs without assigning any reason thereof.

b) Submission of EOI shall not confer any right on the applicant for engagement.

c) The selected Chartered Accountant/Chartered Accountant Firm shall carry out the audit strictly in accordance with the applicable MPLADS Guidelines and the prescribed Audit Certificate format.

d) The Audit Certificates shall be furnished on the letterhead of the auditing firm, duly signed, sealed and containing the requisite particulars of the auditor, as prescribed.

e)Any audit observation identified during the course of audit shall be clearly brought out in the Audit Certificate and furnished along with the requisite supporting details/comments, wherever applicable.

f)The assignment is time-bound and the selected firm shall strictly adhere to the stipulated completion date of 28.09.2026.

Digitally signed by
Kimnei Changsan
Date: 19-09-2026
15:13:23

**District Commissioner,
Mushalpur, Baksa.
Dated: As signed**

Memo No:DEV-36/53/2025-DEV-BAK/626993

Copy to:

1.The Director of Information and Public Relations, Assam, Dispur, for favour of publication in the official website/newspaper, as deemed appropriate.

2.The District e-Governance Manager, Baksa, for uploading the notice on the district website.

3.Office Notice Board.

**(e-signed)
District Commissioner,
Mushalpur, Baksa.**