

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education Training and Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Memo No. PBSSD/NIQ/2023/3895

Date:-24.05.2023

NOTICE INVITING QUOTATION

Sub: Appointment of statutory auditor for audit of accounts of PBSSD& Submission of IT return
for the Financial Year 2022- 2023.

Paschim Banga Society for Skill Development (PBSSD) invites Quotations from the reputed firms of Chartered Accountants for the Appointment of Statutory Auditor for the Financial Year 2022-2023 and subsequent renewal for further two more years on the basis of satisfactory performance (if required).

The interested and eligible firms of *Chartered Accountants* may submit their Quotations on or before 02.06.2023.

A) SCOPE OF WORK

Conduct of Statutory Audit of Financial Statements of the Society for all schemes, certifying the Financial Statements and giving Audit Report as per relevant requirements, Submission of Income Tax return by carrying out following illustrative checks-

1. Audit of cash book and bank books (Vouchers/Transactions)
2. Checking all other accounts related records.
3. Checking of different funds and endowment accounts and related records.
4. Checking government and other grants received.
5. Verification of capital purchases and other purchases.
6. Verification of cash, inventory and review of verification of fixed assets and relevant records.
7. Checking and certifying the fixed deposits and other investments.(If any)
8. Checking internal fund transfers to and from different accounts and departments / offices.
9. Review of adherence to the provisions of the Finance Department, GoWB.
10. Guidance for maintaining the accounts books and records as per mercantile system of accounting.
11. Preparing consolidated financial statements from the receipt and payment accounts of different departments.
12. Audit of financial statements and issue of Statutory Auditors Report there on for all schemes individually and one consolidated.
13. Submission of Income Tax Return within the due date as per the guideline of Income Tax Department.
14. Carry out any other additional checks/ processes as may be required by the auditors for certifying the Financial Statements and give Report thereon.
15. Any other financial matter related to PBSSD.

B) TERMS AND CONDITIONS

1. The auditor has to conduct the audit for the financial year 2022-2023, which may further be extended for two more years.(If required)
2. The applicant firm should have been registered ICAI having address within the jurisdiction of Society. Eligible firm should have Head Office or Branch in Kolkata, West Bengal.
3. The CA firm should be in existence for more than 03 years. (**Attachproof**)
4. The firm should have GST number and PAN number (**Attachproof**).
5. The firm should have sufficient staffs / employees, on the date of submission of Quotation.
6. Sub-letting the work will not be allowed.
7. The Auditor/Firm has to perform audit in the PBSSD office. The auditors will not be allowed to take out any record of the society without the permission of the Dy. Director (Finance), PBSSD.
8. The Quotation should accompany details in the **Annexure I** to these terms. The items not covered by **Annexure I** and supporting expected by above mentioned terms should be given independently.
9. The received Quotation will be evaluated on the basis of the fees quoted / criteria and related terms and conditions.
10. **Method of selection: L1 basis among the eligible bidders.**
11. The PBSSD reserves the right to reject the Quotation without assigning any reason for it.
12. The firms should fill the Quotation, enclose necessary documents as mentioned in **Annexure I**, super scribe the envelope as 'Quotation for the Appointment of Statutory Auditor' and send it to **The Project Director, Paschim Banga Society For Skill Development, Room No. 326, 3rd Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160.**
13. Quotation received after the due date will not be considered.
14. **The ceiling bid amount should be within Rs. 60,000.00 including all taxes (Sixty Thousand only).**
15. Payment of audit fee will be made after the audit report is ratified by competent authority of PBSSD. Notwithstanding anything stated above, PBSSD reserves the right to reject the quotation or not to appoint any of the participant against this quotation even if the participants fulfill all the conditions mentioned as above any time without assigning any reason for the same.
16. For any queries, please write to us at pbssdwb@gmail.com & ddfbssd@gmail.com.

c) Important Dates:

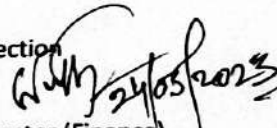
- i) Quotation Start Date: 24.05.2023
- ii) Quotation Close Date: 02.06.2023
- iii) Quotation Open Date: 03.06.2023
- iv) Quotation Open Time: 3:30pm
- v) Designated Officials of the PBSSD:
 - 1. Sri Somnath Nath, WBA&AS
 - 2. Sri Preetam Banerjee
 - 3. Sri Joydip Nandi
 - 4. Sri Sandip Mandal
- vi) Venue: Room No. 218, PBSSD, Karigari Bhawan, Newtown, Kolkata-160

Sd/-

**Project Director
PBSSD**

Copy to:

- 1) Notice Board of PBSSD
- 2) Website publication – WWW.PBSSD.GOV.IN – Tender/Quotations/EOIs section


Dy. Director (Finance)

PBSSD
Deputy Director (Finance)
Paschim Banga Society for Skill Development

ANNEXURE I

QUOTATION

(To be submitted on the letterhead of CA firm with stamp and signature of partner)

To,
The Project Director,
Paschim Banga Society for Skill Development
Room No. 326, Karigari Bhawan,
B/7, Action Area-III, Newtown, Kolkata-160

Sir,

With reference to your notice inviting quotation vide no._____ Dated

_____, we are hereby submitting the following Quotation/ information -

Sr.No.	Item	Information
1	Name of firm and address	
2	Registration numbers with ICAI, (Attach proof)	
3	Contact Details	
4	Mailing address:	Head office: Branch:
5	PAN Number (Attach Copy)	
6	GST Number (Attach Copy)	
7	Details of total audit experience	
8	Details of Government organization Audit experience	
9	No. of CAs in the firm	
10	Whether the company blacklisted by Govt. or other organization.	Yes/No
11	Statutory Audit fees	Rs...../-
12	Income Tax Return Fee	Rs...../-

DECLARATION CERTIFICATE

I / We hereby certify that we have fully read and thoroughly understood the Quotation requirements and accept all terms and conditions of the Quotation including all corrigendum / addendum issued, if any.

In addition, we are aware that incomplete / incorrect submission may lead to the quotation being considered.

Place:

Date:

Signature & Seal of authorized partner

Name of authorized Partner

Membership No:-