



Government of West Bengal
Office of the Chief Project Director
Project for Forest and Biodiversity Conservation
for Climate Change Response in West Bengal
Block LB-2, Sector III, Salt Lake City, Kolkata -700106
E-Mail ID- wfbcccr@gmail.com, Website- www.wfbcccr.in
Phone Number: 033 2335 2247

NIQ No. 22/WBFBCCCR of 2023-24 vide no. 279/WBFBCCCR/1-7(1)/23-24 dated. 29.02.2024

Statutory Audit for Financial Year 2023-24 of PMU of West Bengal Forest and Biodiversity Conservation Society

1. Declaration of Intent

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal through Project Management Unit (PMU). The Society, intends to appoint Statutory Auditor for conducting Statutory Audit of the accounts of Society for the Financial Year 2023-24. Quotation is therefore invited from bona fide Chartered Accountant firms fulfilling the following Pre-Qualification Criteria to carry out the Statutory Audit for the Financial Year 2023-24 for the Society.

2. Pre-Qualification Criteria

- a. Chartered Accountant Firm with at least Ten years' experience.
- b. Chartered Accountant Firm with branches at Kolkata.
- c. Empanelment with CAG.
- d. Average Annual turnover should be Rs. 10.00 Lakh and above.
- e. Experience as Statutory Auditor in Government Organisation, PSU and Externally aided projects

3. Exclusion Criteria

The Internal auditor of the Society for the F.Y. 2023-24 not entitled to participate in this N.I.Q.

4. Nature of Work:

To conduct Statutory Audit of the accounts of the Society for the Financial Year 2023-24.

5. Important Details of the Quotation:

Detailed Scope of Work: The illustrative (but not exhaustive) list of tasks to be performed for Statutory Audit by Practicing Chartered Accountants (CA) Firm in given as under:

- i) To audit the books of accounts, including cash book, bank book, vouchers, Journals, Ledgers and other account related reports and to ensure that the transactions are recorded as per the Regulations of the Society, guidelines of JICA, Govt. of India and Govt. of West Bengal and on the basis of proper authority.
- ii) To audit the transactions related to taxes etc., and to provide necessary guidance and assistance with regard to compliance of statutory requirements, computation and filing of returns such that the transactions are in accordance with the notification and guidelines of the Government.
- iii) Verification of matters related to the deductions from bills including salary bills, viz: GPF, GIS, P-Tax, I-Tax etc.
- iv) Auditing of the fund utilization of the sanctioned activities including the reimbursement claim and disbursement of loan.
- v) Checking the maintenance of books of accounts and records of PMU and suggesting modifications and/or corrections as may be required.

- vi) Checking the Bank deposits, interest in bank, TDS receivables, Bank Reconciliation Statements and suggesting modification and/or corrections as may be required.
- vii) Suggesting corrective course of action with regard to the maintenance of accounts from time to time.

6. Credentials to be submitted:

- i) Certificate (or proof) of enlistment with the CAG as auditor firm.
- ii) Copy of PAN Card.
- iii) Copy of GST Registration Certificate.
- iv) IT Return Acknowledgement Receipt for Financial Year 2020-21 & 21-22, 22-23.
- v) Copy of Trade Licence of firm.
- vi) List of completed works.
- vii) Any other documents considered necessary by the application.
- viii) Experience Profile of similar type of work

7. Deliverables:

The consultant shall provide the following reports:

The Statutory Audit will be carried out at the following offices of WBCP Society

Offices/Unit	No of Unit	Location
Project Management Unit (PMU)	1	Kolkata

8. Estimated Rate is ₹ 18,000/- (Eighteen Thousand) only (inclusive of all taxes).

9. **Submission of Quotation:** The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in their own Letter Head of the Firm/Agency, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid may either be dropped in the quotation box in the office of the **Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal, LB-2, Sector- III, 2nd Floor, Salt Lake, West Bengal, Kolkata-700106.** Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted on or before **13th March, 2024 at up to 02:30 PM.**

10. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.

11. The sealed quotation will be opened on **13th March, 2024 at 03:30 PM** in the office chamber of the undersigned.

Sd/-
**Chief Conservator of Forests and
Project Director
(Administration, Finance & Coordination)
WB-FBCCCR**

No: 279A/WBFBCCCR/1-7(1)/23

Date: 29.02.2024

Copy to Notice Board of the Office of:

1. The Chief Project Director, WB-FBCCCR

Sd/-
**Chief Conservator of Forests and
Project Director
(Administration, Finance & Coordination)
WB-FBCCCR**

Annexure-1

Experience Profile:

Name of Company/ Organisation audited	Address of the Company/ Organisation audited	Period of Audit	Total Contract Value (₹)	Whether completed (Y/N)

(Note: Attach copies of Work Orders and completion reports against completed works)

Date:

Signature of the Authorised Signatory
On behalf of the bidder

Annexure-2

General Information about the Firm

1. Name of the Firm & Date of Establishment:	
2. FRN No. :	
3. Head Office Address:	
4. Contact Number:	
5. Email ID:	
6. Branch Office/s Address in West Bengal: Phone No. and Email ID:	
7. No of partners:	
8. PAN No.:	
9. GST Registration No.:	
10. Trade License No with date:	
11. CAG Empanelment No:	
12. No. of Partners:	
13. No. of Qualified CA:	
14. No. of Semi-Qualified CAs:	

(Note: Attach copies of the supporting documents of each points.)

Date:

Signature of the Authorised Signatory
On behalf of the bidder

Annexure-3

Quotation Inviting Authority- Chief Conservator of Forests and Project Director (Administration, Finance & Coordination) WB-FBCCCR

**Nature of work- To conduct Statutory Audit of PMU during F.Y. 2023-24, Estimated Rate is ₹ 18,000/-
NIQ No. 22/WBFBCCCR of 2023-24 vide no. 279/WBFBCCCR/1-7(1)/23-24 dated. 29.02.2024**

Bidder Name:-

Sl No.	Description of Work	Estimated Rate	Auditing Units	Financial Quote inclusive of all taxes	
				Figure	In Words (for total figure only)
1.	To Conduct Statutory Audit of PMU- 1	₹ 18,000.00/-	PMU -1 no.		