



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- wbfbccr@gmail.com, Website- www.wbfbccr.in
Phone Number: 033 2335 2247

NIQ No. 07(2nd Call)/WBFBCCCR of 2025-26 vide no. 1669/WBFBCCCR/1-7(1)/25-26 dated
01.12.2025

**Quotation for appointment of Statutory Auditor for Financial Year 2025-26 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 2025-26. 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 2025-26 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. 2025-26 is 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 2025-26.

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 are given as under:-

- i) To audit the books of accounts, including cash book, pass book, vouchers, Journals, Ledgers and other accounts 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 2022-23, 23-24 & 24-25.
- v) Annual Turnover Certificate.
- vi) Copy of Trade Licence of firm.
- vii) List of completed works with copies of Work Orders and Completion Reports.
- viii) Any other documents considered necessary by the applicant.
- ix) 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 WBFBC Society.

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

8. Estimated Rate is ₹ 25,000.00/- (Twenty-five thousand rupees) only (inclusive of all taxes).

9. **Signing of Agreement and Issue of Work Order:** The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non- responsive and, in such cases, next bidder will be given an offer.

The successful bidder should execute an agreement for the fulfilment of the contract with the WB-FBCCCR at the time of execution, within one week from the date of receipt of the Letter of Acceptance issued by the competent authority. If the same is not executed within one week, the bidder may be held as non-responsive. The expenses incidental to the execution of the agreement should be borne by the successful bidder.

Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' and execution of agreement with the successful bidder.

10. **Duration and Extension of Work Order:** The contract agreement for the arrangement will initially be for one year i.e. up to finalization of Accounts for the financial year 2025-26 from the date of signing, which may be extendable under the same terms and conditions up to 2 years, based on performance, on yearly basis. An escalation of cost to the tune of 4.5% shall however be admissible for each subsequent year, calculated over the base cost of 2025-26.

- 11. 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. The bid should 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, **10th December, 2025 up to 04:00 PM.**
- 12.** The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participation in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.
- 13.** The sealed quotation will be opened on **11th December, 2025 at 01:00 PM** in the office chamber of the undersigned.



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

No: 1670/WBFBCCCR/1-7(1)/25

Date: 01.12.2025

Copy to Notice Board of the Office of:

1. The Principal Chief Conservator of Forests (HoFF), West Bengal, Aranya Bhawan.
2. The Chief Project Director, WB-FBCCCR Project.



**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 the accounts of the Society for the Financial Year 2025-26. Estimated Rate is ₹ 25,000.00/- only.

NIQ No. 07 (2nd Call)/WBFBCCCR of 2025-26 vide no. 1669/WBFBCCCR/1-7(1)/25-26 dated 01.12.2025

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	₹ 25,000.00/-	PMU -1 no.		