



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.wfbcp.org
Phone Number: 033 2335 2247

NIQ No. 09/WBFBCCCR of 2023-24 vide no. 474/WBFBCCCR/1-7(1)/23-24 dated. 06.07.2023

Statutory Audit for Financial Year 2022-23 of PMU of West Bengal Forest and Biodiversity Conservation Society

1. Sealed Quotations

Sealed Quotation are invited from bonafide companies for providing Statutory Auditor for conducting Statutory Audit of the accounts of Project Management Unit (PMU) for Financial Year 2022-23.

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. 2022-23 not entitled to participate in this N.I.Q.

4. Nature of Work:

To conduct Statutory Audit of the accounts of the Project Management Unit (PMU) for the Financial Year 2022-23

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 2019-20 & 20-21, 21-22.
- v) Coy 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 ₹ 14,160.00/- (Fourteen thousand one hundred sixty) only (inclusive of all taxes)

9. Submission of Quotation: One sealed quotation addressed to the **Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal**, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid 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 17th July, 2023 at up to 03:00 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.

The sealed quotation will be opened on **17th July, 2023 at 03:30 PM** in the office chamber of the undersigned.

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

Copy to Notice Board of the Office of:

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

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

Annexure-

**Quotation Inviting Authority-The Chief Project Director, Project for Forest and Biodiversity
Conservation for Climate Change Response in West Bengal**

**Nature of work- To conduct Statutory Audit of PMU during F.Y. 2022-23 Estimated Rate is ₹ 12,000.00/-
Contract No. NIQ No.**

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	₹ 12,000.00/-	PMU -1 no.		