

**Mother Dairy Calcutta**  
**P.O. Dankuni Coal Complex, Dist: Hooghly, Pin:-712310.**

PUR/TENDER-114/ACCOUNTS/SM/

Date: 28.02.18

**Sub: Engagement a Firm of Chartered/Cost Accountant for miscellaneous accounts related job at Mother Dairy Calcutta.**

Mother Dairy Calcutta, a Government of West Bengal Project under ARD Department, GOWB is interested to engage a Firm of Chartered/Cost Accountant for miscellaneous accounts related job. The Firm should depute one competent representative (at least semi qualified with relevant experience) on all working days (Monday to Saturday, 09 A.M. to 05 P.M.) for carrying out the job as mentioned below independently:-

**A. Preparation and Submission of:**

1. TDS Return on monthly basis.
2. GST Return as per GST rules.
3. Quarterly Return of ITDS.
4. Maintenance of TDS and GST Register as per rules.

**B. Generation and issue of:**

1. TDs certificate on monthly basis.
2. TDS Certificate (Form 16 & Form 16A) as per I. Tax rules.

**C. Others**

1. Preparation of Bank Reconciliation Statement on monthly basis.
2. Reconciliation of Suppliers Account, Revenue Accounts etc.
3. Preparation of statement of outstanding Liabilities and various Closing Schedules required for Audit purpose.
4. Valuation of Closing Stock, Work-in progress and Finished Goods at the end of financial year.
5. Any other work relating to Accounts and Taxation as may be assigned by O.S.D.(Finance) of Mother Dairy Calcutta.

**Essential condition for filling the Tender Form:**

1. Offer should be submitted in the enclosed Offer Form only.
2. Offers must reach us within 15.00hrs. on **19.03.2018**.

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**3.Pre-bid meeting will be held at Mother Dairy Calcutta, Dankuni Office on 10.03.2018 at 2.00 P.M.**

4. The bidders are requested to enclosed self-attested photocopies of the following documents along with the quotations:

- i) PAN
- ii) Registration number of the Firm
- iii) GST Registration Certificate
- iv) Details of Firm

5. Over-writing in the tender offer will not be accepted and such offers will be straightway rejected.

6. The envelope containing the offer and the required enclosures must be sealed, addressed to Chief General Manager, and must be super-scribed with this tender no. & date, name & address of the Firm, and the due date.

7. Offer submitted by fax, e-mail, etc. shall not be accepted.

8. All sealed offers shall remain valid for the period of three months from the due date and may have to be extended further, if required by the Mother Dairy Calcutta.

9. The Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason whatsoever, and also reserves the right to amend/alter the contract during the contract period if needed.

Chief General Manager

Encl: Offer Form

**Mother Dairy Calcutta**  
**P.O. Dankuni Coal Complex, Dist: Hooghly, Pin:- 712310.**

**OFFER FORM**

Ref: TENDER-114

Date:28.02.18

**DUE DATE- 19.03.2018**

We have read out the details of the terms and conditions of the Tender & the job and we are interested to take up the job. Our Fees/charges for the job is mentioned below:-

Rs. \_\_\_\_\_ (Rupees ) per month plus GST as applicable.

The bidder may contact our O.S.D.(Finance) on any working day for any clarification.

\_\_\_\_\_  
Signature of the bidder with official  
stamps & date.