

WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)
11-A, Mirza Ghaib Street, Kolkata – 700 087

Ref: ECSC/AC/A/861

Date: 28.08.2015

Tender document for engagement of CA/ CMA Firms for Annual Accounts preparation work

Terms and conditions for engagement of a reputed and experienced Chartered Accountant (CA) / Cost & Management Accountant (CMA) Firm for carrying out Annual Accounts preparation jobs of the Corporation on a Contract basis.

Successful tender party will mean “Agency” who will carry out Annual Accounts preparation jobs of the Corporation on a Contract basis.

The “Corporation” will mean the West Bengal Essential Commodities Supply Corporation Ltd. (WBECSC Ltd.)

1. Time Limit:

The Annual Accounts preparation jobs of Financial Years 2013-2014, 2014-2015 and balance (approx. 20% of total volume) of 2012-2013 should be completed within 6 (six) months from the date of issue of Work Order of the Corporation.

2. Eligibility:

Reputed and experienced Chartered Accountant (CA) / Cost & Management Accountant (CMA) Firm having its office in Kolkata may apply.

3. Scope of work: (for Financial Year 2013-2014, 2014-2015 and balance (approx. 20% of total volume) of 2012-2013

The Agency will carry out reconciliation of various Bank Accounts, updating and posting of pending entries including journal entries and other related jobs upto preparation of Trial Balance for the Financial Years 2013-2014, 2014- 2015 and balance (approx. 20% of total volume) of 2012-2013.

4. Responsibility of the Agency:

- Agency will depute sufficient number of competent personnel to the Corporation on a daily basis to carry out the jobs. Necessary files, records and documents will be provided to the deputed personnel by the Corporation for carrying out the jobs
- The deputed personnel of the Agency will go through the documents and records (of each Financial year stated herein) including Accounting Software installed in the Corporation for this purpose and will reconcile the bank accounts, make entries including journal entries in the Cash Book and ledgers and will do other related jobs upto preparation of Trial Balance of each Financial year.
- Daily reporting on work done should be made by the deputed personnel of the Agency to the General Manager (Finance) / Dy. General Manager (Finance).

5. Rate Quote:

1 (one) single lump sum quote is to be made considering the total volume of jobs as provided under "Scope of Service" in Serial No. 3.

6. Payment Terms:

Part payment will be made on completion of the jobs of each Financial Year on satisfaction of the Authority of the Corporation.

7. Penalty:

2 % (two) of the total Contract amount will be deducted for each month of delay if the Agency fails to complete the total jobs within the scheduled time of 6 (six) months.

The Authority reserves the right to terminate the Contract with a notice of 15 (fifteen) days if the Authority is of the opinion that the performance of the Firm is not satisfactory.

8. Documents to be enclosed with the Tender:

- (i) Firm's Registration Documents
- (ii) Experience credentials
- (iii) Details of Partners
- (iv) PAN of the Firm'
- (v) Service Tax Registration Certificate of the Firm

9. Inspection:

Interested Firms may visit the Accounts Division of the Corporation at any time between 11 A.M. to 4 P.M. on any working day to assess the volume of work. For any queries, contact Shri Krishnendu Chakrabarty, DGM (Finance) at 9007003770.

10. Last Date of Tender:

Tender will be received in the drop box to be placed in the 1st floor, Block "B" of the complex up to 3.00 PM of 07.09.2015 and will be opened at 3.30 PM on the same date in presence of the tender participants intending to remain present during opening.

The Authority reserves the right to accept and / or reject any or all the tenders and negotiate with one or more the tender participants without assigning any reason whatsoever.

Sd/-

**Chief General Manger
W.B.E.C.S.C Ltd.**