

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

PUR/ENQUIRY/PFTRUST/ 761

03.07.2024

**WHOEVER IS CONCERNED**

Sub : Annual audit of Accounts of P. F. Trust for the year 2023 - 2024

Dear Sirs,

Mother Dairy Calcutta, a Project under ARD Department, Govt. of West Bengal is interested to engage a reputed firm of Chartered Accountants / Cost Accountants empanelled with C&AG for Annual Audit of Accounts of Mother Dairy Calcutta Employees' Provident Fund Trust for the year 2023-24.

Certain information which may be required by interested firms are given below -

1. Mother Dairy Calcutta Employees Provident Fund is exempted under Para 27A of Employees Provident Fund Scheme 1952 and recognized by Income Tax Authority U/S 3(1) Part-1, iv-th schedule of I. T. Act 1961.
4. The total number of members of the fund as on 01.04.2023 was 95 (ninety five only).
5. The total Fund as on 31.03.2023 was Rs 32.81 crore [Thirty two crore eighty one lakh] (approx).

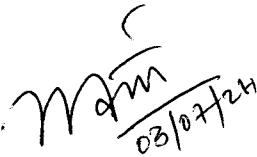
For further information our Secretary, P. F. Trust may be contacted at Dankuni Office on week days in between 11 am and 2 pm.

Interested Firms may send their offer along with their profile & credentials in a sealed envelope to the Chief General Manager, Mother Dairy Calcutta, P.O. Dankuni Coal Complex, Dist. Hooghly, Pin - 712310 (Gate - 1).

Thanking you,

Yours faithfully

For Mother Dairy Calcutta

  
M. M. M.  
03/07/24

In-charge (Purchase)

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**ANNEXURE I**

**Essential conditions**

1. Bidders are requested to submit the General Terms & conditions, Essential Conditions and quote professional fees duly signed on all pages with official seal as a token of their acceptance.
2. Offer(s) should be submitted in the enclosed Offer Form only.
3. The bidders are requested to enclose self-attested photocopies of the following documents along with the quotations –
  - i) Copy of GST registration certificate
  - ii) Copy of PAN
  - iii) Income Tax Return for the assessment year 2023-24
  - iv) Current and Valid Trade License
  - v) ICAI No
  - vi) CAG empanelment no
  - vii) Relevant Credentials
4. Any over-writing / use of whitener in the offer will not be accepted and such offers will be straightway rejected.
5. 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.
6. Quoted rate should be kept valid for the entire period of execution of the job. No escalation of rate on any ground what-so-ever will be allowed during the execution period.
7. Offers submitted by Fax, e-mail etc. shall not be accepted.
8. ***No Firm will be appointed for two consecutive years. No Firm will also be appointed more than two years in a block of six years.***
9. ***Sealed offer should reach our office within 15.07.2024 till 02.00 pm mentioning Enquiry No, date, closing date on top of the envelope.***

Order may be placed on the successful bidder at the earliest.

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

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## **ANNEXURE II**

### **General Terms & Conditions**

1. Bidders having similar working experience with reputed organization(s) for at least 3 (three) years will be preferred. Such experience should be supported by certificate issued by competent authority / photocopy of job completion certificate etc.
2. The Dairy Administration as well as the assigned firm reserves the right to terminate this contract by giving 30 days clear written notice for any reason whatsoever.
3. The agency shall obtain all necessary licenses such as Trade License, Professional Tax Clearance certificate and other licenses as required to run this business and shall be entirely responsible for the payment of dues to your persons as per regulation in force, and for complying with all the statutory obligations like ESI & Workmen Compensation Act as applicable from time to time and will keep Mother Dairy Calcutta indemnified for and in respect of all your acts or omissions.
4. The work shall be carried out according to the instruction given by the authorized representative of the Dairy.
5. Payment shall be made on actual and complete execution of the job. It will be released within 30 days after submission of bill duly certified by the competent authority.
6. Under any circumstances you shall not sub-late the work to any individual / Firm / company etc. at any time within the contract period.
7. If at any time your personnel is found involved in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from you and also penalize you as mutually agreed.
8. If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-II, Sector-III, Salt Lake City, Kolkata - 700 106. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under of any enactment or statutory modifications thereof for the time being in force.

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**ANNEXURE III**

**OFFER FORM**

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03.07.2024

due date 15.07.2024 (till 02.00 pm)

Sub : Annual audit of Accounts of P. F. Trust for the year 2023 - 2024

We have read out and understood the details of the job to do and the terms and conditions to be complied with. We are interested to take up the job. Our total fees / charges is mentioned below

Rs ..... (Rupees .....)

Rate of GST .....%

Amount of GST : Rs .....

Total : Rs .....

**[Estimated Rate : Rs 8000.00, excluding GST, as prescribed in ICAI guidelines].**

.....  
Signature of bidder with official stamp