

West Bengal State Warehousing Corporation

(A Statutory Corporation)
Khadya Bhavan, B-Block, 4th Floor,
11A, Mirza Ghalib Street,
Kolkata – 700 087.

Website: www.warehouseingwb.com

E_mail : accts-swc@wb.gov.in

Memo No.: 561/T(III)-04/2017-18/SWC

Date: 19. 06. 2024

NOTICE INVITING TENDER FOR COMPILATION FINALIZATION OF ACCOUNTS OF WBSWC FOR THE F.Y. 2023-24.

West Bengal State Warehousing Corporation, incorporated under The Warehousing Corporation Act, 1962 and under the administrative control of Food & Supplies Deptt, Government of West Bengal, inviting e-Tender in two bid system for appointment of one experienced practicing CA Firm empanelled under CAG for **Compilation and Finalization of Annual Accounts of WBSWC for the Financial Year 2023-24 and other allied works relating to Annual Accounts 2023-24.**

In the event of e-filling, intending bidder shall download the tender documents consisting of this N.I.T., eligible criteria, Scope of Work, Condition of work, other conditions, guidance to bidder and different Annexures & declaration from the website <https://wbtenders.gov.in> with the help of Digital Signature Certificate. **Both Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

Date and Time Schedule of e-Tendering

Sl. No.	PARTICULARS	DATE	TIME	VENUE/PORTAL
1.	<i>Date of uploading (Publishing) of NIET and other Documents (Online)</i>	19/06/2024	18.55 Hrs	www.wbtenders.gov.in
2.	<i>Documents download start date (Online)</i>	19/06/2024	18.55 Hrs	www.wbtenders.gov.in
3.	<i>Pre-Bid meeting</i>	24/06/2024	12:30 Hrs	Conference Hall of WBSWC Block-B (4 th Floor), 11/A Mirza Ghalib Street, Kolkata-700087

4.	<i>Bid proposal submission start date (Online)</i>	26/06/2024	12:30 Hrs	www.wbtenders.gov.in
5.	<i>Bid proposal Submission end date (Online)</i>	03/07/2024	12:00 Hrs	www.wbtenders.gov.in
6.	<i>Date & Time of opening of Technical bids (Online)</i>	05/07/2024	12:00 Hrs	www.wbtenders.gov.in
7.	<i>Date & Time of opening of Financial bids</i>	Will be intimated later.		

Period of contract	01 (one) year
Bid validity period	120 days w.e.f. the date of publishing of NIET.
Minimum bid Value	Rs.1,50,000/-

No EMD & SD and tender fees is applicable

A) SCOPE OF WORK:-

- 1) Checking verification of Receipt, Payment, Journal and Contra vouchers.
- 2) Checking of Warehouses basis Cash statement with Tally Cash Account. (124 Warehouses & HQ)
- 3) Checking of storage bills.
- 4) Preparation of rectification journal, provisional journal as per verification, if required.
- 5) Reconciliation of banks (29 Nos. of banks + 119 virtual A/cs)
- 6) Reconciliation of 26AS
- 7) Calculation of Fixed Deposit Interest.
- 8) Calculation of Bank Auto Sweep Interest.
- 9) Calculation of Godown Rent, If required.
- 10) Calculation of Depreciation and preparation of Asset Schedule.
- 11) Calculation of Dividend as per guideline of WBSWC
- 12) Must attend during Statutory Audit and Supplementary Audit for the concerned FY.

Total no of Warehouses:-156

NB:- Following kind of warehouses that remain under the Administrative control of WBSWC:-

SWC Own-25

RIDF-89

Private Hired-24

GFD-4

RKVY-9

PEG-5

**No of warehouses may vary time to time.

** All Reconciliation and Calculation to be done in MS Excel and soft copy must be submitted to the CGM (FIN) SWC.

B) CONDITION OF WORK:-

- The representative of the Firm must be adequately qualified and capable to visit along with CAs at least thrice a week at the HQ of WBSWC for monitoring the work allotted. The firm must report and consult to the CGM (FIN) as and when required regarding the progress of work.
- The Firm must complete the Finalization of Accounts of WBSWC in all respect including Bank Reconciliation etc. within two months from the date of issuing of Work order.

C) Eligibility Criteria :

- 1) The CA Firm should have **Headquarter in Kolkata**
- 2) Minimum standing of the CA firm should be 15 (fifteen) years.
- 3) The CA Firm should have at least 10 years experience in Finalizing of Accounts of Govt. department/PSU/Corporations/Statutory Bodies. **Preference will be given to the Firms having at least 3 years experience in finalizing of accounts of Govt. Warehousing Corporations. viz. SWCs, CWC, FCI etc.** Completion Certificates from Work order issuing authority must be submitted with the tender document (Annexed format G).
- 4) The CA Firm must be empanelled with CAG and having good knowledge of CAG Audit formalities and compliance thereof.
- 5) The CA firm should have minimum average annual turnover of Rs.2.00 Cr. during last three Financial years. Audited accounts and Tax audit report for last three years must be submitted.
- 6) Minimum no. of Partners of the CA firm should be 5 and the Partners shall possess a Certificate of Practice from the Institute of Chartered Accountants of India.
- 7) The Individual/Partner/Partners/Firm should not be convicted of any offence or debarred or imposed punishment on by any competent court/statutory authority/ICAI, for which a separate declaration is required from the Partners. (Annexed format E)
- 8) An individual/partners of the firm should not be associated with the Corporation other than on the ground of professional assignment or any of its directors/key managerial personnel/Senior management in any manner during a period of two years immediately preceding the date of tender, for which a separate declaration is required from the Individual /Partners. (Annexed format D)

D) General guidance for e-Tendering:-

- ✓ Any CA firm willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in>.
- ✓ Each CA firm is required to obtain a Class-III Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token.
- ✓ The CA firm can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

E) Submission of Tenders:-

Tenders are to be submitted through online to the website stated in **Clause D** in two covers-one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded scanned copy duly Digitally Signed. The documents will get encrypted.

F) Technical proposal :

The Technical proposal should contain scanned copies of the following documents-

- Bidder's details (Annexure-A)
- Copy of Firm Regn. No. issued by ICAI.
- ICAI Confirmation for the partners as on 01.01.2024.
- Latest CAG empanelment certificate.
- Valid Trade License of the firm.
- Credential certificates as desired along with Works experience (Annexure-G).
- GST Registration certificate,
- P.Tax Registration and latest challan.
- PAN and AADHAR of Partners.
- Last three years (F.Y. 2020-21, 2021-22 & 2022-23) I.Tax return.
- Audited Accounts & Tax Audit report of last three years (F.Y. 2020-21, 2021-22 & 2022-23).
- Copy of Partnership Deed.
- Copy of Power of Attorney.
- Bid Form (Annexure-B)
- Declaration (Annexure-C)
- Self Certificate regarding non-association with WBSWC (Annexure-D)
- Self Certificate regarding blacklisting/non blacklisting (Annexure-E)
- Financial capability (Annexure-F)

- Checklist (Annexure-H)

G) Financial proposal:-

- The financial proposal should be submitted only through BOQ.
- Rate quoted in the BOQ shall be exclusive of all kind of applicable Taxes, & GST/IGST. **The price should be firm, final and irrevocable throughout the contract period.**

H) Signing of tender :-

- ✓ Person or persons signing the tender shall state in what capacity he/she is or they are signing the tender. In the case of partnership firms, the names of all the partners should be disclosed and the tender shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The attested copy of the partnership deed should be furnished along with the tender.
- ✓ The persons signing the tender form or any document forming part of the tender on behalf of another or on behalf of a firm or shall be responsible to produce certified copy of proper Power of Attorney on stamp paper duly signed and notarized by a certified Notary Advocate in his favour stating that he/she has authority to bind such other person or the firm as the case may be, in all matters pertaining to the contract. If the person so signing the tender, fails to produce the said power of attorney his tender shall be liable to summarily rejection, without prejudice to any other rights of the WBSWC under the Law.

I) Tender Committee:

The Tender Committee of WBSWC will evaluate both Technical and Financial bids to be submitted by the bidders. The Financial bid will be considered only if the Technical bid of the tenderer is found qualified by the 'Tender Committee'. The decision of the Tender Committee will be final in all respect.

J) REJECTION OF BID :

- If any or all the Technical documents as sought in clause F are not submitted by the bidder, the bid will be summarily rejected.
- If any document submitted by the bidder is found to be false/fabricated/incorrect/mis-informed/incomplete/invalid etc. the bid will be summarily rejected.

K) Award of Work Order :

- The contract will be awarded to lowest bidder (L1).
- In case two or more firms are found to have quoted the same rates, following procedures will be followed :-

A) Spot table bid will be invited from the L1 bidders;

B) If still there is a tie after table bid, tender committee will enjoy the full right to offer contract to the higher credential bidder and in such case no bidder may challenge the sole decision of tender committee.

- Before issuance of the work order, the tender committee may verify the credential and other documents of the successful tenderer with original one. After verification, if it is found that such documents submitted by the successful tenderer are false/ fabricated/incorrect/mis-informed/incomplete/invalid in that case work order will not be issued in favour of the L1 bidder. Under such circumstances, by following above procedure, opportunity will be given to L2 bidder to carry out the assignment at L1 rate and so on.
- The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

L) Dispute redressal:-

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, WBSWC, will be final and binding on both the parties to the contract.

M) Schedule of Payment of professional fees:-

- ✓ 60% will be released after submission of draft accounts and completed all parameters that mentioned in scope of work.
- ✓ 40% will be released after completion of Statutory Audit 2023-24.

For any queries or clarification, the Bidders may contact GM(Finance) of WBSWC on any working day between 11.30 a.m. to 4.00 p.m. till closing date.

**OSD & EO Secretary
WBSWC**

No. : /T(III)-04/2017-18/SWC

Date: 19. 06. 2024

Copy for information to :

1. All sectional heads of WBSWC
2. Notice Board of WBSWC.

**OSD & EO Secretary
WBSWC**

Annexure-A
WEST BENGAL STATE WAREHOUSING CORPORATION

Tender No.

[On the original letterhead of the bidder]

Bidder's Details

1	Name of the firm	
2	Name and Designation of Authorized Signatory	
3	Communication Address:	
4	Office Phone No. : Mobile No.:	
5	Fax : E-Mail ID :	
6	GST Registration No.: PAN No. :	
Particulars Details of the Bidder / Representative		
7	Name of Contact Person: Designation: Phone No.: Mobile No. : E-Mail ID :	

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Firm's Rubber Stamp: _____

Annexure-B
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)

[On the original letterhead of the Bidder]

BID FORM

To
 The Managing Director,
 West Bengal State Warehousing Corporation,
 Khadya Bhavan,
 11A, Mirza Ghalib Street, Block –B, 4th Floor,
 Kolkata – 700 087.

Sub: Tender for Hiring Chartered Accountancy Firm For Compilation and Finalization of Accounts for the financial year 2023-24.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the tender No _____2024, do hereby propose to execute the job as per scope/condition of work as set forth in your bid documents.

We further declare that the rate should be firm, final and irrevocable throughout the contract period. Rates are valid for a period of 120 (one twenty) days only from the date of opening of bid.

We agree that WBSWC reserves the right to accept or reject the bid and its decision will be final and binding on Bidder.

Dated, thisday of2024

Thanking you, we remain,

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Annexure-C
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)

[On the original letterhead of the Bidder]

Date : _____

DECLARATION

I/We, _____ Son/Daughter/Wife of _____ Resident of _____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated/ incorrect/mis-informed/incomplete/invalid document would lead to rejection of my tender at any stage.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then WBSWC shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Date : _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-D**WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

Date : _____

Self Certificate regarding non-association with WBSWC

I/We, _____ Son/Daughter/Wife of _____ Resident of _____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby declare that an individual/partners of the firm is not associated in any manner with the Corporation other than on the ground of professional assignment or any of its directors/key managerial personnel/Senior management during a period of two years immediately preceding the date of tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by WEST BENGAL STATE WAREHOUSING CORPORATION. In addition to the above WBSWC will not be responsible to pay the bills for any completed/ partially completed work.

Date : _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-E**WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

Self Certificate regarding blacklisting/non blacklisting

I /We, individual/ Partner/ Partner (s) ofhereby declare that the Individual/Partner/Partners/Firm/company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I /We, individual/ Partner/ Partner (s) of hereby declare that the Individual/Partner/Partners/Firm/company namely M/S.....Was blacklisted or debarred by any Government Department/ competent court/statutory authority/ICAI from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm is entitled to take part in Government tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by WEST BENGAL STATE WAREHOUSING CORPORATION. In addition to the above WBSWC will not be responsible to pay the bills for any completed/ partially completed work.

Date :_____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-F**WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder/Contractor]

Annual turnover details of the Bidder from [insert relevant details]

	Financial Year	Turnover in Indian Rupees
	2020-2021	
	2021-2022	
	2022-2023	

[Extra rows may be added, if required]

*Audited Accounts and tax audit report of the Bidder for each of the above mentioned financial years shall be submitted as supporting evidence.

Date : _____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Annexure-G
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)
 [On the original letterhead of the Bidder]
Details of works of similar type executed by the Bidder

Sl. No.	Name of the Company /Firm with full address, phone, fax and name of contact person	Work description	Ref. & Date of the order	Work Order Value	Date of Start of work	Date of Completion of work

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.

2. If required, extra rows or separate sheet may be used to submit the information.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company/Firm Rubber Stamp : _____

Annexure-H**Checklist for Technical Bid****WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

Sr No.	criteria	Documents to be provided	Attached Y/N	Page No.
1	Bidder's details(Annexure-A)			
2	Copy of Firm Regn. No. issued by ICAI			
3	ICAI Confirmation for the partners as on 01.01.2024			
4	Latest CAG empanelment certificate			
5	Valid Trade License of the firm			
6	Credential certificates as desired (Annexure-G)			
7	GST Registration certificate			
8	P.Tax Registration and latest challan			
9	PAN and AADHAR of Partners			
10	Last three years I.Tax return			
11	Audited Accounts & Tax Audit report of last three years			
12	Copy of Partnership Deed			
13	Copy of Power of Attorney			
14	Bid Form (Annexure-B)			
15	Declaration (Annexure-C)			
16	Self Certificate regarding non-association with WBSWC (Annexure-D)			
17	Self Certificate regarding blacklisting/non blacklisting (Annexure-E)			
18	Financial capability (Annexure-F)			

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Firm: _____