



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

----- 2, Church Lane, (4th Floor), Room No. 401, Kolkata - 700 001 -----

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E-mail : wbseps@gmail.com

No. SEPS/125/23-24

Date : 12-05-23

NOTICE INVITING EOI

EXPRESSION OF INTEREST FOR FROM CHARTERED ACCOUNTANT FIRMS FOR ENGAGEMENT AS STATUTORY AUDITOR FOR CONDUCTING AUDIT ON ANNUAL ACCOUNTS OF WBSEPS FOR THE FINANCIAL YEAR 2022-23

Sealed quotations are invited from the Chartered Accountant Firms for engagement as Auditor for conducting statutory audit on annual accounts of West Bengal State Export Promotion Society (WBSEPS) for the financial year 2022-23.

1. Last date of submission of quotation: 23.05.2023 upto 03.00 PM.
2. Opening of quotation: 23.05.2023 at 3.30 PM.

Detailed terms & conditions will be available in the website of WBSEPS i.e. www.wbseps.com.


Director & Member Secretary
West Bengal State Export Promotion Society

**NOTICE INVITING EOI FROM
CHARTERED ACCOUNTANT FIRMS
FOR ENGAGEMENT AS STATUTORY
AUDITOR FOR CONDUCTING AUDIT
ON ANNUAL ACCOUNTS OF WBSEPS
FOR THE FINANCIAL YEAR 2022-23**

1. SCOPE OF WORK: Conducting Statutory Audit on Annual Accounts of West Bengal State Export Promotion Society (WBSEPS) for the financial year 2022-23.

- a) Checking 100% entry of vouchers, Head of Account wise entries as Receipts & payment in Cash Book/ other financial statements.
- b) Checking of monthly reconciliation statement of all bank accounts.
- c) To check whether all financial transactions have been recorded in cash book and reflected in pass book and any deviation of fund is to be reported to the authority immediately.
- d) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same in pursuance of Generally Accepted Accounting Principles.

2. TIME PERIOD OF ENGAGEMENT:

The selected Chartered Accountant Firm will act as Statutory Auditor for one Accounting year i.e. 2022-23 which may be renewed for another two years on satisfactory completion of the assigned work.

TIME SCHEDULE:

The Statutory Audit Report for the financial year 2022-23 must be submitted within 10 working days after issuing of engagement order to the successful CA Firm.

3. QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those firms will be considered, which satisfy the following eligibility criteria :

- i. Have minimum three nos. of other Audit staff in addition to the Partners.
- ii. Not have been blacklisted by any govt or any other organization. None of its Proprietor/ Partners have ever been disqualified/ debarred from practice by The Institute of Chartered Accountants of India.
- iii. No person of the firm/partner is related to any employee of the WBSEPS or have any interest in their activities.
- iv. The team for preparation of accounts at WBSEPS must comprise of one Audit Manager and atleast one Audit staff.
- v. Experience of similar kind of works will be preferred.

4. PAYMENT TERMS

The payment against the services provided by the firm is subject to the following terms and conditions:

80% payment will be made after submission of the Audit Report and the balance 20% payment will be made after completion of CAG Audit of the accounts for the Financial year 2022-23.

5. SUBMISSION OF EOI

- i. **Annexure-A** --- duly filled application form along with all supporting document duly signed with seal of the authorized Partner of Firm should be submitted in one sealed envelope superscribed as – **“EOI FROM CHARTERED ACCOUNTANT FIRMS FOR ENGAGEMENT AS AUDITOR FOR CONDUCTING STATUTORY AUDIT ON ANNUAL ACCOUNTS OF WBSEPS FOR THE FINANCIAL YEAR 2022-23.”**
- ii. Date & Time of opening bid is 23.05.2023 at 3.30 p.m. The interested bidders or their authorized representatives may remain present at the time of opening of bid.
- iii. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

ANNEXURE -A

[TO BE FILLED-IN BY BIDDER]

1.	Name of the C.A. Firm	:	
2.	Address	:	
3.	Contact No.	:	
4.	E-mail ID	:	
5.	PAN No.	:	
6.	GST Registration No.	:	
7.	Registered No. of Institute of Chartered Accounts of India (ICAI)	:	
8.	Nos. of Staff	:	

FINANCIAL BID

(TO BE QUOTED IN BOTH FIGURE AND WORDS INCLUDING OF TAXES)

Item	Amount (Rs.)
Fee for conducting Statutory Audit on the accounts of WBSEPS for the F.Y. 2022-23	

Certified that :

1. The above particulars are true and correct.
2. No person of the firm/partner is related to any employee of the WBSEPS or have any interest in their activities.
3. The Firm and/ or none of the Proprietor/Partners have been blacklisted by any govt or any other organization and not have ever been disqualified/ debarred from practice by The Institute of Chartered Accountants of India.

Date:

Signature

Name and Designation with Seal