

Memo No: 377/2AP/69/2022

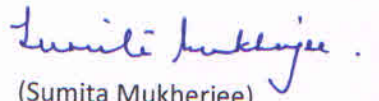
Date 16.04.2025

NOTICE INVITING QUOTATION

As per direction of Labour Department, WB sealed quotations are invited from reputed Chartered accounts firm empanelled with CAG for Appointment as statutory auditor for internal audit of accounts of West Bengal Labour Welfare Board which is a statutory and autonomous body under Department of Labour, Government of West Bengal for the financial year 2024-25.

Terms and Conditions:

1. The audit will be done at the Head Office at P-3, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700054 and Regional Office at Dagapur Complex, P.O. Pradhan Nagar PIN-734403, District: Darjeeling.
2. The quoted audit fee shall be inclusive of all charges, taxes and duties and out of pocket expenses. However, GST will be payable extra as per norms.
3. **Only CAG empanelled Auditor will be eligible to apply. The empanelment number is required to be mentioned in the application.**
4. The Auditor firm must have at least 20 years of experience and have executed similar type of audit assignments under any Government body/ undertaking/ Autonomous body/ statutory body, (Copy of such orders to be enclosed is **mandatory**)
5. Audit firm must have yearly turnover of not less than 70 lakh for Financial year 2023-24
6. The Auditor firm must have an office within the jurisdiction of Kolkata Municipal Corporation
7. The Auditor firm must submit Self attested copy of Valid Trade License, PAN card, GST Registration Certificate, last year IT Return, Service Tax Registration Certificate.
8. The quotation must clearly indicate **“Quotation for appointment Statutory Auditor for audit of accounts of West Bengal Labour Welfare Board at the head office at Kolkata and regional office at Dagapur, Siliguri for the financial year 2024-25”**, addressed to the Welfare Commissioner, West Bengal Labour Welfare Board P-3, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700054 and shall be dropped in the Quotation Box kept at the 1st Floor of West Bengal Labour Welfare Board P-3, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700054 from **21.04.2025 to 02.05.2025** except Saturday, Sunday and other Government holidays within **11:00 AM to 4:00 PM**. No other mode of submission of quotation will be allowed. No receipt copy of submission of quotation will be given.
9. **The Quoted rate (Financial Bid) must be submitted in separate sealed envelope which will be opened for those firms selected based on the credentials.**
10. **Quotation received after 4 pm by May 02, 2025 will not be allowed. Date of opening of financial bid for eligible firms is on May 06, 2025 at 12:30 PM.**
11. Incomplete quotations submitted will be rejected without assigning any reason thereof.
12. West Bengal Labour Welfare Board reserves the right to accept or reject one or all quotations without assigning any reason there.


(Sumita Mukherjee)
Welfare Commissioner

APPLICATION FORM

SL. NO.	DESCRIPTION	TO BE FILLED
1	NAME OF THE AUDIT FIRM	
2	DATE OF REGISTRATION OF THE FIRM	
3	REGISTERED ADDRESS OF THE FIRM	
4	NAME OF PROPRIETOR/ PARTNER	
5	MOBILE NUMBER	
6	EMAIL ID	
7	CAG EMPANELMENT NUMBER WITH YEAR	
8	TOTAL NUMBER OF YEARS OF EXPERIENCE OF FIRM	
9	DETAILS OF WORK EXPERIENCE (ENCLOSE SEPARATE LIST IF REQUIRED)	1 2 3 4 5
10	DETAILS OF INCOME AS PER INCOME TAX RETURN 2020-21	
11	TRADE LICENCE NUMBER (PLEASE MENTION ISSUING AUTHORITY'S NAME)	
12	PAN OF FIRM	
13	GST NUMBER OF FIRM	

Signature with name and Firm Seal

Documents to be attached: -

Self-attested photo copy of

- Registration certificate of firm
- Trade License
- PAN Card of Firm
- GST registration certificate
- Copy of IT return 2023-24
- Balance sheet of the firm for 2023-24
- Copies of orders of engagement for executed similar assignment with Government body/ Govt. undertaking/ Autonomous body/ statutory body under the Government.