



# WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, Kshudiram Bose Sarani, Belgachia, Kolkata-700 037  
email: wbuafs1995@gmail.com, registrar.wbuafs@gmail.com

Prof. Partha Dás, Ph.D.  
Registrar (Actg.)

Ref. No.: WBUAFS/Audit/A-14 (Pt-III)/

Dated:

## NOTICE INVITING QUOTATION

West Bengal University of Animal & Fishery Sciences invites Expression of Interest (EOI) from reputed and experienced CA Firms for preparation, compilation and finalization of Annual Accounts of the University for the year 2023-24 within stipulated time period.

Offer should be submitted under two bid systems. First bid shall be known as "Technical Bid". In case of lack of any information, the Technical Bid shall be liable to be rejected. Second bid shall be known as "Financial Bid". Financial bid will be opened only when technical bid is found to be qualified. Both the envelopes (envelope of technical bid & envelope of financial bid which should be duly sealed) should be kept in one big sealed envelope on which bidder should quote the notification no. & title of the job.

The last date of submission of offer is on 05.04.2025 up to 12.00 Noon. The Opening of offer will be held on the same day i.e. 05.04.2025 at 12.30 PM in the Office of the Registrar, WBUAFS, 68 K B Sarani, Kol-37. Details are in Annexure-I, II, III, IV and VI.

The University reserves the right to accept or reject any/all Offer without assigning any reason what so ever.

Sd/-  
(Partha Das)  
Registrar (Actg.)

Ref. No.: WBUAFS/Audit/A-14 (Pt-III)/ 742/i(5)

Dated: 20.3.25

Copy forwarded for kind information & taking necessary action please to:

1. Vice-Chancellor's Secretariat, WBUAFS.
2. Finance Officer, WBUAFS.
3. In-Charge, CLINS with a request to upload the said Notification in University Website.
4. Notice Board (All)
5. Office copy.

*[Signature]*  
20/3/25  
Registrar (Actg.)

**Format for submission of Technical Bid**

(On the letter head of the Bidder)

1. Name of the Chartered Accountant Firm:
2. Registration Number of the Chartered Accountant Firm:
3. Date of Registration of the Firm:
4. Particulars of the Firm:-
  - I. Address of the Head office / Branch of the firm as registered with the Institute of Chartered Accountants of India:
  - II. (a) Telephone Number with STD code :  
(b) Mobile Nos. of the partners
  - III. Email address of the firm
  - IV. Website of the firm, if any
  - V. PAN No. of the Firm (Self Certified with Seal Copy to be enclosed)
  - VI. GST No of the firm (Self Certified with Seal Copy to be enclosed).
5. Technical Details (Self certified and stamped documents only):-
  - (1) Copy of firm's Registration certificate issued by Institute of Chartered Accountants of India - to show the Experience in Practice (No. of years)
  - (2) The document showing empanelment number for registration with C&AG of India.
  - (3) Self-declaration Certificate to show that the firm is not black listed.
  - (4) Details providing details of the Partners/FCAs/ACAs of the CA firm with relevant experience and engagement with respect to the Scope of Work as mentioned in the Bid document.
  - (5) Certificate providing details of the Audit employees/staff with respective qualification.

- (6) Copy of the IT return of the Firm/full time partners/Sole proprietor/others, as the case may be, for the last three financial years.
- (7) Details with respect to experience of carrying out minimum 03 (three) nos. of Internal Audit/Statutory Audit of Govt. Organization/Limited Co./Public Limited Cos. Having a minimum turnover of Rs. 10.00 Cr. (At least 3 companies) in any of the last 3 (three) Financial years. Copy of Ownership of Office/Rent Agreement with Electricity Bill/Copy of Certificate of Incorporation from ICAI as proof to show that the Firm's Head Office/Branch Office is situated in Kolkata.
- (8) Details to be provided to show the average gross professional fee received/earned by the firm in last three financial years.

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory With  
Official Stamp

**FINANCIAL BID**

To  
 The Registrar  
 West Bengal University of Animal and Fishery Sciences  
 68, K.B. Sarani, Kolkata – 700 037

Sir,

With reference to your EOI vide No ----- dated -----  
 -----, I am/We are furnishing below my/our lowest rates as per your Terms and Conditions:-

Sl. No.	Item	Rate Quoted in Rs. (inclusive of all)
1.	Preparation, compilation and finalization of Annual Accounts of the University for the financial year 2023-24.	

We/I accept all the terms and conditions fully.

Date: .....

Signature

Name of the Firm .....

Name of the Proprietor .....

Name of the Partner of the Firm .....

Address for Communication .....

Contact Phone No. ----- Fax -----

Email: \_\_\_\_\_

**TERMS OF REFERENCE**

**BACKGROUND:** *The West Bengal University of Animal & Fishery Sciences* is the only University of its kind in the State of West Bengal imparting education and undertaking research and extension activities in the fields of Veterinary & Animal Sciences, Dairy Technology and Fishery Sciences under a separate Directorate of Research, Extension and Farms. The University was established in the year 1995 vide West Bengal Act VI of 1995 after being bifurcated from Bidhan Chandra Krishi Viswavidyalaya (BCKV). The university has 3(three) Faculties viz. Faculty of Veterinary & Animal Sciences situated at both Belgachia (PG) and Mohanpur (UG), Faculty of Dairy Technology at Mohanpur and Faculty of Fishery Sciences at Chakgaria, Kolkata catering Under-graduate, Master Degree and Ph. D courses. The Faculty of Veterinary & Animal Sciences is located both at Belgachia (Kolkata) and Mohanpur (Nadia) campus. Administrative Office of the University is located at Belgachia.

The University has three KVKs, one each in the District of Jalpaiguri, Murshidabad and 24-Parganas (North). All the KVKs have been functioning based on the mandates formulated by the Indian Council of Agricultural Research (ICAR) and the University through mutual understanding.

**STANDARDS:**

The job will be carried out in accordance with the Engagement and Quality Control Standards promulgated by the Institution of Chartered Accountants of India (ICAI). The auditor should accordingly consider materiality when planning and performing the job to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the project financial statements.

**Details of Assignment:**

Details of the assignment are as follows:

1. General Ledger Posting.
2. Preparation of consolidate Balance Sheet along with all Relevant Schedule & Annexure.
3. Preparation of Income & Expenditure Account.
4. Preparation of Receipt & Payments Account.
5. Preparation of Trial Balance
6. Preparation of Bank Reconciliation Statement.
7. Finalization of Annual Accounts for the year 2023-24
8. To be associated in satisfactory completion of Audit of the Accounts by AG, West Bengal
9. Verification of Books of records, nature and format of the Accounts of the University.

Elaboration of the assignment:

1. Compilation and Finalizing of the Annual Accounts of the WBUAFS along with incorporating the necessary rectification as per the CAG requirement and formats for submission to CAG Audit Team .
2. Assisting the University in getting the Annual Accounts audited by the party of CAG, assisting in complying and replying the observations of CAG so far as the true and fair view of the financial statements are concerned.
3. Preparation of reconciliation statement of all the bank accounts of WBUAFS on monthly basis and suggesting necessary accounting entries.
4. Preparation of Broad sheets/ Schedules for GPF/CPF, temporary advances, TA , LTC and other advances of staff along with reporting on the outstanding advances.
5. Checking of accounting of Central Government Grants, Endowment Funds, Plans & Non Plan Expenses etc.;
6. Review of books of accounts of the University and to suggest corrective actions after discussions & deliberations;

**TIME LIMIT:**

Time limit for the job "Preparation, compilation and finalization of the Annual Accounts of the University for the year 2023-24" is 03 (three) months from the date of issuance of appointment letter.

**ELIGIBILITY CRITERIAN:**

- a. Experience of CA Firms - The firm should have a minimum professional experience of 10 (Ten) years.
- b. No. of Partners of the Firms - The firm should have minimum 3 (Three) nos. of Partners. Bio Data of each partner needs to be submitted.
- c. Annual Turnover of the Firm - The firm should have minimum annual turnover of 50 lakh during last three years. Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA to be submitted
- d. No. of Statutory Audit / Internal Audit - The firm should have an experience of carrying out minimum 03 (Three) nos. of Statutory Audit/ Internal Audit of Limited Company/Public Ltd. Co./ Government companies having a minimum turnover of 10 cores (At least 3 companies) in any of the last 3 Financial Years.
- e. No of qualified CA's with the Firm - The firm should have at least 3 employees as Chartered Accountants on the date of Tender submission.
- f. The Firm should have Head Office / Branch Office in Kolkata.
- g. The firm should be empanelled with the CAG of India for conducting statutory audit of Government organizations.
- h. The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of

- registration certificate with ICAI of the firm
- i. Copy of Registration certificate/allotment letter of service tax number to be submitted.
  - j. Copy of last income tax return to be submitted.
  - k. The firm needs to submit documents of at least two currently running contract of similar nature along with the Appointment order/Work order certificate. (Preferably of Government organizations)

**Conditions for Bid to be considered Valid.**

**TECHNICAL BID:**

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

**"Application for prequalification and Appointment towards pending Annual Accounts" vide Tender No. "** \_\_\_\_\_

- a) . **Cover-1 "Technical Bid" as mentioned in Annexure I Cover-2, "Financial Bid" as mentioned in Annexure II.**
- b) Incomplete offers would be summarily rejected. No extension of time shall be permitted for the submission of Tender Documents and/or Tender opening date.
- c) No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- d) Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- e) While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; WBUAFS will bear no financial implication on this account.
- f) WBUAFS takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- g) WBUAFS shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against WBUAFS for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by WBUAFS, even though WBUAFS may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.
- h) Any other requirements as deemed fit in view of the requirement of the institute as per law.

### **FINANCIAL BID:**

- (a) The bids should be unconditional. Conditional bids would be summarily rejected.
- (b) Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only.  
(The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- (c) Evaluation of bids shall be done on the basis of rates quoted in the price bid separately.  
(Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
- (d) If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- (e) If any tie in price bids received from different bidders, then it shall be at the discretion of the WBUAFS to select the suitable bidder.
- (f) Disputes, if any, shall be resolved by sole Arbitration nominated by the WBUAFS.
- (g) Currencies for bid and payment shall be in Indian Rupees only.

### **Terms & Conditions:**

1. The assignments shall be given to one firm only.
2. The job is to be taken up as early as possible.
3. The audit firm appointed by WBUAFS must not sub-contract the work.
4. If process/performance of the audit team are not found satisfactory, the WBUAFS reserves the right to terminate the appointment of the firm at any time.
5. Shifting of Office file out of the office premises is not allowed in any case.
6. In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default.
7. **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through NEFT/RTGS as per the bank details mentioned on bill submitted to the Institute. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment. 70% (Seventy Per Cent) of Total Contract Value after preparation and submission of the Annual Accounts of all the four years and its scrutiny and acceptance by the Finance committee of WBUAFS. Balance 30% (Thirty Per Cent) after satisfactory completion of the CAG Audit



**Self - Declaration - No Blacklisting**  
(On the letter head of the Firm)

To,

The Registrar  
West Bengal University of Animal & Fishery Sciences  
68, K. B. Sarani, Kol-37.

Sir,

In response to the Bid vide No.....  
I/ We hereby declare that presently our Chartered Accountant (CA) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures

Name

Seal of the CA Firm

Place

Date

## UNDERTAKING

Annexure-V

To,

The Registrar,  
West Bengal University of Animal & Fishery Sciences  
68, K. B. Sarani, Kol-37.

Sir,

- i. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
- ii. It is also to certify that information given in this tender document are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
- iii. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad.

Date: \_\_\_\_\_ Signature of the tenderer

Place:

with seal

Name of the tenderer: with address