



The West Bengal Central School Service Commission

ACHARYA SADAN : 11 & 11/1, Block-EE, Salt Lake, Sector - II, Kolkata-700 091

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website : www.westbengalssc.com

Memo No.233/304A/CSSC/ESTT/2023

Dt.16.02.2023

NOTICE INVITING QUOTATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION AND COMPIATION OF ANNUAL FINANCIAL ACCOUNTS OF THE WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION FOR THE FINANCIAL YEARS FROM 2017-2018 UP TO 2022-2023

Sealed quotations are invited from bonafide and experienced Chartered Accountants Firms for preparation of Annual Financial Accounts including preparation of allied Books of Accounts for The West Bengal Central School Service Commission for the financial years from 2017-2018 up to 2022-2023. The engagement of Chartered Firms shall be made through two bid systems i.e. Technical & Financial separately. Only the Technically qualified Chartered Accountant firms shall be allowed to Financial Bid.

1. Last date of receipt of Quotation paper : 28th February, 2023 upto 02.00 PM.
2. Opening of Quotation paper : 28th February, 2023 at 04.00 PM.

Detailed terms & conditions along with Quotation Paper will be available in WBCSSC website i.e. www.westbengalssc.com.

Sd/-

Secretary

The West Bengal Central School Service Commission



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Terms of Reference for Appointing of a Chartered Accountant Firm for preparation of Annual Financial Accounts including preparation of allied Books of Accounts for the financial years from 2017-2018 up to 2022-2023

The West Bengal Central School Service Commission, an Autonomous Body under the administrative control of the School Education Department, set up in terms of WBSSC Act, 1997, started functioning from 1st November, 1997, invites proposals from the reputed Chartered Accountant Firms for preparation of Annual Financial Accounts including preparation of different allied Books of Accounts for the financial years from 2017-2018 up to 2022-2023.

Before submission of the proposal, the intending participant shall go through the Scope of Work and other terms of reference as defined herein under :

1. SCOPE OF WORK :

Detailed activities of the services mentioned in Scope of Work are as follows :

- (a) Preparation of Annual Financial Accounts for the financial years from 2017-2018 up to 2022-2023 on accrual basis comprising Receipts & Payments Account, Income & Expenditure Account and Balance Sheet in the Format approved by the C & AG of India.
- (b) Preparation of Journal, Ledger Book and allied records reflecting the transaction occurred during the financial years from 2017-2018 up to 2022-2023.
- (c) Preparation and maintenance of the following Registers :
 - i) E.M.D. Register and review & reconciliation of EMD accounts on date.
 - ii) Security Deposit Register and review & reconciliation of Security Deposit accounts on date.
 - iii) Investment Register and review & reconciliation of Investment Accounts on date.
- (d) Review of the Fixed Asset Register and preparation of the accounts of the Fixed Assets.
- (e) Preparation of the Bill Register.
- (f) Reconciliation of monthly Bank Statements.
- (g) Preparation of ancillary records, if any.
- (h) Impartation of training to the designated officials of the Commission including transferring of the knowledge to the personnel so trained.

The selected firm shall go through the nature of the audit queries and observations made by the office of the PAG (Audit), W.B. in course of conducting audit of the accounts of the Commission for the period from 1997-1998 to 2013-2014 and shall ensure that any type of discrepancies / deficiencies / irregularities in the accounts do not happen in the accounts for the financial years from 2017-2018 up to 2022-2023. The Chartered Firm shall prepare the accounts of the Commission after observing all Standard Financial Policies and Rules, which must reflect the actual financial position of the Commission and will be free from any type of ambiguity which may attract the adverse comments from the Govt. Audit Department. Nevertheless, the firm shall be responsible for meeting of the audit queries, if any, received by the Commission in course of audit of the accounts prepared by the said firm.

The job as stated above is to be completed as early as practicable, so that the Commission may submit the Accounts to the office of the PAG (Audit) duly approved in its meeting as per guideline of the C & AG of India.

2. TIME PERIOD OF ENGAGEMENT :

The selected Chartered Accountant Firm will act as Compiler of accounts for the financial years from 2017-2018 up to 2022-2023 which may be renewed for another two years on satisfactory completion of the assigned work. The West Bengal Central School Service Commission reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one week notice.

(a) TIME SCHEDULE :

The selected firm should submit the Annual Financial Accounts for the financial years from 2017-2018 up to 2022-2023 on accrual basis comprising Receipts & Payments Account, Income & Expenditure Account and Balance Sheet in the Format approved by the C & AG of India, within three (03) months from the date of engagement.

(b) REPORTING

The Firm shall submit the Annual Financial Accounts for the said financial years to the Chairman, The West Bengal Central School Service Commission.

(c) GENERAL

The Firm shall be given access to all information relevant for the purpose of conducting the compilation. This would normally include Books of Accounts, all documents, correspondence and other information associated with the WBCSSC.

3. QUALIFICATION CRITERIA OF THE CA FIRM :

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

- The firm must have registered office in Kolkata / West Bengal and all the communication to the firm will be made to that office address only.
- Registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
- Have minimum 5 years of experience after its registration.
- Have at least 3 years of experience in compilation of Accounts.

- Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above.
- If two or more bidder quote same rate, then experience of firm (old date of constitution of Firm) as mention in ICAI registration certificate and average high turnover of firm of last 3 years to be considered.

4. PAYMENT TERMS :

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

- a. The price quoted by the firms, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period. 10% increase in rate yearly, if engaged for subsequent years shall be applicable.
- b. GST will be paid at prescribed rate.
- c. TDS will be deducted as per Income Tax Act/Rule.
- d. GSTDS will be deducted as per GST Rule.

5. SUBMISSION OF NIQ :

- i. **Annexure - A** duly filled Qualification-cum-Technical Bid along with all supporting documents duly signed with seal of the authorized Partner(s) of Firm should be submitted in one sealed envelope super scribed as - 'TECHNICAL BID'.
- ii. **Annexure - B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as "FINANCIAL BID".
- iii. The above two envelopes containing Annexure - A and Annexure - B should be placed in One Covering Envelope and sealed super scribed as "SUBMISSION OF QUOTATION AGAINST NIQ No.233/304A/CSSC/ESTT/2023, dt.16.02.2023 FOR PREPARATION AND COMPILATION OF ANNUAL FINANCIAL ACCOUNTS OF THE WBCSSC FOR THE F.Y FROM 2017-2018 UP TO 2022-2023".
- iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v. The quotation paper should reach the following address latest by 02.00 PM on 28.02.2023 to **the Chairman, The West Bengal Central School Service Commission, 'ACHARYA SADAN', 11 & 11/1, Block-EE, Salt Lake, Sector - II, Kolkata-700 091.** Quotation paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is 28.02.2023 at 4.00 PM. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.
- vii. 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 to contract and without assigning any reason thereof.

6. EVALUATION OF TECHNICAL BIDS :

- i. The Technical Bid received by WBCSSC and those meeting the above criteria, will be considered.
 - ii. After the selection in Technical Bid, the Financial Bid will be opened in the presence of the representative of the firm.
 - iii. The CA Firm quoting lowest rate shall be considered for selection as the compiler of accounts of WBCSSC for the financial years from 2017-2018 up to 2022-2023.
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ANNEXURE -A

QUALIFICATION-CUM-TECHNICAL BID
[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]

Sl. No.	Particulars	Firm's Strength and Capacity	
1.	Chartered Accountant Firm	Name & Address of Firm	
		Name and address of the Authorized Partner(s)	
		Telephone STD Code	
		Mobile No(s):	
		Email Id:—	
		(Submit copy of supporting document regarding address)	
2.	Qualification Criteria		
a)	The CA Firm should be registered with the Institute of Chartered Accounts of India (ICAI) for minimum 05 years.	Mention Registration number and Date of Registration (Submit copies of the registration certificates)	
b)	Permanent Account Number (PAN) under Income Tax and registration Number under GST.	PAN & GST No. of the CA Firm (Submit Copy)	
c)	Average Gross Professional Fee received/earned by the CA Firm for the last 3 (three) years.	Provide copies the Audited Financial Statements of last three years & IT Return.	

d)	The Firms should have at least 3 years experience.	
(Attach copy of Work Orders as evidence)		
e)	Details of partnership Firm, if applicable	No. of Partners: Nos. (in figure) Nos. (in words)

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time the WBCSSC is at liberty to reject the proposal/work awarded to this CA Firm.

Signature of the CA Firm:

Date :

Place :

ANNEXURE -B

FINANCIAL BID*

(To be filled in by bidder)

PRICE QUOTATION FORMAT

Name of the FIRM _____

Sl. No.	Name of the Work	Total
01	Compilation Fees per Financial Year Add: GST @ _____%	
	Total	

(Rupees

only)

*[The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e. Travelling, lodging and food etc.]

We are agreed to all the quotation conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.

Signature of the CA Firm

Date :

Place :