



WEST BENGAL LABOUR WELFARE BOARD
P-3, C.I.T. SCHEME, VII M, KANKURGACHI, KOLKATA – 700054
Phone & Fax: - 033-2320 7624, Email: - wblwb.commissioner@gmail.com

Memo No: **1131** /2AP/69/2022

Date. 23.05.2022

NOTICE INVITING QUOTATION

Sealed quotation are invited for 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 2019-20, 2020-21 and 2021-22.

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. Please mention empanelment number with your application.**
4. The firm should have 5 years of experience and executed similar assignment under Government body/ undertaking/ Autonomous body/ statutory body, copy of such orders to be enclosed (**mandatory**)
5. The CA firm must have office at Kolkata or adjacent area.
6. The C.A firm must submit Self attested copy of Valid Trade License, PAN card, GST Registration Certificate, last year IT Return, Service Tax Registration Certificate.
7. 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 2019-20, 2020-21 and 2021-22”.
8. **The quotation address to the Welfare Commissioner, West Bengal Labour Welfare Board P-3, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700054 shall be dropped in the Quotation Box kept at the First Floor of West Bengal Labour Welfare Board P-3, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700054 from 25.05.2022 except Saturday, Sunday and other government holidays within 11:00 AM to 4:00 PM. No other mode of submission will be allowed. Receive copy of submission will not be given.**
9. **Quotation received after 3 pm by June 14, 2022 will not be allowed. Date of opening is on 12:30 PM by June 15, 2022.**
10. The incomplete quotes submitted will be rejected without assigning any reason thereof.
11. West Bengal Labour Welfare Board reserves the right to accept or reject one or all quotations without assigning any reason there.
12. Only quoting the lowest amount will not be the eligibility of selection.


(Sumita Mukherjee)
Welfare Commissioner

APPLICATION FORM

SL. NO.	DESCRIPTION	TO BE FILLED
1	NAME OF THE CA FIRM	
2	DATE OF REGISTRATION OF THE CA FIRM	
3	REGISTERED ADDRESS OF THE FIRM	
4	NAME OF PROPRIETOR/ PARTNER	
5	MOBILE NUMBER & EMAIL ID	
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)	1. 2. 3. 4. 5.
10	DETAILS OF INCOME AS PER INCOME TAX RETURN 2020-21	
11	TRADE LICENCE NUMBER (PLEASE MENTIONED ISSUING AUTHORITY NAME)	
12	PAN NUMBER OF FIRM	
13	GST NUMBER OF FIRM	
14	AUDIT FEE FOR PER FINANCIAL YEAR (Rs.) Please mention in both numbers and words	
15	TOTAL AUDIT FEE FOR FINANCIAL YEAR 2019-20, 2020-21 AND 2021-22 (Rs.) Please mention in both numbers and words	

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 2020-21
- Balance sheet of the firm for 2020-21
- Copies of orders of engagement for executed similar assignment under Government body/undertaking/ Autonomous body/ statutory body