

WESTINGHOUSE SAXBY FARMER LIMITED

NOTICE INVITING QUOTATION

Ref. No.: WSF/CEP/11/Tender/Merged Account/WSFL-BEL/23-1774

Date: 17.11.2023

Name of work: Preparation of merged Final Accounts for 2020-2021, 2021-2022 & 2022-2023 consequent upon merger of Britannia Engineering Limited with Westinghouse Saxby Farmer Limited

Westinghouse Saxby Farmer Limited (WSFL) is a Govt. of West Bengal undertaking under Public Works Department, Govt. of West Bengal. WSFL is interested in selecting professional firms to prepare merged Final Accounts of the company for the financial years 2020-2021, 2021-2022 & 2022-2023 immediately. Interested professional firms are requested to offer their bids with their professional fees for the above job. The following criteria are required to be fulfilled by the said firms.

PART-A : INSTRUCTION TO BIDDERS -

1. **Eligibility:-** The firm should be adequately capable to carry out the job. They should have minimum two number of Chartered Accountants.
2. **Experience:-** The firm should have adequate experience to handle similar nature of jobs i.e. Preparation of Consolidation/Merged Accounts. Experience in handling Govt./PSU Accounts and reporting under IFRS & IND-AS standard will be an added advantage. **The credential for at least 3 (three) years in Govt./PSU should be submitted separately in technical folder.**
3. **Scope of Work:-** The scope of activities are broadly defined as below.
 - i) Preparation of Bank Reconciliation statement for the Banks.
 - ii) Making of any adjustment entries, necessary for finalization of Accounts.
 - iii) Preparation of Trial Balance along with Group Trial Balance.
 - iv) Preparation of Depreciation Statement, incorporation of entries as per Actuarial Valuation report, provision of doubtful debts and advance etc.
 - v) Preparation of Balance Sheet, Profit & Loss Statement, Cash Flow statement, Statement of change of Equity along with necessary schedules, Notes to Accounts, ascertainment of contingency, foot notes and segment wise result of each financial year etc. as applicable to the Company under the Companies Act, 2013.
 - vi) Liaison and co-ordination with Statutory Auditors, CAG Auditors
 - vii) Any other work necessary for completion of the job as may be assigned from time to time.
4. **Documents required to be submitted:-**
 - i) Self attested photocopy of PAN.
 - ii) Self attested photocopy of P-TAX.
 - iii) Income Tax Return for last 3 (three) years.
 - iv) Credential as mentioned in Sl. No. 2 above.
 - v) If the professional firm is a partnership firm, then partnership deed should be submitted.
 - vi) Latest Trade License.

(Contd. to....Page No. 2)

5. **Time schedule of Work:-** The job must be completed within 1 **(one) month** from the issue of work order.
6. The fees to be charged for the work is to be quoted in the space provided in Annexure-A (**Financial Bid**).
7. The quotation should be submitted in two parts; Part-A (Technical bid) and Part-B-(Financial bid, as per Annexure-A & mentioned in Sl. No. 6 above) in separate sealed packets. Both the sealed packets (Part-A & Part-B) should be put in a main cover duly sealed and submitted in Tender Box located at Head Office of WSFL at Baguiati, Kolkata. The name of the work, tender Ref. No. along with the date and time of submission should be clearly super scribed on the top of each of the sealed packets (Part-A & Part-B) as well as on the Main Cover, in absence of which the tender may be rejected.

The evaluation of the proposals shall be carried out in two stages. In the first stage, evaluation of the technical proposal (in sealed packet PART-A) will be taken up. In the second, stage evaluation of the financial proposal (in sealed packet PART-B) of the technically qualified bidders will be taken up. Discretion of the Tender Committee towards selection of bidder will be final and binding upon the bidder. In case of any disputes, the decision of the Tender Committee will be final and binding upon the bidder.

8. **Date, time and place of submission of sealed quotation:**

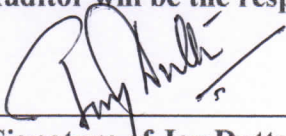
Place of submission: Tender Box located in the Tender Cell of head office of Westinghouse Saxby Farmer Ltd. located at 4th Floor, New Building Complex of PWD, V.I.P. Road, Baguiati, Kolkata – 700059.

Date & Time of submission: 01.12.2023 at 1.00 P.M.

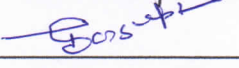
9. **Date and time of opening of Technical Part (Part-A) :**01.12.2023 at 2.00 P.M.
10. **Date and time of opening of Financial Part (Part-B) :** 01.12.2023 at 4.00 P.M.

PART-B : OTHER TERMS AND CONDITIONS –

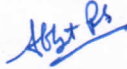
1. **Payment Terms & Conditions:-** Payment will be made within 45 days after submission of merged accounts. An amount of Rs. 5,000.00 (Five Thousand Only) will be deducted as performance security from the bill. The deducted amount will be released after obtaining necessary comments/final report from Comptroller and Auditor General of India.
2. **Work Order will be issued on per year basis. On successful completion of each year's Accounts, Work order will be issued for subsequent year. Obtaining clearance from Statutory Auditor and CAG Auditor will be the responsibility of the concerned Firm carrying out the job.**



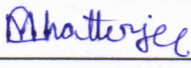
Signature of Joy Dutta
[Executive Engineer]



Signature of Goutam Dasgupta
[Advisor (Project)]



Signature of Abhijit Banduri
[Sr. Executive Engineer]



Signature of Madhusudan Chatterjee
[Advisor (F&A)]

Annexure - A

WESTINGHOUSE SAXBY FARMER LIMITED

Preparation of merged Final Accounts for 2020-2021, 2021-2022 & 2022-2023 consequent upon merger of Britannia Engineering Limited with Westinghouse Saxby Farmer Limited

Particulars	Fees per Year (Amount in Rupees) [Excluding all Taxes]
1) Professional Fees towards preparation of Merged Accounts per Year	
2) Professional Fees towards preparation and e-filing of AOC-4, XBRL, MGT-7 & ADT-1	
3) Professional Fees towards preparation and filing of-	
a) Income Tax Return (44AB)	
b) GST Return (9 & 9C)	

***NOTE: Taxes and Duties extra as applicable**