

WESTINGHOUSE SAXBY FARMER LIMITED

NOTICE INVITING QUOTATION

Ref. No.: WSF/CEP/11/Tender/Tax Audit & GST Audit/WSFL-BEL/23-1775

Date: 17.11.2023

Name of work: Preparation of Tax Audit and GST Audit in respect of financial years 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 and submit Income Tax Audit and GST Audit for the above years 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 three numbers of Chartered Accountants.
2. **Experience:-** The firm should have adequate experience to handle similar nature of jobs. The credentials should be submitted separately in technical folder for at least 3 (three) years.
3. **Scope of Work:-** The scope of activities are broadly defined as below -
 - i) Submission of Tax Audit report and necessary returns. (Income Tax)
 - ii) Preparation of GST Audit report (9 & 9C) and necessary returns.
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.
5. **Time Schedule of Work:-** The job must be completed within **15 (fifteen) days** 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) 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.** (Contd. to....Page No. 2)

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.

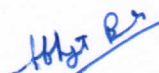
Date and time of opening of Financial Part (Part-B) : 01.12.2023 at 4.00 P.M.

PART-B: OTHER TERMS AND CONDITIONS -

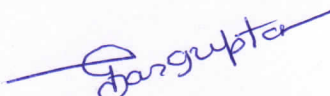
1. **Payment Terms & Conditions:-** Payment will be made within 45 days after submission of Audit Report.



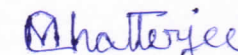
Signature of Joy Dutta
[Executive Engineer]



Signature of Abhijit Banduri
[Sr. Executive Engineer]



Signature of Goutam Dasgupta
[Advisor (Project)]



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

WESTINGHOUSE SAXBY FARMER LIMITED

Preparation of Income Tax Audit and GST Audit in respect of financial years 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]
Fees for submission of Tax Audit Report for the following – 1) Income Tax (44AB)	
2) GST Audit (9 & 9C)	

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