

West Bengal State Warehousing Corporation

(A Government Undertaking)

11A, MIRZA GHALIB STREET, KHADYA BHAVAN, BLOCK – B, 4TH FLOOR,
KOLKATA-700087

Website : www.warehousingwb.com

E- mail : swc@wb.gov.in

Ref No. 549/A(III)/12A/2018-19

Dated : 29 /05/2019

NOTICE INVITING EXPRESSION OF INTEREST FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2019-20 & 2020-21

West Bengal State Warehousing Corporation, incorporated under The Warehousing Corporation Act, 1962 and under the Administrative control of Food & Supplies Department, Government of West Bengal, intends to appoint experienced practicing CA Firm for a term of two years to conduct the **preparation of i) Annual Accounts of WBSWC for the financial year 2019-20 & 2020-21. ii) Checking and verification of warehouse vouchers and preparation of warehouse journals , III) Reconciliation of bank statements and warehouse A/c statement, and checking H.O. Journal, storage bills, H.O. cash vouchers** of its Head Office, Fields Centers (28 nos.Warehouses) ,62nos. RIDF Godowns and 5 nos.PEG Godowns.

The practicing CA firms fulfilling the conditions may submit their Expression of Interest together with requisite documents as per schedule below at the address given above super-scribing the envelope" **EOI for Preparation of Annual Accounts"**.

To know more about our Corporation please visit our website www.warehousingwb.com.

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|--------------------|---|--------------------------|
| Schedule of Tender | 1. Date of publication of Tender Notice | 31 .05.2019 |
| | 2. Last Date of Submission of bid | 10 .06.2019 upto 2.00 PM |
| | 3. Date and time of tender bid opening | 10.06.2019 at 4.00 P.M. |

SCOPE OF WORKS - SEE ANNEXURE – I

A) Mandatory Conditions:

- 1) The Partners/Proprietors shall possess a Certificate of Practice from the Institute of Chartered Accountants of India.
- 2) The partners/Proprietors should not be convicted of any offence or debarred or imposed punishment on by any court/statutory authority/ICAI, for which a separate declaration is required from the partners/ Proprietors firm.
- 3) An individual or a firm should not be associated with the Company other than on the ground of professional assignment or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately

preceding the date of appointment, for which a separate declaration is required from the partners/ Proprietors firm.

- 4) The applicant / Firm should have Headquarter/Branch Office in Kolkata.
- 5) Minimum Average Annual Turnover of the Firm in the last 3 Years :Rs. 5 Lakh per year.

All the information furnished are to be supported by authenticated documentary evidences, which will be checked with originals by competent authority before awarding the assignment. For any wrong information, the application will be liable for "Rejection".

B) SELECTION CRITERIA

1. Tender bids will be opened on as per schedule (page no. 1)
2. a) Minimum standing of the firm should be 3 (three) years.
b) Experience of preparation of account at least 3 PSU/Govt. Organization in last 2 (two) years.
c) Key profession staff must be a full time CA Partner/ Employee.
d) Skilled staffs qualifies in group II of IPCC should be at least five.
3. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, WBSWC, will be final and binding on both the parties to the Contract.

Note : if any firm does not possess above mentioned criteria from **2a to 2d** along with mandatory conditions mentioned in A, the firm will not qualify for bidding.

NOTES

Applications (by Post/courier/hand delivery) should reach the Company on or before as per schedule mentioned in page no. 1 at the address stated herein below:

To
The Managing Director,
W.B. State Warehousing Corporation,
11A, Mirza Ghalib Street, Block – B, 4th Floor,
Kolkata-700 087.

1. The management reserves the right to select a firm based on the criteria as mentioned and their decision shall be full, final and binding.
2. For any queries or clarification, the tenderer may contract Audit Officer of WBSWC on any working days in between 11-30 a.m. to 4-30 p.m. till closing date (Contact No. 9434402157).

Dated: 29.05.2019

Sd/-
Managing Director

Annexure – I

SCOPE OF WORKS FOR PREPARATION OF WAREHOUSE ACCOUNTS

- a) Checking and verification of monthly statement of accounts of warehouses and preparation of warehouse journals for the year 2019-20 and 2020-21.

- b) Details checking of Dr/Cr vouchers of warehouses.
- c) Details checking of payment vouchers of warehouses
- d) Details checking of warehouses' statement of accounts.
- e) Reconciliation of warehouse statement of accounts with concerned bank statements.
- f) Reconciliation of warehouse accounts with Head Office.
- g) Preparation of warehouse journals.
- l) Details checking of realisation of storage charges bills/warehousing charges and other receipts (including calculation of G S T as per approved tariff rates).
- J) Verification of TDS deduction (if any) and preparation of report thereof (Reconciliation of TDS with 26AS).
- K) Drafting of letters to warehouses for reconciliation of discrepancies identified in monthly statements of accounts.
- l) Verification of expenditure to identify whether it is within permissible amount or proper approval of Head Office has been obtained or not.
- m) Calculation and Preparation of F D Statement.

SCOPE OF WORKS FOR FINALISATION OF ACCOUNTS (in Tally ERP 9)

Checking, verification, reconciliation and finalization of annual accounts for the F.Y. 2019-20 and 2020-21.

Checking, verification and reconciliation of

- i) Sundry Debtors
 - ii) Warehouse Journals
 - iii) Bank Reconciliation
 - iv) Head Office journals
 - v) Other related works.
- a) Checking & verification of receipt and payment voucher of Head Office.
 - b) Finalisation of accounts of F.Y. 2018-19 and 2019-20.

Other records & working (Prepare by Excel Sheet) including Annual Accounts.

- i. Schedule may be prepared for details individual records, if necessary.
- ii. Statement of Account.
- iii. Bank Reconciliation.
- iv. F D Statement.
- v. T D S Reconciliation Statement.
- vi. Any other if required by the authority.