

West Bengal State Warehousing Corporation

(A Statutory Corporation)
Khadya Bhavan, B-Block, 4th Floor,
11A, Mirza Ghalib Street,
Kolkata – 700 087.

Website: www.warehouseingwb.com

E_mail : accts-swc@wb.gov.in

Memo No.: 719 /T(III)-04/2017-18/SWC

Date: 04. 08. 2026

NOTICE INVITING TENDER (1st CALL) FOR COMPILATION FINALIZATION OF ACCOUNTS OF WBSWC FOR THE F.Y. 2025-26.

West Bengal State Warehousing Corporation, incorporated under The Warehousing Corporation Act, 1962 and under the administrative control of Food & Supplies Deptt, Government of West Bengal, inviting e-Tender in two bid system for appointment of one experienced practicing CA Firm empanelled under CAG for **Compilation and Finalization of Annual Accounts of WBSWC for the Financial Year 2025-26 and other allied works relating to Annual Accounts 2025-26.**

In the event of e-filling, intending bidder shall download the tender documents consisting of this N.I.T., eligible criteria, Scope of Work, Condition of work, other conditions, guidance to bidder and different Annexures & declaration from the website <https://wbtenders.gov.in> with the help of Digital Signature Certificate. **Both Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

Date and Time Schedule of e-Tendering

Sl. No.	PARTICULARS	DATE	TIME	VENUE/PORTAL
1.	<i>Date of uploading (Publishing) of NIET and other Documents (Online)</i>	04/08/2026	18.55 Hrs	www.wbtenders.gov.in
2.	<i>Documents download start date (Online)</i>	04/08/2026	18.55 Hrs	www.wbtenders.gov.in
3.	<i>Pre-Bid meeting</i>	07/08/2026	15:00 Hrs	Conference Hall of WBSWC Block-B (4 th Floor), 11/A Mirza Ghalib Street, Kolkata-700087

4.	<i>Bid proposal submission start date (Online)</i>	10/08/26	12:30 Hrs	www.wbtenders.gov.in
5.	<i>Bid proposal Submission end date (Online)</i>	31/08/26	12:00 Hrs	www.wbtenders.gov.in
6.	<i>Date & Time of opening of Technical bids (Online)</i>	03/09/26	12:00 Hrs	www.wbtenders.gov.in
7.	<i>Date & Time of opening of Financial bids</i>	Will be intimated later.		

Period of contract	Initially 01 (one) year and after satisfactory performance may continue another two years.
Bid validity period	120 days w.e.f. the date of opening of financial bid.
Minimum bid Value	Rs. 3,00,000/-
Earnest money	NA

The West Bengal State Warehousing Corporation possesses different categories of warehouse to meet the storage requirements of the Government, Public agencies, and Private depositors. These include:

Type of Warehouses	No of godown	Combine Capacity(in M.T)
SWC Own	25	1,64,166
RIDF	89	5,56,700
RKVY	9	33,150
Private Hired	24	97,716
GFD	4	1,29,775
PEG	5	35,000
Total	156	10,16,507

**No of warehouses may vary time to time.

The average annual turnover of the West Bengal State Warehousing Corporation (WBSWC) during the last five financial years, i.e., from FY 2020–21 to FY 2024–25, is ₹130.17 crore.

The West Bengal State Warehousing Corporation (WBSWC) maintains its books of accounts in the Tally Prime accounting software, which is used for recording accounting transactions, maintaining ledgers, generating financial statements, and managing statutory compliance.

A) SCOPE OF WORK:-

- 1) Checking verification of Receipt, Payment, Journal and Contra vouchers.
 - 2) Checking of Warehouses basis Cash statement with Tally Cash Account. (124 Warehouses & HQ)
 - 3) Preparation of rectification journal, provisional journal as per verification, if required.
 - 4) Reconciliation of banks (29 Nos. of banks + 124 virtual A/cs) The Bank Reconciliation Statement (BRS) is prepared manually.
 - 5) Reconciliation of 26AS
 - 6) Calculation of Fixed Deposit Interest.
 - 7) Calculation of Bank Auto Sweep Interest.
 - 8) Verification of accounting of Godown Rent.
 - 9) Calculation of Depreciation and preparation of Asset Schedule.
 - 10) Calculation of Dividend as per guideline of WBSWC
 - 11) Must attend during Statutory Audit and Supplementary Audit for the concerned FY.
- ** All Reconciliation and Calculation to be done in MS Excel and soft copy must be submitted to the CGM (FIN) SWC.**

B) CONDITION OF WORK:-

- The representative of the Firm must be adequately qualified and capable to visit along with CAs at least thrice a week at the HQ of WBSWC for monitoring the work allotted. The firm must report and consult to the CGM (FIN) as and when required regarding the progress of work.
- The Firm must complete the Finalization of Accounts of WBSWC in all respect including Bank Reconciliation etc. within 1.5 months from the date of issuing of Work order.

C) Eligibility Criteria :

- 1) The CA Firm should have **Headquarter/Branch in Kolkata**
- 2) Minimum standing of the CA firm should be 15 (fifteen) years.
- 3) **The CA Firm should have at least 10 years experience in compilation & finalisation of Accounts of Govt. department/PSU/Corporations/Statutory Bodies. Preference will be given to the CA Firm having at least 3 years core experience in finalizing accounts of PSUs/Gov. Warehousing Agencies/ Corporations. Completion Certificates from Work order issuing authority must be submitted with the tender document (Annexed format G).**
- 4) The CA Firm must be empanelled with CAG and having good knowledge of CAG Audit formalities and compliance thereof.
- 5) **The CA firm should have minimum average annual turnover of Rs. 0.50 Cr. during last three Financial years (F.Y. 2022-23, 2023-24 & 2024-25). Audited accounts and Tax audit report for last three aforementioned years must be submitted.**

- 6) Minimum no. of Partners of the CA firm should be 7 and the Partners shall possess a Certificate of Practice from the Institute of Chartered Accountants of India.
- 7) The Individual/Partner/Partners/Firm should not be convicted of any offence or debarred or blacklist or imposed punishment on by any competent court/statutory authority/ICAI/Govt.department/PSU/Corporation, for which a separate declaration is required from the Partners. (Annexed format E)
- 8) An individual/partners of the firm should not be associated with the Corporation 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 tender, for which a separate declaration is required from the Individual /Partners. (Annexed format D)

D) Technical proposal :

The Technical proposal should contain scanned copies of the following documents-

- Bidder's details (Annexure-A)
- Copy of Firm Regn. No. issued by ICAI.
- ICAI Confirmation for the partners as on 01.01.2026.
- Latest CAG empanelment certificate.
- Valid Trade License of the firm.
- Credential certificates as desired along with Works experience (Annexure-G).
- GST Registration certificate,
- P.Tax Registration and latest challan.
- PAN and AADHAR of Partners.
- Last three years (A.Y. 2023-24, 2024-25 & 2025-26) I.Tax return.
- Audited Accounts & Tax Audit report of last three years (F.Y. 2022-23, 2023-24 & 2024-25).
- Copy of Partnership Deed.
- Copy of Power of Attorney.
- Bid Form (Annexure-B)
- Declaration of True and correct Information (Annexure-C)
- Self Certificate regarding non-association with WBSWC (Annexure-D)
- Self Certificate regarding blacklisting/non blacklisting (Annexure-E)
- Financial capability (Annexure-F)
- Checklist (Annexure-H)

E) General guidance for e-Tendering:-

- **Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the **Government e-Procurement System/ Portal** www.wbtenders.gov.in

- **Digital Signature Certificate (DSC):**

Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC).

- **Collection of Tender Documents:**

The intending Bidders can search & download N.I.T. and Tender Document(s) electronically from the **Government e-Procurement System/ Portal**. **This is the only mode of collection of Tender Documents**. There is no Tender Document Fee with respect to this tender.

- **Submission of Tenders:**

Tenders are to be submitted online in the website www.wbtenders.gov.in in two folders at a time, one in Technical Proposal & the other in Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of scanned copy duly signed (and stamped) on all pages. The documents will get encrypted (transformed into non-readable formats).

F) Evaluation of bids and acceptance:-

1. Technical bids will be opened first by WBSWC electronically using Digital Signature Certificate.
2. Technical bids complete in all respect, will only be accepted and qualify for next stage of evaluation.
3. Pursuant to scrutiny and decision of the Tender Inviting Authority or WBSWC approved Tender Committee, the summary list of eligible bidders whose Financial bids will be considered, will be uploaded in the web portal.
4. During evaluation, the Tender Committee may summon any of the bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their bids will be rejected.
5. Financial bids of technically eligible bidders only will be opened electronically on the web portal on the prescribed date.
6. The bids will be evaluated on the basis of technical and financial bid for the entire scope of work covered under the bid document.
7. Bid Price of all the bidders shall be compared to determine the lowest valued bid (L1).
8. **During the evaluation of the financial bids of the technically qualified bidders, if it is found that more than one bidder quoted the same lowest rate/minimum bid value, the CA Firm having higher credentials will be considered as per Finance Department (Audit Branch, Group T) GO 2320-F(Y) dated 07.06.2022.**

9. The Tender Inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all the bids, without assigning any reason whatsoever.
10. The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, West Bengal State Warehousing Corporation who does not bind himself to accept the lowest or any other tender.
11. Acceptance of tendered rates will be communicated by E-mail/ Express Letter or Formal Letter of acceptance of tender.
12. The tender documents submitted by a tenderer shall become the property of WBSWC and WBSWC shall have no obligation to return the same to the bidders.
13. Any change in the name and details of the authorized representative(s)/ Nodal Officer/ Partner/ Relationship Manager of the bidder who would be responsible for taking instructions from WBSWC shall be communicated to WBSWC within three working days.
14. The "Offer Letter/Work Order" would be awarded subject to the approval of the Managing Director, WBSWC and "Offer Letter/Work Order" will be issued in favour of the successful bidder.
15. The Tender Inviting Authority reserves the right to reject any or all bids, and to cancel the Tender at any point of time, before the issuance of the "Offer Letter/Work Order", without assigning any reason, and without incurring any implicit or explicit liability.

16. Method of evaluation of Bid and marking will be as follows:

Sl. No.	Eligibility Criteria	Marking
1.	Standing of the CA Firm	
	<i>Upto 15 years</i>	1
	<i>15- 20 years</i>	2
	<i>Above 20 years</i>	3
2.	Experience in Finalization of Accounts	
	<i>Upto 10 years</i>	1
	<i>10 – 15 years</i>	2
	<i>Above 15 years</i>	3
3.	Experience in Finalization of Accounts of PSUs/Govt. Warehousing Agencies and Corporations	
	<i>Upto 3 years</i>	1
	<i>3 – 6 years</i>	2
	<i>Above 6 eyars</i>	3

4.	Average Annual Turnover	
	<i>50 Lacs – 1.00 Cr.</i>	1
	<i>Above 1.00 Cr.</i>	2

The minimum qualifying marks should be 4 for a CA Firm.

G) Subletting not allowed:

The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

H) Financial proposal:-

- The financial proposal should be submitted only through BOQ.
- Rate quoted in the BOQ shall be exclusive of all kind of applicable Taxes, & GST/IGST. **The price should be firm, final and irrevocable throughout the contract period.**

I) Signing of tender :-

- ✓ Person or persons signing the tender shall state in what capacity he/she is or they are signing the tender. In the case of partnership firms, the names of all the partners should be disclosed and the tender shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The attested copy of the partnership deed should be furnished along with the tender.
- ✓ The persons signing the tender form or any document forming part of the tender on behalf of another or on behalf of a firm or shall be responsible to produce certified copy of proper Power of Attorney on stamp paper duly signed and notarized by a certified Notary Advocate in his favour stating that he/she has authority to bind such other person or the firm as the case may be, in all matters pertaining to the contract. If the person so signing the tender, fails to produce the said power of attorney his tender shall be liable to summarily rejection, without prejudice to any other rights of the WBSWC under the Law.

J) REJECTION OF BID :

- If any or all the Technical documents as sought in clause D are not submitted by the bidder, the bid will be summarily rejected.
- If any document submitted by the bidder is found to be false/fabricated/incorrect/mis-informed/incomplete/invalid etc. the bid will be summarily rejected.

K) Dispute redressal:-

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.

L) Completion Time Schedule:-

The successful bidder shall commence the work immediately upon issuance of the Work Order and shall complete the entire assignment within 1.5 months from the date of issuance of the Work Order.

The above time schedule shall be strictly adhered to, and time shall be deemed to be the essence of the Contract, considering that the statutory due date for filing the Income Tax Return is 30.09.2026. Accordingly, the successful bidder shall deploy adequate qualified and experienced professional manpower and all necessary resources to ensure the timely and satisfactory completion of the work within the stipulated period.

M) Schedule of Payment of professional fees:-

- ✓ 60% will be released after submission of draft accounts and completed all parameters that mentioned in scope of work.
- ✓ 30% will be released after completion of Tax Audit.
- ✓ 10% will be released after completion of Statutory Audit & Supplementary Audit 2025-26.

For any queries or clarification, the Bidders may contact GM(Finance) of WBSWC on any working day between 11.30 a.m. to 4.00 p.m. till closing date.

**Secretary
WBSWC**

No. : _____/T(III)-04/2017-18/SWC

Date: 07. 2026

Copy for information to :

1. All sectional heads of WBSWC
2. Notice Board of WBSWC.

**Secretary
WBSWC**

Annexure-A
WEST BENGAL STATE WAREHOUSING CORPORATION

Tender No.

[On the original letterhead of the bidder]

Bidder's Details

1	Name of the firm	
2	Name and Designation of Authorized Signatory	
3	Communication Address in Kolkata:HQ/Branch	
4	Office Phone No. : Mobile No.:	
5	E-Mail ID :	
6	GST Registration No.: PAN No. :	
Particulars Details of the Bidder / Representative		
7	Name of Contact Person: Designation: Phone No.: Mobile No. : E-Mail ID :	

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full) :_____

Name and Title of Signatory:_____

Firm's Rubber Stamp:_____

Annexure-B
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)

[On the original letterhead of the Bidder]

BID FORM

To
 The Managing Director,
 West Bengal State Warehousing Corporation,
 Khadya Bhavan,
 11A, Mirza Ghalib Street, Block –B, 4th Floor,
 Kolkata – 700 087.

Sub: Tender for Hiring Chartered Accountant Firm For Compilation and Finalization of Accounts of WBSWC for the financial year 2025-26.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the tender No _____ 2026, do hereby propose to execute the job as per scope/condition of work as set forth in your bid documents.

We further declare that the rate should be firm, final and irrevocable throughout the contract period. Rates are valid for a period of 120 (one twenty) days only from the date of opening of financial bid.

We agree that WBSWC reserves the right to accept or reject the bid and its decision will be final and binding on Bidder.

Dated, thisday of2026

Thanking you, we remain,

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Annexure-C
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)

[On the original letterhead of the Bidder]

Date : _____

Declaration of True and correct information's

I/We, _____ Son/Daughter/Wife of _____ Resident of _____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated/ incorrect/mis-informed/incomplete/invalid document would lead to rejection of my tender at any stage.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then WBSWC shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Date : _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-D**WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

Date : _____

Self Certificate regarding non-association with WBSWC

I/We, _____ Son/Daughter/Wife of _____ Resident of _____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby declare that an individual/partners of the firm is not associated in any manner with the Corporation other than on the ground of professional assignment or any of its directors/key managerial personnel/Senior management during a period of two years immediately preceding the date of tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by WEST BENGAL STATE WAREHOUSING CORPORATION. In addition to the above WBSWC will not be responsible to pay the bills for any completed/ partially completed work.

Date : _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Stamp of the Company: _____

Annexure-F**WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No. _____)

[On the original letterhead of the Bidder]

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder/Contractor]

Annual turnover details of the Bidder from [insert relevant details]

	Financial Year	Turnover in Indian Rupees
	2022-2023	
	2023-2024	
	2024-2025	

[Extra rows may be added, if required]

*Audited Accounts and tax audit report of the Bidder for each of the above mentioned financial years shall be submitted as supporting evidence.

Date : _____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Annexure-G
WEST BENGAL STATE WAREHOUSING CORPORATION
 (Tender No.)
 [On the original letterhead of the Bidder]

Details of works of similar type executed by the Bidder

Sl. No.	Name of the Company /Firm with full address, phone, fax and name of contact person	Work description	Ref. & Date of the order	Work Order Value	Date of Start of work	Date of Completion of work

1. Copies of completion certificate along with work order should be attached with this information. In absence of documentary evidence, bid is liable to rejected.

2. If required, extra rows or separate sheet may be used to submit the information.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company/Firm Rubber Stamp : _____

Annexure-H**Checklist for Technical Bid****WEST BENGAL STATE WAREHOUSING CORPORATION**

(Tender No.)

[On the original letterhead of the Bidder]

Sr No.	criteria	Documents to be provided	Attached Y/N	Page No.
1	Bidder's details(Annexure-A)			
2	Copy of Firm Regn. No. issued by ICAI			
3	ICAI Confirmation for the partners as on 01.01.2026			
4	Latest CAG empanelment certificate			
5	Valid Trade License of the firm			
6	Credential certificates as desired (Annexure-G)			
7	GST Registration certificate			
8	P.Tax Registration and latest challan			
9	PAN and AADHAR of Partners			
10	Last three years I.Tax return			
11	Audited Accounts & Tax Audit report of last three years			
12	Copy of Partnership Deed			
13	Copy of Power of Attorney			
14	Bid Form (Annexure-B)			
15	Declaration of True and correct information's (Annexure-C)			
16	Self Certificate regarding non-association with WBSWC (Annexure-D)			
17	Self Certificate regarding blacklisting/non blacklisting (Annexure-E)			

18	Financial capability (Annexure-F)			
19	Check list(Annexure-H)			

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Firm: _____