

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education Training and Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Memo No. I/714197/2025

Date:-27-11-2025

NOTICE INVITING QUOTATION

Sub: Appointment of statutory auditor for audit of accounts of PBSSD for the Financial Year 2024- 25.

Paschim Banga Society For Skill Development (PBSSD) invites Quotations from reputed Chartered Accountants firms for the Appointment of Statutory Auditor to **audit financial statements for the Financial Year 2024-25.**

The interested and eligible Chartered Accountant firms may submit their Quotations **on or before 9.12.2025.**

A) SCOPE OF WORK

Conduct of Statutory Audit of Financial Statements of the Society for 4 schemes, certifying the Financial Statements and giving Audit Report by carrying out the following illustrative checks-

1. Audit of cash book and bank books (Vouchers/Transactions)
2. Checking all other accounts related records.
3. Checking of different funds and endowment accounts and related records.
Maximum number of accounts is 10.
4. Checking government and other grants received.
5. Verification of capital purchases and other purchases.
6. Verification of cash, inventory and review of Verification of fixed assets and relevant records.
7. Checking internal fund transfers to and from different accounts and departments / offices.
8. Review of adherence to the provisions of the Finance Department, GoWB.
9. Audit of financial statements and issue of Statutory Auditors Report thereon for all schemes individually and one consolidated.
10. Carry out any other additional checks/processes as may be required by the auditors for certifying the Financial Statements and give Report thereon.

B) ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Proof of Document required
1	Applicant firm should be registered with Institute of Chartered Accountants of India (ICAI).	Self-attested copy of Institute of Chartered Accountants of India (ICAI) Firm Registration Certificate.
2	Applicant firm should have its existence for more than 05 years.	Copy of Institute of Chartered Accountants of India (ICAI) Firm Constitution Certificate / Firm Card showing date of establishment OR Registration/incorporation document indicating the date of establishment.
3	Applicant firm should have its	Trade license / Lease deed / Rent agreement /



	Head Office or Branch Office anywhere in West Bengal	Utility bill (electricity/telephone) in the firm's name OR Any other valid address proof issued by a competent authority.
4	Applicant firm should have organization PAN & valid GSTIN.	Self-attested copy of PAN card of the firm And Self-attested copy of GST Registration Certificate (GSTIN) of the firm.
5	Applicant firm should have average annual turnover of at least Rs. 20 Lakh each year for last 03(three) financial years. (i.e FY 2022-23 , 2023-24 & 2024-25)	Audited financial statements (Balance Sheet & Profit & Loss A/c) for the last 3 financial years
6	Applicant firm have minimum 05 staff/employees, and at least 2 qualified CAs, including partners, on the date of submission of quotation.	List of staff/employees on firm letterhead indicating name, designation, qualification, and employment status (full-time/part-time) And Details of partners and qualified CAs associated with the firm, along with: Institute of Chartered Accountants of India (ICAI) membership numbers & Copy of Institute of Chartered Accountants of India (ICAI) membership card / letter.
7	Applicant firm should have 03 years auditing experience of Govt. Organisations.	Copies of Work Orders / Engagement Letters / Sanction Orders for audit assignments of Government organizations (State/Central Govt., PSUs, Govt. Societies, Boards, Missions, etc.).
8	Copy of cheque of firm	Copy of Cancelled cheque in the name of firm.

C) HOW TO SUBMIT NIQ DOCUMENTS:

- 1) Master Envelope subscribing on the top "**Sealed Quotation for Appointment of statutory auditor for audit of accounts of PBSSD for the Financial Year 2024- 25.**" should contain **Envelope A** and **Envelope B**.
- 2) **Envelope A** marked as "**Technical Bid**" will contain all the self-attested documentary evidence in support of eligibility criteria listed in **Point B** above.
- 3) **Envelope B** marked as "**Financial Bid**" will contain duly filled quotation in format at **Annexure**.
4. The firms should fill the Quotation, enclose **all** the necessary documents as mentioned above and send to **The Project Director, Paschim Banga Society for Skill Development, Room No. 326, 3rd Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160.**

D) TERMS AND CONDITIONS

1. The auditor has to conduct the audit for the financial year 2024-25, which may further be extended for 01(one) year at a time on the basis of satisfactory performance. Total duration should not exceed 03(Three) years.
2. Sub-letting the work will not be allowed.
3. **Those bidders who have conducted the Statutory Audit of this Society in any year during the last three (03) years would not be considered.**
4. Rates to be quoted inclusive of applicable Taxes and any other Charges (if any).

Handwritten signature/initials

5. Income Tax & GST will be deducted as applicable as per Government Rules.
6. Only submission of rates/NIQ doesn't confirm subsequent Work Order.
7. The Auditor/Firm has to perform audit in the PBSSD office. The auditors will not be allowed to take out or share any record of the society, without the permission of the Project Director, PBSSD or other competent authority of the Department.
8. The PBSSD reserves the right to reject the Quotation without assigning any reason for it.
9. Submission of NIQ or being L1 in NIQ does not bind PBSSD to place the work order. Decision of PBSSD will be final & binding on all.
10. **The technical bid will be reviewed first for determining the Compliance with the Eligibility Criteria as mentioned in the Tender (Point B). The Financial bid of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified.**
11. The Financial bid of the bidder will be considered for L1. Justification for rates may be sought if required.
12. Payment on successful supply will be made only after receipt of the certified payment voucher not below the rank of ADF/DDF, PBSSD.
13. Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
14. PBSSD may ask for additional documents from the qualified bidder, if required.
15. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
16. Quotation received after the due date will not be considered.
17. Payment of audit fee will be made after the audit report is ratified by competent authority of the Department/ PBSSD. Notwithstanding anything stated above, PBSSD reserves the right to reject the quotation or not to appoint any of the participant against this quotation even if the participants fulfills all the conditions mentioned as above anytime without assigning any reason for the same.
18. For any queries, please write to us at **pbssdwb@gmail.com** and **ddfpbssd@gmail.com**.
19. Important Dates:
 - a. Quotation Start Date: 27-11-2025
 - b. Quotation Close Date: 09-12-2025, 05:00pm
 - c. Quotation Opening Date & Time: 10-12-2025, 12:00 noon
 - d. Venue: Room No. 218, PBSSD, Karigari Bhawan, Newtown, Kolkata-700160
 - e. Designated Officials: Sri Pranab Kanti Mridha, WBA&AS & Sri Surajit Ghosh, WBA&AS

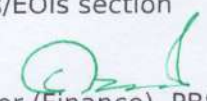


Project Director, PBSSD

Copy to:

1. Notice Board of PBSSD
2. Website publication - WWW.PBSSD.GOV.IN - Tender/Quotations/EOIs section

Memo No. I/714197/2025



Director (Finance), PBSSD
Date:-27-11-2025

ANNEXURE

QUOTATION

(To be submitted on the letter head of CA firm with stamp and signature of partner)

To,
The Project Director, Paschim Banga Society For Skill Development
Room No. 326, Karigari Bhawan, B/7, Action Area-III, Newtown, Kolkata-160

With reference to your notice inviting quotation vide no. _____ Dated _____, we are hereby submitting the following Quotation/ information -

Sl. No.	Work Description	Financial Year	Base Rate (in Rs.)	Add Applicable Taxes (IN Rs.)	Total quoted Amount (in Rs.) Including all taxes and charges
1	Statutory Audit of accounts of PBSSD	2024-2025			

Total Amount in words including all taxes [Rs.] =

DECLARATION CERTIFICATE

I / We hereby certify that we have fully read and thoroughly understood the Quotation requirements and accept all terms and conditions of the Quotation including all corrigendum /addendum issued, if any.

In addition, we are aware that incomplete / incorrect submission may lead to the quotation being not considered.

We are duly authorised to submit quotation for the firm M/s

Place:
Date:

Signature & Seal of authorized partner
Name of authorized Partner:
Membership No:-

Ref Memo No. I/714197/2025 , Date:-27-11-2025