



Paschimbanga Agri Marketing Corporation Ltd.

পশ্চিমবঙ্গ এগ্রি মার্কেটিং কর্পোরেশন লিমিটেড

(A Government of West Bengal Undertaking)

Kamal Guha Krishi Bipanan Bhawan

729, Anandapur, P.O. and P.S.: Anandapur, Kolkata 700 107 West Bengal

Phone: (033)2443 2015/2016 Fax: (033) 2443 0022

Email: agrimarketing.corp@gmail.com

CIN – U01403WB2011SGC169291

NOTICE INVITING QUOTATION

NIQ NO: 223/PAMCL/2023-24 dated 23/02/2024

Sealed Quotations are hereby invited under two bid systems (i.e. Technical & Financial) for the Engagement of Internal Auditor from resourceful, experienced and bonafied C&AG empanelled CA Firm to conduct Internal Audit for the year of 2021-22 and 2022-23 of Paschimbanga Agri Marketing Corporation Ltd. (PAMCL) along with its Project Management Unit, Sufal Bangla (PMU, Sufal Bangla), as per the details scope of works mentioned below and will be received at the office of the PAMCL upto the time specified below in presence of the quotationers, who may be present at that time.

The Paschimbanga Agri Marketing Corporation Ltd. (PAMCL) is a Government company under the administrative control of the Deptt. of Agricultural Marketing, Government of West Bengal having its own office at Kamal Guha Krishi Bipanan Bhawan, 729, Anandapur, P.O. & P.S.: Anandapur, Kolkata 700 107 West Bengal and the Project Management Unit of Sufal Bangla under the PAMCL is located at 2nd Floor, Uttarapan (Civic Centre), Manicktala, Kolkata – 700054.

The quotation document with complete details including experience required, scope of work, terms and conditions can be downloaded from the official website www.sufalbangla.in

The last date of submission of sealed quotation is **15.03.2024 upto 2:00 PM.** at the office of the PAMCL, Technical Proposal will be opened by the tender Committee on **15.03.2024 at 3:00 PM.** in presence of the intending quotationers or their authorised representative. The Financial proposal (a Single rate inclusive of all cost, excluding GST) bid will be opened just after technical evaluation is over.

All intending quotationers should have Up to date Trade Licence, PAN & GST certificate, a copy of which should be submitted along with the quotation. For any others information relating to the works, the quotationers may contact this office on any working day from 10:30 AM to 5:30 PM.

Eligibility Criteria

All intrested bidders shall have to comply the following criteria:

- I. Must be registered with the Institute of Chartered Accountants of India and working for not less than 10 (ten) years as on 01.04.2023 (self attested copy of Registration Certificate issued by Institute to be furnished).
- II. The firm must be empanelled with C&AG (self attested copy of latest C&AG Empanelment Letter to be furnished).
- III. Must be having a minimum Three years experience within last five years as on 31st March, 2023 in conducting Internal Audit with State Government Dept./ Statutory Board/ Corporation or other PSU's under Govt. of West Bengal with annual turnover exceeding Rs. 10cr. (self attested copies of Appointment Letters/ Agreements/ Work Orders issued by such organisation to be furnished).
- IV. The CA firm must have atleast 3(three) Nos. of qualified Chartered Accountants and the firm should have atleast 5(five) Nos. of audit staff/ article clerk having knowledge of Tally.

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Detailed Scope of Work

- 1) Vouching of all types of Vouchers, Bills etc.
- 2) Arrangement of Accounts entries as per the accounting standard of the Indian Institute of Chartered Accountant.
- 3) Checking of Fund receiving and paying as per the Government Orders and accounting of AS 12 (Government Grant).
- 4) Arrangement of monthly Bank Reconciliation Statement.
- 5) Arrangement of accounts entries as per the C & AG Comments.
- 6) To draw Balance Sheet, Profit & Loss Account, Cash Flow Statement and Notes to Accounts etc. as required for accounting standard of the Indian Institute of Chartered Accountant and Companies Act, 2013.
- 7) Miscellaneous works as per requirement if necessary.
- 8) Internal Audit work to be completed by three weeks for each year and the report to be submitted immediately after completion of the audit as per format of the internal audit report along with corrective/suggestive measures.
- 9) If the auditor observe any case of non production of records or non cooperation to the auditors, the auditors will take up the matter with the higher authority and get the audit procedure completed instead of merely reporting such cases in their report.
- 10) The CA firm will submit the Report of Internal Audit for the year 2021-22 and 2022-23 in their letter head after putting Membership Number and UDIN to the under signed.
- 11) The audit procedure including submission of report for one financial year will have to be completed within 3(three) weeks of engagement.

Other Terms & Conditions

- 1) **The maximum audit fees for one financial year will be Rs. 50,000/-(Rupees Fifty Thousand) exclusive of applicable GST.**
- 2) No advance payment will be made on any account.
- 3) Tenders without EMD shall be summarily rejected.
- 4) Selection of auditor will be as per existing govt. rules and orders.

Submission of Proposal

- A. Proposal shall be submitted in a sealed envelope at PAMCL office at Kamal Guha Krishi Bipanan Bhawan, 729, Anandapur, P.O. and P.S.: Anandapur, Kolkata 700 107 with clear inscription as "PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR OF PAMCL; NIQ REF NO. 223/PAMCL/2023-24 dated 23/02/2024" on top of it before due date and time.
- B. **The proposal shall be in two parts i.e. Cover – A and Cover – B.** "Cover – A" shall contain the **Technical Proposal (Form-1)** and "Cover – B" shall contain the **Financial Proposal (Form-2).**
- C. Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "Technical/ Financial Proposal; NIQ Ref No.223/PAMCL/2023-24 dated 23/02/2024" On top of the respective covers and **both the sealed envelope shall be sealed in a third envelope with required inscription on it as mentioned in clause (A) above.**



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Earnest Money Deposit

EMD of Rs. 2000/- as earnest money in the form of a Demand Draft / Pay Order drawn in favour of Paschimbanga Agri Marketing Corporation Limited payable at Kolkata. The DD/PO should not be drawn before the date of publication of this notice.

Evaluation and Selection:

- The proposal shall be evaluated in two stages i.e. technical evaluation financial evaluation.
- The Financial proposal shall be opened of those farm who will qualifie in the technical evaluation.
- For financial evalution, price excluding GST shall be taken in to considaration and contract shall be awarded to the firm whose bid price will be the lowest in financial bid.
- In case of two or more technicaly qualified firms quote the same lowest price, farm having technical and financial superiority (as determined by the tender comitte.) shall be engaged.

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Managing Director

Memo No - 898/1(3) - Advertisement of Engagement of CA

Dated - 23/02/2024

Copy forwarded for information and wide circulation to the:-

1. The OSD & EO Special Secretary to the Government of West Bengal, Department of Agricultural Marketing.
2. Chief Executive Officer, West Bengal State Agriculture Marketing Board.
3. The Project Director, Sufal Bangla.
4. Official Website.
5. Office Notice Board.


Managing Director



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QUOTATION SUBMISSION FORM-1

Technical Proposal

(To be printed on letterhead of the bidder and submitted to be furnished cover-A)

To:

Managing Director,
Paschimbanga Agri Marketing Corporation Ltd.
Kamal GuhaKrishiBipananBhawan
729, Anandapur, P.O. and P.S.: Anandapur,
Kolkata 700 107

Dear Sir,

Following details are mentioned below-

Details

Sl. No.	Particulars	
1.	Name and Address of the Firm	:
2.	Name, Designation, Contact No. of the authorised CA/Partners and Website/Email address of the firm and authorised CA.	:
3.	Year of empanelment with C&AG (self attested copy of latest C&AG Empanelment Letter to be attacheded)	:
4.	Years of experience (as on 31 st march, 2023) in conducting internal Audit with annual turnover exceeding Rs. 10cr. (self attested copies of Appointment Letters/ Agreements/ Work Orders issued by such organisation along with extract of audited Financial Statement in support of income or expenditures to be furnished of such organisations)	:
5.	Firms having experience in conducting internal audit of State Govt. Organisations or State autonomous bodies for atleast 3 years in last five Financial years i.e. from 2018-19 to 2022-23 (self attested copies of Appointment Letters/ Agreements/ Work Orders issued by such organisation to be furnished)	:
6.	ICAI (Firm) Registration No.	:
7.	ICAI Membership No.	:
8.	Date of Registration under Goods & Service Tax Act. (Self attested GST Certificate to be furnished)	:
9.	ITR acknowledgement of firm for last three AY	:
10.	Turnover of CA firm/CA for last three FY	:
11.	Latest Profession Tax Deposit Challan	:

12. Experienced & Tally conversant CAs and semi-qualified CAs having experience after post article-ship period of ICAI to be provided State Level Audit Report support in Tally in the proposed assignment

Sl. No.	Name of CAs/semi- qualified assistants having exposure after 3 year articulated ship period	Status	Qualification CA (ICAI) & computer based.	Brief exposure to Tally based Accounts/Audit & budgetary supervision.



Paschim Banga Agri Marketing Corporation Ltd.

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13. Any other details the Firm would like to furnish.

14. List of document enclosed (both mandatory & general): A statement showing documents provided should be enclosed.

We hereby agree with all the terms and conditions of the NIQ of PAMCL and we hereby undertake to abide by same.

Authorised Signatory
(Signature & Seal of the authorised signatory)

Membership No

(In the Capacity of)

Duly authorised to sign the EOI for and on behalf of
(Name and Address of firm) Seal

Place:

Date:





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QUOTATION SUBMISSION FORM-2

Financial Evaluation

(To be printed on letterhead of the bidder and submitted to be furnished cover-B)

To:
Managing Director,
Paschimbanga Agri Marketing Corporation Ltd.
Kamal GuhaKrishiBipananBhawan
729, Anandapur, P.O. and P.S.: Anandapur,
Kolkata 700 107

Dear Sir,
Proposal for Audit Fees:

Sl. No.	Particulars	Rate per Annum (Rs.) (Excluding GST)	In words
1	Total Fees for the entire scope of work		

We hereby agree with all the terms and conditions of the NIQ of PAMCL and we hereby undertake to abide by same.

Authorised Signatory
(Signature & Seal of the authorised signatory)

Membership No

(In the Capacity of)

Duly authorised to sign the EOI for and on behalf of
(Name and Address of firm) Seal

Place:

Date: