

I/209233/2022

Government of West Bengal  
Directorate of Horticulture  
Department of Food processing Industries & Horticulture  
GN 31, Benfish Tower, 4<sup>th</sup> Floor, Sector V, Saltlake, Kolkata – 700 091

**NOTICE INVITING QUOTATION**

Quotations are hereby invited from the registered Chartered Accountant Firms in sealed envelope to undertake the audit and accounting works of the Centrally Sponsored Scheme, **Mission for Integrated Development of Horticulture (MIDH)**, erstwhile National Horticulture Mission for the financial year 2021-22 & 2022-23. The audit and accounting works will involve the transactions at State Level Mission Head Quarter i.e. Directorate of Horticulture (State Horticulture Mission) mainly which is the State Nodal Agency. The selected firm will have to compile the audited data received from the districts (*where audit will be conducted by locally selected audit firms*) and will have to prepare a synopsis of the same for sending the same to the Govt of India. The report to be compiled are component wise Receipt/Payment Account, Bank reconciliation Statement and Ledger balance statement.

The report will have to be submitted within **10 working days** of the issuance of work order along with the handing over of audit report of the districts. For necessary information, for undertaking such audit, the office of the undersigned may please be contacted on any working day within office hours.

The quotation should be addressed to the Director of Horticulture, Directorate of Horticulture and be sent to the **Directorate of Horticulture, Department of Food Processing Industries and Horticulture, Government of West Bengal, GN 31, Benfish Tower, 4<sup>th</sup> Floor, Sector V, Saltlake, Kolkata – 700091**. The quotation can be dropped on any working day from **11 AM to 5 PM** from 27/07/2022 -up to 17/08/2022..... in the dedicated box at the office of the undersigned and no quotation will be entertained after that and the submitted quotations will be opened on the 18/08/2022..... at **1 PM** in presence of the bidders who will remain present there. The date of opening of quotation may be deferred if the authority finds it necessary. A pre bid meeting will be held with the intending participants to clarify their queries at the Benfish Tower, 4<sup>th</sup> Floor on **12.00 noon**, 03/08/2022.....

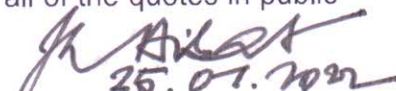
Each bidder should submit the following documents with their bid :-

- a. Registration Certificate of the Firm.
- b. List of partners with their qualification (proof to be attached)
- c. List of staff with qualification
- d. IT return of AY 2019-20, 2020-21 and 2021-22
- e. Audited Statements of Accounts for the FY 2020-21 & 2019-2020
- f. Proof of experience regarding similar job.

Each bidder should submit its bid (Technical & Financial) in **Annexure –I** attached herewith

The quoted charge for undertaking such work will be inclusive of all charges and no other charges in any form will be paid additionally. The charges will be paid only after submission of final report.

The Government reserves all the right to reject any or all of the quotes in public interest.

  
25.07.2022  
**JAYANTA KUMAR AIKAT, I.A.S.**  
Director of Horticulture (Admin)  
Department of Food Processing  
Industries and Horticulture  
Government of West Bengal

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH),

Director

25/07/2022

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Copy forwarded for wide circulation to the

1. The Additional Chief Secretary, Department of FPI&H, Benfish Tower, 4<sup>th</sup> Floor, Sector V, Kolkata – 91
2. The Managing Director, WBSF & HDCL, Benfish Tower, 6<sup>th</sup> Floor, Sector V, Kolkata – 91
3. The Sub-divisional Officer, Bidhannagar, Kolkata – 91
4. The Institute of Chartered Accountant, Kolkata
5. MIS – in – Charge for uploading the notice in the departmental website.
6. Office Notice Board.

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH),

Director

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## Annexure – I

<u>Audit &amp; Accounts of Directorate of Horticulture (State Horticulture Mission) for the FY 2021-22 &amp; 2022-23 in respect of MIDH Scheme.</u>	
NIQ Ref No	Date.
Name of the Firm:-	
Address of the Firm :-	
Contact No.:-	Email Id :-
Items enclosed	(Yes/No)

P. T. O.

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Valid Registration Certificate of the Firm	
List of partners with their qualification (proof to be attached)	
List of staff with qualification	
IT return of AY 2019-20, 2020-21 and 2021-22	
Audited Statements of Accounts for the FY 2020-21 & 2019-2020	
Proof of experience regarding similar job.	
Rate quoted :	
DECLARATION	
I hereby declare that, I have read all the terms and conditions mentioned in the tender documents and all statements made in this annexure above are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.	
Authorised Signature	
with Seal & Date	

sdh

JAYANTA KUMAR AIKAT, DIR(ADMIN)(JKA)(DH), O/o DIRECTOR(DOH)

Director

25/07/2022