



Ref: BBB/Reg./Quotation/Auditor/24/09

Date-08/07/2024

## QUOTATIONS INVITED

### **BISWA BANGLA BISWABIDYALAY**

BOLPUR, BIRBHUM

Biswa Bangla Biswabidyalay (BBB) invites quotations for the appointment of a Chartered Accountant Firm for e-filing of Income Tax Return, issue of Grant Utilization Certificate and Internal Audit, as well as the preparation of statement of accounts.

#### **1. DECLARATION OF INTENT:**

Biswa Bangla Biswabidyalay (BBB) intends to appoint Chartered Accountant Firm for Filing Income Tax Return, issue of Grant Utilization Certificate, Internal Audit and preparation of statement of accounts. Proposals are invited from practicing Chartered Accountants Firms fulfilling the following Pre-Qualification Criteria to carry out the said assignment.

#### **2. PRE-QUALIFICATION CRITERIA:**

- A. Practicing Chartered Accountant Firm with minimum 5 (Five) years' experience.
- B. The firm must have a well-established branch office preferably at Bolpur town.
- C. Partner/Proprietor must have experience of at least 5 (Five) years.

#### **3. NATURE OF WORK:**

Filing yearly Income Tax Return, Internal Audit, preparation of statement of accounts and time to time issue of Grant Utilization Certificate.

#### **4. Scope of Work:**

The illustrative (but not exhaustive) scope of work for Chartered Accountant by the bidders shall be as follows:

- I.** Filing Income Tax Return within time limit.
- II.** Proceeding regarding the Tax Assessment and correspondence relating to that Assessment.
- III.** To assist/advise Finance Department as and when required.



# BISWA BANGLA BISWABIDYALAY

**Address:** Bolpur, Birbhum-731204

**Email:** registrar@bbb.ac.in

**Phone:** 033 71482942

**Website:** www.bbb.ac.in

iv. In case there is any delay in submission of return filing, the late fees will be borne by the agency.

v. The Firm's representative must have to reach the University within an hour in case of urgency.

## 5. Terms and Conditions will be as follows:

(i) The above quoted lump sum fee shall be inclusive of all expenses/charges and Taxes.

(ii) The firm shall raise its Invoice after satisfactory completion of said task.

(iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

(iv) Quoting zero or unrealistic charges will not be considered

Faculty strength: 50 (approx.)

Officer strength: 6(approx.)

(v) The decision of Biswa Bangla Biswabidyalay (BBB) will be final and binding to all parties concerned with this process.

## 6. General Instructions:

1. Provide Trade Licence.
2. Provide PAN Number.
3. Provide GST Registration Certificate.
4. Aadhar Card.

Intending bidders may submit the technical and financial bid separately. The last date for the submission of quotation is 18.07.2024 till 5 pm. The quotation bid will be opened on the next working day at 3pm.

Registrar