



WEST BENGAL GREEN ENERGY DEVELOPMENT CORPORATION LTD

(CIN: U40108WB2007SGC121189)

Bikalpa Shakti Bhavan, Plot – J1/10, Block - EP & GP,

Sector - V, Salt Lake City, Kolkata - 700 091

Ph: 033- 2357-6361, E-mail: wbgedcl@rediffmail.com / wbgedcl2007@gmail.com

Website: www.wbgedcl.in

QUOTATION CALL NOTICE

No. WBGEDCL/ 260 /Q-1/25-26

Date :23.06.2025

Sealed quotations are invited from reliable and experienced Chartered Accountants Firms [CA Firm] for preparation of account of West Bengal Green Energy Development Corporation Limited (WBGEDCL) as per Ind AS for the F.Y. 2025-2026 on quarterly basis.

Scope of Work:

The scope of work will include but not limited to the followings:

- Entry of all the receipt & payment transaction in Tally license version for the F.Y. 2025-26 on quarterly basis.
- Preparation and submission of a report on the proposed changes in the existing accounting Policies of the Company, if required to take concurrence from the Board of Directors.
- Preparation and submission of the Ind AS compliant financial statement on quarterly basis.

Completion Time:

Activities	Timelines
Preparation and submission of a report on the proposed changes in the existing Accounting Policies of the Company, as per Ind AS if any..	Within 13 th of the subsequent month from the closure of each quarter.
Entry of all the receipt & payment transaction in Tally on quarterly basis for the F.Y. 2025-2026.	
Preparation and submission of the Ind AS compliant financial statement on quarterly basis.	

General Condition of Contract (GCC):

- Last date of submission of quotation:- Up to 3-00 P.M. on 30.06.2025 at WBGEDCL office at Bikalpa Shakti Bhavan, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata-700091.
- Opening date of quotation at 3.30 P.M. on 30.06.2025 at WBGEDCL, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata -700 091.
- Quotation should be submitted in two parts with 2 separate envelopes

Envelope 1 : Eligibility Criteria – Containing

- Application Form - The Application Format shall be down loaded from our website www.wbgedcl.in
- Experience of the CA Firm.
- GST Registration Certificate.

Envelope -2 : Price offered – This envelope shall be opened for those parties who qualify in Eligibility Criteria. - Containing
1 Price Offered by the CA Firm.

Both envelopes i.e. Envelope -1 and Envelope -2 duly filled shall then be enveloped in a common envelope duly filled super scribing “*Quotation for preparation of account of West Bengal Green Energy Development Corporation Limited (WBGEDCL) as per Ind AS for the F.Y. 2025-2026 on quarterly basis against quotation No. WBGEDCL/260/Q-1/2025-2026 Dated 23.06.2025.*” The quotation duly filled in and signed along with office seal and all relevant documents should be dropped in the Tender Box only within scheduled date and time at WBGEDCL, Bikalpa Shakti Bhavan, Plot-J-1/10, Block- EP&GP, Sector-V, Salt Lake Electronics Complex, Kolkata – 700 091.

4. The bidder shall note that any conditional offer in respect of discounts on the prices will not be considered. All pages of offers are to be signed by authorized signatory in each page and with seal should be affixed on each page. In case of any noncompliance, offer is liable for rejections.
5. The quotation paper will not be sent by post.
6. Rate quoted by the bidders would remain valid for acceptance up to 3 (three) months from the date of opening of quotation.
7. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
 - a. If any Bidder withdraws his offer after opening of bid without giving any satisfactory explanation for such withdrawals, the bidder will be debarred from taking parts in the next three subsequent quotations of the Company.
 - b. This document is not transferable
 - c. Credentials are not transferable
 - d. Though adequate care has been taken for preparation of this document, the bidder will satisfy himself that the document is complete in all respects.
8. WBGEDCL does not bind itself to accept the minimum rate & reserves the right to cancel any or all the tenders without assigning any reason.
9. **Price:** The basic price is fixed and firm. However, if the tax structure will change it may be considered by the Company against the payer of the CA firm. Prices will be quoted and payable in Indian Rupees only.

only. Payment schedule proposed to be as follows:

Sl. No.	Work Head	Release of Payment
(i)	Preparation and submission of the Ind AS compliant financial statement on quarterly basis for the FY 2025-2026.	25% of the ordered value plus GST as applicable, after submission of IndAS compliant accounts in each quarter.

11. The work shall have to be executed as per scope of work, terms and condition mentioned as per WBGEDCL's General Condition of contract. Conditional offer will not be accepted in any case.
12. Any study report or other documents, graphics, software or otherwise, prepared by you for the WBGEDCL under the engagement shall belong to and remain the property of WBGEDCL. However you may retain a copy of such documents.
13. Chief-Finance & Accounts, WBGEDCL shall be the Controlling Officer of the work for this entire engagement.
14. Chief-Finance & Accounts, WBGEDCL shall be the Paying Authority. For the purpose of payment in both the situations as laid down in clause.9 above, duplicate copy of certified invoices shall be submitted to the paying authority. The invoices shall be certified by the Controlling Officer of the work prior to submission of the invoices to the paying authority
15. In case of any query the bidders may contact through our email-id wbgedcl@rediffmail.com / wbgedcl2007@gmail.com or physically at WBGEDCL Office at Bikalpa Shakti Bahvan, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata-700 091, Contact No: 9239171680 / 9434910132.
16. The Quotation Inviting Authority reserves the right to modify, amend or supplement the document. Any corrigendum, notification concerned to this quotation will be published in the website and notice Board of the Company <https://www.wbgedcl.in> and it will be part & parcel of the tender. The bidders are therefore advised to follow the website for such corrigendum, notification etc.

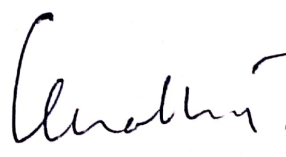
51/-
(Chinmoy Chatterjee)
Chief-Finance & Accounts

Memo.No.WBGEDCL/260/140(iii)

Dated, 23.06.2025

Copy forwarded to :

1. General Manager (HR&A), WBGEDCL
2. Company Secretary-in-charge, WBGEDCL
- ✓ 3. Website, WBGEDCL
4. Notice Board, WBGEDCL


23/6/25
Chief-Finance & Accounts

FORMAT OF APPLICATION

To
The Chief-Finance & Accounts
West Bengal Green Energy Development Corporation Ltd
Bikalpa Shakti Bhavan,
J-1/10, EP & GP Block,
Salt Lake Electronics Complex, Sector-V, Kolkata – 700 091

Subject: Quotation for preparation of account of West Bengal Green Energy Development Corporation Limited (WBGEDCL) as per Ind AS for the F.Y. 2025-2026 on quarterly basis.

Ref: Quotation No. WBGEDCL/260/Q-1/2025-2026 Dated 23.06.2025

Sir,

In response to your quotation, I/we submit my/our offer for preparation of account as per Ind AS for the F.Y. 2025-2026 on quarterly basis of WBGEDCL. The details particulars of my/our firm are given below:

Sl No.	Particulars	
1	Name of the Firm	
2	Address of the Firm	
3	Contact No.	
4	e-mail ID	
5	Firm Registration No. & date	
6	Status of the Firm (Proprietorship/Partnership)	
7	Name of the Proprietor/Partners along with Membership No. and Contact No.	
8	PAN	
9	GST Registration No. (If any)	
10	CAG Empanelled No.	
11	Experience	

Declaration

I/We, hereby, declare that the particulars furnished herein are true to my/our knowledge. If any information is found to be false subsequently by the authority, my/our offer is liable to be rejected.

(Signature with stamp)

N. B. : If necessary extra page may be enclosed