

**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 No:- NIQ/06/2024**

Quotations are hereby invited from the registered Chartered Accountant Firms having required expertise in sealed envelope to undertake the audit and accounting works of the Centrally Sponsored Schemes, Mission for Integrated Development of Horticulture (MiDH), erstwhile National Horticulture Mission for the financial year 2023-24. The audit and accounting works will cover all the implementing agencies (all the districts of West Bengal) including the State level Mission Head Quarter under Department of Food Processing Industries and Horticulture, Government of west Bengal.

The audit and accounting works will involve audit and accounting of the transactions at State Level Mission Head Quarter as well as the transaction at the level of seventeen different implementing agencies. Report of audit and accounting works which includes preparation of component-wise Receipt & Payment and Balance Statement, etc. will have to be submitted within one month from the date of the issuance of the work order. For further information in connection with the undertaking such audit and accounting works, the office of the undersigned may 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 3 PM up to 19.07.2024 in the dedicated box at the office of the undersigned and no quotation will be entertained after that specified time. The submitted quotations will be opened on the same day in presence of the bidders who are also requested to 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, 10.07.2024.

The total process of audit and accounting of all implementing agencies including State level mission HQ must be completed within 3 months from the date of issuance of the work order.

The following documents are to be enclosed by the bidder along with their quotation.

1. Due Income Tax clearance certificate.
2. Receipt for the payment of Professional tax for 2023-24
3. Certificate for successful execution of previous audit of similar nature of last three years
4. Certificate of practise mentioning their membership Number issued by Institute of Chartered Accountants of India

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

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

*Sd*  
**OSD & Ex-Officio**  
**Director Of Horticulture (Admin.)**  
**Department of Food Processing**  
**Industries & Horticulture**  
**Government of West Bengal**

Memo No:- 438/DOH/2024.

Date:- 08/07/2023

Copy forwarded for wide circulation to the

1. The Managing Director, WBSF & HDCL, Benfish Tower, 6<sup>th</sup> Floor, Sector V, Kolkata – 91
2. The Sub-divisional Officer, Bidhannagar, Kolkata – 91
3. The Director, I&CA, Nabanna, Howrah.
4. The Chief Manager, HDFC Bank, Khanna Branch.
5. The Institute of Chartered Accountant, Kolkata
6. D.H.O/ADH.....
7. Office Notice Board
8. Sri/ Smt./ M/s.....

Sd/-

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9. Copy to Sri Sourav Narayan Mondal, MIS-in-Charge, FPI, Benfish Tower, 4<sup>th</sup> Floor, Sector V, Kolkata – 91  
with a request to publish it on the website.



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