

**Mother Dairy Calcutta**  
**P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310**

PUR/ENQUIRY/E.AUDIT/ 2846

Date : 31.03.2025

**TO WHOM IT MAY CONCERN**

**Sub: Enquiry for Appointment of External Auditor for Annual Audit of Mother Dairy Calcutta**

Dear Sirs,

Mother Dairy Calcutta, a Project under ARD Deptt, Govt. of West Bengal invites quotations from reputed firms of Chartered Accounts / Cost Accounts, empanelled with C&AG and having office in Kolkata for Appointment of External Auditor for Audit of Annual Account along with Management Report of Mother Dairy Calcutta for the financial year 2024-25, extendable for one more year on mutual consent. The annual turnover of the Dairy is around **Rs. 250 crores.**

Job Descriptions	Financial year	Job completion Period
Audit of Annual Account	2024-25	30 days from the date of issue of the order or within 31.05.2025, whichever is earlier

Preference will be given to firms having such experience of audit in Public Sector Undertaking / reputed Public Limited Company in manufacturing industries. Interested Firms having similar work experience may submit their offer in sealed envelope along with profile and credentials within **12.04.2025** till 2 pm.

**Essential conditions**

1. Bidders are requested to submit the General Terms & conditions, Essential Conditions and OFFER FORM duly filled in and signed with official seal as a token of their acceptance.
2. Rates shall be firm for entire execution of Work and no escalation of rate on any ground what-so-ever shall be applicable during the contract period.
3. Bidders shall submit self-attested photocopies of the following documents without which quotations will be considered invalid. (However, as per requirement of the Dairy authority they shall produce the original for verification, at any time) -
  - i) Copy of GST registration certificate
  - ii) Copy of PAN
  - iii) Income Tax Return for the assessment year 2024-25
  - iv) Current and Valid Trade License
  - v) ICAI Registration No
  - vi) CAG empanelment no
  - vii) Partnership deed / Incorporation certificate
  - viii) Credentials
4. All the enclosures are mandatory.
5. **Estimated professional charge for the job is Rs 14,800.00, excluding GST.**
6. Quotations submitted by Fax, e-mail, etc. shall not be accepted.
7. Order may be placed on the successful bidder within three months from the due date.
8. Any Firm currently engaged in Internal Audit of Mother Dairy Calcutta and / or disqualified earlier for engagement as Statutory Auditor / Internal Auditor or such activities will not be considered for this engagement.

9. The Chief General Manager reserves the right to accept or reject any or all offers without assigning any reason what-so-ever. The Chief General Manager also reserves the right to amend / alter the contract during the contract period, if needed.

Thanking you,

Yours faithfully  
For Mother Dairy Calcutta

Handwritten signature in cursive script, appearing to be 'Mdm', with the date '31/3/25' written below it.

In-charge, Purchase

**Mother Dairy Calcutta**  
**P.O. Dankuni Coal Complex, Dist. Hooghly, (WB), Pin – 712310**

**General Terms & Conditions**

1. Firms having similar working experience with reputed organization(s) in IFRS environment for at least 5 (five) years will be preferred. Such experience should be supported by certificate issued by competent authority / photocopy of job completion certificate etc. The audit report and other reports must be in line with IFRS standard.

2. Place of service : Accounts Section of Mother Dairy Calcutta at Dankuni Coal Complex, Dankuni, Hooghly, West Bengal, Pin 712310.

3. Bid Price :

- The contract shall be for the full quantity as described.
- All duties, taxes and other levies payable on the service shall be included in the total price.
- GST in connection with the service shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.
- All other expenditures and other incidental charges shall be shown separately.

4. **Validity of Quotation** : Quotation shall remain valid for a period not less than **60 days** after the deadline date specified for submission.

5. **Evaluation of Quotations**: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which:

- ✓ are properly signed
- ✓ Conform to the terms and conditions, and specifications.
- ✓ GST & all other charges in connection with sale of service shall be taken into account in evaluation.

6. Bad workmanship will not be accepted and if carried out is liable to be rejected and should be rectified by the party at his cost as per specification and directions given by Dairy's authorized representative. The decision of Chief General Manger, Mother Dairy Calcutta, as to items of bad workmanship and proper replacement / rectification will be final and binding on you.

7. **Award of contract** : The contract will be awarded to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

Notwithstanding the above, Mother Dairy Calcutta reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.

8. The Firm shall obtain all necessary licenses such as Trade License, Professional Tax Clearance certificate and other licenses as required to run this business and shall be entirely responsible for the payment of dues to your persons as per regulation in force, and for

complying with all the statutory obligations like ESI & Workmen Compensation Act as applicable from time to time and will keep Mother Dairy Calcutta indemnified for and in respect of all your acts or omissions.

9. The Dairy Administration reserves the right to terminate this contract by giving 30 days clear written notice for any reason whatsoever.

10. Payment Terms : Payment shall be made within **30 days** after successful completion of Audit. The bills must be certified by the competent authority.

11. Under any circumstances you shall not sub-let the work to any individual / Firm / company etc. at any time within the contract period.

12. If at any time your personnel is found involved in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from you and also penalize you as mutually agreed.

13. If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-II, Sector-III, Salt Lake City, Kolkata 700106. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under of any enactment or statutory modifications thereof for the time being in force.

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**OFFER FORM**

PUR/ENQUIRY/E.AUDIT/2846 dated 31.03.2025 (closing date 12.04.2025, till 2 pm)

Deliverables / Job Descriptions	Financial year	Estimated Amount	Quoted Amount
1. Audit of Annual Account	2024-25	Rs. 14800.00	Rs. ....
Add GST @..... %			Rs .....
Final Quote (Grand Total)			Rs. ....

Final quote in words : Rs ..... only.

We agree to provide service in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) (Rs. .... amount in words) within the period specified in the Request for Quotations.

We also confirm that the warrantee / guarantee of **as per specification** shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.

\_\_\_\_\_  
Signature of the bidder  
with official stamp