



DURGAPUR CHEMICALS LIMITED

(A Govt. of West Bengal Enterprise)
P.O. Durgapur-713215, Dist.: Paschim Bardhaman
AN ISO 9001-2015 & 14001-2015 CERTIFIED COMPANY
CIN – U24119WB1963SGC025873

Ref. PM/DCL/CA/2021-2022/1

Date: 27.11.2021.

HIRING OF CHARTERED ACCOUNTANTS FIRM FOR ONSITE ACCOUNTING & TAXATION SERVICES.

Durgapur Chemicals Limited (DCL) is a fully owned company of Govt. of West Bengal engaged in manufacturing of basic Chemicals like Caustic Soda, Chlorine, Hydrogen and Stable Bleaching Powder etc. having its plant located at Durgapur, invites application from Chartered Accountant firms for undertaking onsite Accounting & Taxation Service for a period of three months w.e.f. 01.01.2022 to 31.03.2022 as mentioned below:

1. Eligibility criteria:

Only Consultancy Firms having at least three Partners/Directors and a minimum of 3 years of experience in rendering similar services in manufacturing sector can apply. CA Firms from Durgapur/Asansol area will be preferred.

2. Scope of Work:

- a) Entire Book keeping and Accounting job using the in house ERP facility.
- b) All sorts of accounting and inventory reconciliation.
- c) Active involvement in Annual Accountings finalization.
- d) Ensure all statutory compliances.
- e) Liaisoning with all Govt. Departments on all taxation matters.
- f) Finalisation and filing of tax returns.
- g) MIS Reports.
- h) Inward Bill Processing.
- i) Assistance in Financial Concurrence.
- j) Payroll administration.
- k) Treasury functions.
- l) Compliances under Goods Service Tax Act.
- m) Any other accounting/taxation jobs that may be assigned by the Management of DCL from time to time.

3. Other Terms & Conditions:

- a) One fully qualified and competent Chartered Accountant with minimum 5 years post qualification experience in similar service in manufacturing sector.
- b) One suitably qualified and competent in Accounting & Taxation having hands on experience of minimum 10 years experience in similar jobs in manufacturing sector.
- c) One Senior Supervisor/Partner/director suitably qualified and well conversant with all accounting & taxation matters to guide, train and periodically oversee the tasks assigned to the resources in (a) and (b) above and also assess the job progress.
- d) Resources should be self-starters and should be in a position to perform independently.
- e) Resource in © above shall conduct fortnightly meetings with the management to review the progress and identify areas of improvement.
- f) Completion of jobs will be the eventual responsibility of the firm and any additional resource(s) based on workload / exigency shall be deployed at no extra cost.
- g) Resources offered by the firm shall be vetted by DCL with regard to their suitability and eventful deployment.

4. Minimum fees of the assignment are fixed to Rs. 70,000/- per month (exclusive of taxes).

Please submit the detail proposal either by e-mail dclpmgr@gmail.com or speed post in the following address by 13th December, 2021.

Personnel Manager
Durgapur Chemicals Ltd.
Hahnemann Sarani,
Durgapur – 713215,
Dist. Paschim Bardhaman, West Bengal