



DURGAPUR CHEMICALS LIMITED

(A Government of West Bengal Enterprise)
P.O.-DURGAPUR-713 215, DIST.: PASCHIM BARDHAMAN.
ISO: 9001:2015 & 14001:2015 CERTIFIED COMPANY.
CIN NO.: U24119WB1963SGC025873.

NOTICE INVITING TENDER (LIMITED)

NIT NO.: PC/D/SPECIAL AUDIT/017

Dated: 04.06.2019.

1. **Durgapur Chemicals Limited (DCL)** invites sealed quotation from reputed CA Firms for conducting a special audit of the following Trust Funds of the company as per the specification mentioned in Annexure -I:
 - a. DCL Employee Provident Fund
 - b. DCL Employee Gratuity Fund
 - c. DCL Employee Leave Encasement Fund

The sealed cover shall be super scribed with "NIT No." Name & Date of the Tender and "Date & Time of opening of the Tender".

2. **Scope of Work:** Conducting special audit as per the specification mentioned in Annexure - I, within the stipulated time period.
3. The Bidder shall submit offer duly signed and filled in their Letter head super scribing the NIT No. The bidder may submit their offer by post or by person at the office of Kolkata Office of DCL.
4. **Place and time of Submission of offer:** The sealed offer will be received at the Kolkata Office of DCL during office hours on all working days except Sunday and Holidays.
5. **End time of Submission of offer:** Up to 6.00 p.m. Dated: 12.06.2019.
6. **Place, Date & Time for opening of offer:**

At Kolkata Office of DCL on 14.06.2019 at 12.00 noon. Offers will be opened in presence of available Bidder or their authorized representatives.

7. Availability of Copy of Tender:

- a. At the office of Kolkata Office of DCL and also at official website: www.durgachem.com
 - b. Contact Person, if any clarification is needed: Mr.Surajit Sarkar, Personnel Manager and mob. No.: 9800122538.
8. The special audit of the above 3 Trust Funds to be completed within 30th June, 2019.
9. Consolidated Audit fees to be quoted for conducting special audit of 3 trust funds.
10. Tender shall remain open for acceptance for 15 days from the date of opening of the Tender. No revision/ Modification in the Tender Rate will be allowed during the validity period of the Tender.
11. **Arbitration:** In the event of any dispute or any difference arisen in respect of the Scope of Work / Terms and Conditions herein contained in connection with the order the same shall be referred to the award of an arbitrator as per provisions of The Arbitration and Conciliation Act, 1996 and amendment thereof.
12. **Jurisdiction:** Courts at Kolkata shall have Jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with the contract.

Note:

- Any deviation of terms and condition are not accepted.
- Any offer submitted after the expiry of the time prescribed for submission or incomplete in any respect shall be rejected. Late receipt. Late receipt of offer in case of postal delivery will not be considered. Offer by FAX/E-mail will not be accepted.
- Overwriting is not allowed.

Mr.Surajit Sarkar
Personnel Manager
Durgapur Chemicals Limited

Annexure - I

NIT NO.: PC/D/SPECIAL AUDIT/017

Dated: 04.06.2019.

Conducting special audit of the following Trust Funds:

- a. DCL Employee Provident Fund
- b. DCL Employee Gratuity Fund
- c. DCL Employee Leave Encasement Fund

1. Scope of work would be as follows:

- i. Audit of accounts of 3 Trusts Fund for the period 2015-2016, 2016-2017, 2017-2018.
- ii. Investment of corpus as per norms.
- iii. Whether contribution to Voluntary Provident Fund is commensurate to gross earnings of the employees.
- iv. Settlement of Provident Fund dues on retirement/resignation.
- v. Details of unsettled P.F. accounts.

Signature of the Bidder
with office seal and designation.