Annex-B

WEST BENGAL TRANSPORT CORPORATION LIMITED

Formerly known as The Calcutta Tramways Co. (1978) Limited
(A Government of West Bengal Undertaking)

Tel. No. 8697733280

CIN: U63090WB1982SGC035337
12, R. N. Mukherjee Road
Kolkata – 700 001
Fax: (033)2248-3277
E-mail: tramways1873@gmail.com
Website: www.calcuttatramways.com

NOTICE INVITING QUOTATION

No: NIQ / WBTCL / 05 / 2026-2027 **Dated: 14/08/2026**

Trustees 'B' Provident Fund The Calcutta Tramways Company Limited is a Private Trust registered under The Provident Fund Act 1925. It is mandatory compliance in the part of the Trust to compile and finalise Annual Financial statement and get it audited. Since we are lacking professional accountant in this Company / Trust, we require professional assistance to audit some areas of Financial Statement which are described under Scope of Work.

Now, Expression of Interest is invited from an experienced Firm of Chartered Accountants towards assistance and certification of Financial Statement as listed initially for the F.Y. 2025-26 and may be renewed in future years if job done satisfactorily without any qualification by the Statutory Auditor or C&AG.

Professional fees, all inclusive should be quoted individually as described below. Taxes will be applicable separately.

Description of job to be done	Professional fees all inclusive without GST (in ₹)
As per scope of work	

SCOPE OF WORK:

- Bank Reconciliation Statement
- Verify Trial Balance
- Verification and certification of Schedules prepared by Trustee alongwith Ledger and Journal
- Verification and certification of Balance Sheet and Profit & Loss prepared by P.F. System
- Reconciliation and certification of P.F. deducted, deposited and paid by the Company and Trust during the year.
- Verification and certification of unpaid balances.
- Other statutory matters to be reported

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All the relevant information and explanations will be available at WBTCL H.O. Preparation of schedules and certification job is to be done and report to be submitted in two copies within 10 (ten) working days from the date of issue of work order.

Firms who have experience of similar nature of job and who are conversant with Provident Fund Financial statements will be preferred due to time constraint, understanding of the business and present FMS system. The firm should be actively assisting the Company to explain the accounting entry to Statutory and C&AG Auditors. Further one of the partners of the firm must be present every day in the H.O. while preparing such report. Data integrity and secrecy of informations to be strictly maintained.

LAST DATE OF SUBMISSION OF QUOTATION:

The quotation to be submitted within 03.00 pm on 20/08/2026 to the office of Chief Accounts Officer WBTCL, at Paribahan Bhawan, 12 R.N. Mukherjee Road, Kolkata – 700001 in a sealed envelope alongwith general credentials, experience with WBTCL if any, registration number of firm, membership number of partners, PAN, GSTIN and bank details, proof of Tender fees deposit.

TENDER FEES:

₹1,000 shall be paid through online transfer into bank account as mentioned below:

Name of Bank	:	State Bank of India (SBI)
Account No.	:	11175159061
IFS Code	:	SBIN0001401
Branch	:	Dalhousie Square

14/08/26

Jt. Managing Director
WBTC Ltd.

12/8/26

17/8/26