WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

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Memo No. WBUAFS/ Admn/ET(26-27)/ Date:

EXPRESS OF INTEREST

The Registrar, West Bengal University of Animal & Fishery Sciences (WBUAFS), invites Expression of Interest (EOI) from reputed, experienced and eligible Chartered Accountant (CA) Firms for engagement as Consultant for preparation, compilation, reconciliation and finalisation of the Annual Accounts of the University for the Financial Year 2025–2026 within the stipulated time frame.

Detailed particulars may be obtained from the Website http://wbuafs.ac.in.

Last date & time of submission of bid is on 17.11.2026 at 2.30 PM IST.

1. Background and Justification

The West Bengal University of Animal & Fishery Sciences is a Grant-in-Aid University receiving financial assistance from the Government of West Bengal and Government of India. Proper and timely preparation, compilation, reconciliation and finalisation of its Annual Accounts are essential for ensuring financial transparency, statutory compliance and audit readiness.

The existing accounting software and available manpower of the University are primarily engaged in routine accounting activities and are not adequately equipped to address the comprehensive requirements of Annual Accounts preparation, particularly in view of recent modifications in applicable accounting and financial provisions. Further, financial data relating to the Krishi Vigyan Kendras (KVKs) are also required to be incorporated into the consolidated Annual Accounts.

It is evident that exhaustive feature is very much a professional work which expertise knowledge, The personnel, presently engaged to run the existing software has been caring out simply a clerical task day to day entry of the transaction and compilation of statements in different files. It may also please be noted that the existing staff of finance and account section of WBUAFS aren't competent enough towards accomplishing the said task.

2. Scope of Work

The selected Chartered Accountant (CA) Firm shall undertake the preparation, compilation, reconciliation and finalisation of the Annual Accounts of the University for the Financial Year 2025–2026 by following the chronological steps indicated below:

a. Journalized the day to day transactions.
b. Corroborating all the journal entries in the respective ledger.
c. Initiating the trial balance (may be corporate the suspense elements, if any)
d. Preparation of financial statements (income and expenditure account, Receipt and payment account based on the previous executions.
e. Compilation of all the pertinent aspects in Balance Sheet.

ii. It is information that all the relevant financial data relating to Krishi Vigyan Kendra (KVKs) are being incorporated in the Annual A/U of West Bengal University of Animal and Fishery Sciences.

iii. It may please be noted that the existing software which is in vague in the University is met compatible to cope up with the latest modifications of the extant accounting provision, provided by the latest modifications of the extant accounting provision. Provided by the latest modifications of the extant accounting proves, provided by latest modifications of the extant accounting proviso, provided by different financial intuitions on the basis of orders issued by Ministry of Finance, Government of West Bengal.

iv. Timely compilation and reconcilaslation of accounts are essential for accurate of timely filling of University's income tax return, proper determination of tax liability, if any and statutory non-compliance.

v. It may please be noted, as a Grant-in-Aid University, proper compilation of accounts in accordance with the applicable accounting framework, government grant conditions and relevant statutory requirements is essential for ensuring financial transparency, accountability and audit readiness.

3. General Requirements

1. The selected CA Firm shall deploy qualified and experienced personnel having adequate knowledge of institutional accounting, Government grants, financial reporting and statutory compliance.
2. The Firm shall coordinate with the Finance and Accounts Section and other concerned departments/offices of the University for collection and verification of relevant financial information.
3. The University shall provide available financial records, accounting data, vouchers, statements and other necessary documents for execution of the assignment.
4. The selected Firm shall maintain strict confidentiality of all financial records and information of the University.
5. The Firm shall be responsible for the accuracy, consistency and professional quality of the statements and documents prepared under the assignment.
6. The assignment shall be completed within the stipulated period as prescribed by the University.

4. Eligibility and Pre-Qualification Criteria

The participating CA Firms shall fulfil the following minimum eligibility requirements:

1. The Firm must be registered with the Institute of Chartered Accountants of India (ICAI).
2. The Firm must possess valid registration and relevant professional credentials.
3. The Firm should have adequate experience in preparation, compilation, reconciliation and finalisation of Annual Accounts of Universities, Government institutions, autonomous bodies, statutory organisations or other Grant-in-Aid institutions.
4. The Firm should have qualified Chartered Accountants and adequate supporting professional manpower for execution of the assignment.
5. The Firm should not have been blacklisted or debarred by any Government Department, University, Government undertaking or statutory authority.
6. The Firm shall submit documentary evidence in support of its professional credentials, experience and eligibility.

5. Documents to be submitted

The interested CA Firms shall submit the following documents along with their EOI:

1. Copy of valid ICAI Firm Registration Certificate.
2. PAN Card and GST Registration Certificate, wherever applicable.
3. Details of the constitution and establishment of the Firm.
4. Details of relevant similar assignments undertaken during the preceding years, supported by work orders or completion certificates.
5. Details of qualified Chartered Accountants and professional personnel proposed to be deployed.
6. Self-declaration regarding non-blacklisting/non-debarment.
7. Any other document considered necessary to establish professional eligibility and experience.

6. Valuation and Selection

The EOIs received within the stipulated date and time shall be scrutinised by the University. The selection shall be made on the basis of the prescribed eligibility criteria, professional experience, relevant credentials, technical capability and suitability of the participating CA Firms for execution of the assignment. The University reserves the right to seek additional documents or clarifications from the participating Firms, if considered necessary.

7. General Terms and Conditions

1. Submission of an EOI shall not confer any right upon the participating Firm to claim engagement by the University.
2. The University reserves the right to accept or reject any or all EOIs without assigning any reason thereof.
3. The selected Firm shall execute the assignment within the stipulated time frame and in close coordination with the University authorities.
4. The professional fee and other terms of engagement shall be governed by the terms and conditions of the tender/EOI document and subsequent engagement order.
5. All records and documents made available by the University shall remain the property of the University and shall not be disclosed to any third party without prior written permission.

Registrar (Actg.)

Memo No. WBUAFS/Admn/ET(26-27)/ 3001/1(5) Date: 06/11/2026

Copy forwarded for information and wide circulation to:

1. The Finance Officer, WBUAFS.
2. Vice-Chancellor's Secretariat, WBUAFS.
3. The In-Charge, WBUAFS with request to upload the notification to the University website portal.
4. Notice Board, Office of the Registrar, WBUAFS.
5. Office Copy.

06.11.2026

Registrar (Actg.)

6/11/26