

# **Greater Calcutta Gas Supply Corporation Limited**

(A Govt. of West Bengal Enterprise)

Regd. Office: 14, Canal West Road, Kolkata- 700 009

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Ref: 4983/Admn/EOI/GCGSCL/2024-25

Date:30.01.2025

## **NOTICE OF INVITING EXPRESSION OF INTEREST (EOI) FOR ENPLANEMENT OF FIRM OF CHARTERED ACCOUNTANT FOR MAINTAIN FIXED ASSETS REGISTER AS PER COMPANIES ACT, 2013 AND INCOME TAX ACT , 1961.**

The Greater Calcutta Gas Supply Corpn Limited (GCGSCL) is a Company incorporated in 1987 under the Companies Act, 1956 having its registered office at Kolkata is a fully owned Government of West Bengal Enterprise. Greater Calcutta Gas Supply Corporation Limited is the only state owned organization, that deals with eco friendly coal gas which is supplied to thousands of domestic consumers as well as to commercial and industrial units in Kolkata and adjoining districts through underground pipeline. GCGSCL has entered into a Joint Venture Agreement with M/s GAIL(India) Ltd. and formed a Company, namely M/s Bengal Gas Company Ltd. (BGCL) on 04/01/2020. GCGSCL has no operations since April 2019. During the Financial Year 2023-24 the company incurred huge loss. The Board of Directors were decided that to maintain the Fixed Assets Register of the company as per the requirements of the Act and physical verification of the fixed assets to be carried out annually for determination of fair value of the fixed assets and the same may be disclosed in the Financial Statement. GCGSCL invites application from Chartered Accountant firm(s) for maintain the Fixed Assets Register of the Corporation .

### **OBJECTIVES**

Fixed assets to be carried out annually for determination of fair value of the fixed assets. The objectives of maintain Fixed Assets register is to seek a professional opinion on the Fixed Assets Register and to ensure proper maintenance of Fixed Assets Register as per guidelines of Companies Act and Income Tax Act.

### **BACKGROUND**

GCGSCL are prepared and maintained through TALLY.ERP9 accounting software.

### **SCOPE OF WORK**

The major areas to be covered are as under:-

1. Verification of Fixed Asset and Reconciliation of Physical Verification report with all Fixed Assets Register.
2. Scrutiny of Balance Sheet and Fixed Assets value already mention in last Balance sheet .
3. Preparation and Maintain all Fixed Assets Register as per Companies Act , 2013 & Income Tax Act, 1961 as on date (through Excel or any other software).
4. Preparation of Depreciation schedule as on date.

**ELIGIBILITY**

- 1) The Chartered Accountant / Chartered Accountant firm.
- 2) The firm should have been maintain Fixed Assets Register Private & Public Company / Govt PSU in the previous financial years.
- 3) Selection of the Chartered Accountant will be assessed by the Management of the Company.

**TIME PERIOD**

The Register should be submitted by the corporation within one month from date of appointment.

**TERMS OF PAYMENT:**

Invoice for 100% of the Professional Fees, and other claims if any, should be submitted after submission of final Register. Invoices should be GST compliant. Report should be submitted in triplicate.

**GENERAL NOTES:**

1. Applications are invited from the eligible Chartered Accountant Firm in the formats as given in the Annexure -I (Pre-qualification criteria) and Annexure- II (price Bid).
2. Information and documents as per Annexure-I and Annexure-II are to be submitted in two separate sealed envelopes containing the following marking:  
[1] Envelope No.1 - Compliance of Eligibility Criteria & Terms and Conditions.  
[2] Envelope No.2 - Price Bid and shall be inserted in one sealed envelope named “ **Bid for maintain of Fixed Assets Register**”.
3. Applications (by speed post/courier/hand delivery) should reach the Company on or before 15 days (excluding the date of issue) of the Tender at the address stated herein below:  
  
To  
The Managing Director  
Greater Calcutta Gas Supply Corpn Ltd  
14, Canal West Road, Kolkata- 700009
4. The management reserves the right to select a firm based on the criteria as mentioned and their decision shall be full and final.
5. Any other matters that may be required by the management from time to time.
6. **Last Date of application submission: Upto 5.00 p.m. on 19.02.2025.**

**Annexure-I**

**Format of Technical Bid**

1.	Name of the Firm:	
2.	Registered Address of the Firm:	
3.	Correspondence Address of the Firm:	
4.	Email ID:	
5.	Telephone Number:	
6.	PAN Number:	
7.	GST Number (if any):	
8.	Total Experience of partners	
9.	Number of entities in which firm has maintain Fixed Assets Register	

**Annexure-II**

**Format of Financial Bid**

(to be provided on letter head of the firm by affixing seal and signature in separate sealed envelope)

<b>Name of the Firm</b>	<b>All-inclusive fees per annum excluding GST (in Rupees)</b>	<b>GST</b>	<b>Total fees including GST (in Rupees)</b>