



Institute for Steel Development and Growth (INSDAG)

(Jointly Promoted by Ministry of Steel & Steel Producers)

Ispat Pragati Bhawan, 793, Anandapur, Kolkata - 700 107

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No. INS/Enq/ Admn/24

Date: July 08, 2024

Sub: Notice inviting Tender for carrying out Statutory Audit

Sealed Offer is invited for the following job:

1. Completion of Tax Audit, Filling of Form 10B, Filling of Income Tax Return and Statutory Audit for the F.Y. 2024-26.

Details of Tender Notice are enclosed for your reference. Bidders are requested to submit quotation by *July 15, 2024 (Monday) at 3.00 p.m.*

With Kind regards,

Sajal Kr. Ghorai
Sr. Manager (C&S)

Encl. a/a

TENDER NOTICE

Job Specifications:

INSTITUTE OF STEEL DEVELOPMENT AND GROWTH (INSDAG)

Institute of Steel Development and Growth (INSDAG) is a not-for-profit, registered U/s 12A/12AA of the Income Tax Act, 1961 and is a member-based organization established by the Government of India (Ministry of Steel) and Major Steel Producers of the Country in the year 1996 as a "Society" under Societies Registrations Act of West Bengal 1961.

Apart from Ministry of Steel, our founding members are all the major steel companies viz. SAIL, TATA STEEL, JSW STEEL, RINL, AM/NS. INSDAG has efficient networking relationship among the member organizations / professionals for exchange of ideas on steel related knowledge. Presently, Institute has following membership categories, viz Primary, Associate, Institutional, Individual Life and Student.

The funding of the Institute is in form of grant-in-aid from Ministry of Steel (through Joint Plant Committee) and from membership fees. (The general establishment expenses are covered under the grant-in-aid and all other project related expenses are covered under membership contribution).

The Annual Turnover of the Company for the last 3 financial years F.Y. 2021-22, F.Y. 2022-23 & F.Y. 2023-24 is 4.4 cr, 6.2 cr & 6.5 cr respectively.

INSDAG is in the process of rotation of Auditors and in this process, it is inviting bids for the appointment of Statutory Auditor for a period of 2 years commencing from F.Y. 2024-25.

Scope of Work:

1. Conduct of Statutory Audit
2. Filing of Income Tax Return
3. Conducting of Tax Audit Report & Filing of Form 10 B

Job Completion Time – 2 months

Terms & Conditions:

1. It is obligatory on the part of the Service Provider to comply with the various laws, Rules and Regulations of Government and other statutory Authorities.
2. The bidder may like to visit INSDAG office and satisfy themselves about the Quantum and Scope of work before quoting the rates.



Submission of Tender

1. Bid is to be submitted to Mr. Sajal Kr. Ghorai, Sr. Manager (C&S) at the office of Institute for Steel Development and Growth, Ispat Pragati Bhawan, 793, Anandapur, Kolkata – 700 107 on or before **July 15, 2024 (Monday) by 3.00 P.M.**
2. Quotation to be given in consolidated amounts (point-wise). GST as applicable, shall be paid extra.
3. The bidder may contact Mr Shiladitya Chanda, Asst. General Manager (C&S) & I/c (HR & Fin) at the above mentioned address during office hours for any clarification before submission of Tender / Offer.

Opening of Tender Bids & Selection of Contractor

1. INSDAG reserves the right to accept the tender or reject any or all the tenders without assigning any reason thereof whatsoever.
2. The Service Provider shall be fully responsible for all the personnel employed by him for executing the work, for effective discharge of the obligations under this job contract and proper execution of work.

