

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS (HOFF)

Directorate of Forests
(Under Govt. Of West Bengal)

Aranya Bhawan, Block – LA – 10A, Sector – III, Saltlake City,
Kolkata – 700 098.

Compensatory Afforestation Fund Management And Planning Authority, West Bengal (CAMPA)

Tender No. CAMPA/02/17-18

Dated, Kolkata, the

Tenders are invited from Chartered Accountants / Cost Accountants / Chartered / Cost Accounts Firms, for providing 2 (two) Manpower support and Advisory Services for Data Entry, Documentation, Filing, Closure, Compilation of Accounts, Assisting in Audit and related MIS of Compensatory Afforestation Fund Management And Planning Authority, West Bengal (CAMPA) at Head Office, Kolkata. The Accounts of the CAMPA are being maintained in Tally ERP system in Head Office, Kolkata and manually in 40 Divisions (Approx.). The Accounts are consolidated at Head Office. The list of Divisions is annexed herewith. Experience in nature of Accounts which are oriented towards Foresting operations will be added advantage for the bidder. The bidder should have the experienced staff in Tally system of Accounting. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid as attached herewith.

Addl. Principal Chief Conservator of Forests / CAMPA
& Nodal Officer, FCA, West Bengal

1. IMPORTANT POINT OF REFERENCE :

Tender Inviting Authority	Addl. Principal Chief Conservator of Forests / CAMP A & Nodal Officer, FCA, West Bengal
Name of the Work	Manpower support 2 (two) and Advisory Services for Data Entry, Documentation, Filing, Closure, Compilation of Accounts, Assisting in Audit and related MIS of Compensatory Afforestation Fund Management And Planning Authority, West Bengal (CAMP A) at Head Office, Kolkata
Last date and time for submission of Bids	27 th March, 2018 upto 2.00 p.m.
Opening of Technical Bids	27 th March, 2018 at 3.00 p.m.
Place of Opening of Technical Bids	Office of the Addl. Principal Chief Conservator of Forests / CAMP A & Nodal Officer, FCA, West Bengal Aranya Bhawan Block-LA-10A, Sector-III, Saltlake City, Kolkata-98
Declaration of the results of Evaluation of Technical Aspects	29 th March, 2018
Opening of Financial Bids	29 th March, 2018

SCOPE OF WORK :

Manpower support 2 (two) and Advisory Services for Data Entry, Documentation, Filing, Closure, Compilation of Accounts, Assisting in Audit and related MIS of Compensatory Afforestation Fund Management And Planning Authority, West Bengal (CAMPA) at Head Office, Kolkata.

3. Technical Proposal

Statutory Documents

1. Photo Copy of GST (If Applicable).
2. Photo Copy of PAN Card.
3. Photo Copy of IT Return Acknowledgment Receipt for Financial Year 2013-14, 2014-15, 2015-16 and 2016-17.
4. Photo Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
5. Copy of Deed (In case for Partnership Firm)
6. **Desirable** : Experience in Preparation of Accounts Closure & Compilation of Accounts under the applicable Government Guidelines and Statutory Acts and which are oriented towards Forestry operations, along with Copy of Work Order/Completion Certificate in such or similar assignments.
7. Bio Data of team to be allotted to execute the work along with **Profile of Firm/Proprietor/Partner**

4. Submission of Bids:

a. Technical Bid:

SL NO.	Details	Documents
1	Statutory Documents	i.Copy of GST (If Applicable) ii.Copy of PAN CARD iii. Copy of IT Return Acknowledgement Receipt of 2016-17, 2015-16, 2014-15 and 2013-14 iv. Valid Certificate of Practice
2	Partnership	Copy of Deed
3	Average Turn Over	Copy of Balance Sheet and Profit & Loss A/c of 2016-17, 2015-16, 2014-15 and 2013-14
4	Experience of the Firm	Copy of Work Order/Completion Certificate
5	Staff with experience in Tally	Bio Data of team to be allotted to execute the work along with Profile of Firm/Proprietor/Partner .

b. Financial Bid:

The financial quote should be comprehensive but exclusive of statutory Tax like GST etc (If applicable). The Financial Bids will be opened for successful tenderers of Technical Bid. Estimated price of the Tender would be Rs. 4.80 lacs.

The Bids are to be submitted in 2 envelopes of Technical Bid & Financial Bid. Both the Bids of a firm are to be contained in one bigger envelop marked "OFFER FOR DOCUMENTATION, COMPILATION & CLOSURE OF ACCOUNTS OF CAMPA, WEST BENGAL".

5. OPENING BIDS:

Opening of Technical Proposal

- i Technical proposals will be opened by the Tender Inviting Authority in the presence of Tenderer or his authorised representative.
- ii Intending Bidders may remain present if they so desire in the office of the CAMPA, West Bengal at Aranya Bhawan, Block-LA-10A, Sector-III, Saltlake City, Kolkata-98 for opening of Technical Proposal, to be held on the date and time declared.
- iii The technically qualified Bidders, i.e. Bidders who qualify in the assessment of the technical proposal, shall be eligible for competing the Financial Bid. Accordingly, the Financial Bids of only those Bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

6. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done based on the Principle of Quality cum Cost Based Selection (QCBS) and Experience of the firm along with their experience on Accounting in Forestry Operation.

The details of the process are described below :

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted along with Covering letter), will be summarily rejected as non-responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical bids : Financial Bids = 70:30. The final assessment will be based on the 70% of Technical + 30% of Financial scores.

7. Evaluation of Technical Bids

The Technical Bid will be evaluated on the basis of the following criteria :-

Sl. No.	Criteria/Sub-Criteria	Max. Marks
A	Establishment of the firm relevant to the assignment	
	Date of establishment (<3 years = 0 marks) (>3 - 5 years = 5 marks) (>5 - 7 years = 10marks) (>7 - 10 years = 15 marks) (> 10 years = 20 marks)	20
B	Experience of the firm in similar assignments of Forest during the last 5 years	
	Max. 2 marks for each assignment (Max. 40 marks)	40
C	Average Annual Turnover	
	<5 lakh = 0 marks, > 5 lakh < 10 = 10 marks, >10 lakh < 20 lakh =15 marks, > 20 lakh =20 marks	20
D	Educational Qualification and Experience of the team with experience in Tally Accounts who will be deputed for Assignment	20

8. Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the Evaluation authority may recommend lower/higher qualifying marks.

9. **OPENING AND EVALUATION OF FINANCIAL PROPOSAL :**

Financial proposals of the Bidders declared technically eligible will be opened.

10. **Evaluation of Financial bids**

The financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The maximum Financial score for evaluation of financial bids is 100
- The list of Bidders will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 marks. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and marks assigned accordingly. For example, if the quote of L1 is Rs.200/- and that of L2 is Rs.400/-, then L1 will be awarded 100 marks (maximum) and L2 will be awarded $(200/400) \times 100 = 50$ marks.

Total Score Secured = 70% of Technical Score + 30% of Financial Score

11. **AWARD OF CONTRACT AND ISSUE OF WORK ORDER:**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. The successful bidder should submit an acceptance within two week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within two week, the tender may be held as non-responsive. In case the first successful bidder does not accept the assignment then the bidder with second highest score may be offered the Letter of Acceptance. Work Order will be issued to the successful bidder after receipt of the acceptance from the successful bidder.

12. **DURATION AND EXTENTION OF WORK ORDER**

The work order for the arrangement will initially be for one year from the date of signing, which would be extendable under the same terms and conditions by one more year, based on performance, on yearly basis. An escalation of cost to the tune of 10% shall however be admissible, calculated over the base cost of present tender.

ANNEXURE

A. List of Divisions

SL NO.	CIRCLE	DIVISION NAME
1	HILL CIRCLE	KURSEONG DIVISION
2		DARJEELING FOREST DIVISION
3	CENTRAL CIRCLE	BANKURA NORTH
4		BANKURA SOUTH
5		PANCHET DIVISION
6	JT. DIRECTOR(SBR)	24 PARGANAS SOUTH
7	WESTERN CIRCLE	RUPNARAYAN DIVISION
8		MEDINIPUR DIVISION
9		KHARAGPUR DIVISION
10		PURBA MEDINIPUR DIVISION
11	SOUTH - WEST CIRCLE	JHARGRAM DIVISION
12		KANGSABATI NORTH
13		KANGSABATI SOUTH
14	SOUTH - EAST CIRCLE	PURULIA DIVISION
15		BIRBHUM DIVISION
16		NADIA - MURSHIDABAD DIVISION
17		BURDWAN DIVISION
18	SOIL CONSERVATION	DURGAPUR DIVISION
19		KURSEONG SOIL CONSERVATION
20	NORTH - WEST CIRCLE	KALIMPONG SOIL CONSERVATION
21		MALDA DIVISION
22		RAIGANJ DIVISION
23	PARKS & GARDENS	SILIGURI SOCIAL FORESTRY
24	WILDLIFE NORTH	HOWRAH DIVISION
25		DARJEELING TERRITORIAL DIVISION
26		GORUMARA WILDLIFE-(WILDLIFE-II)
27		DARJEELING WILDLIFE - (WILDLIFE-I)
28	NORTHERN CIRCLE	JALDAPARA WILDLIFE -(WILDLIFE-III)
29		JALPAIGURI DIVISION
30		COOCH BEHAR DIVISION
31	GENERAL MANAGER (NORTH)-WBFDC LTD.	BAIKANTHAPUR DIVISION
32	MONITORING	KALIMPONG FOREST DIVISION
33	DEVELOPMENT KOLKATA	MONITORING NORTH
34	FIELD DIRECTOR(BTR)	JHARGRAM FORESTRY TRAINING CENTRE
35		BUXA TIGER RESERVE EAST
36	FIELD DIRECTOR(STR)	BUXA TIGER RESERVE WEST
37		SUNDARBAN TIGER RESERVE
38	WP & GIS	WORKING PLAN (SOUTH)-1 DIVISION
39	RESEARCH	SILVICULTURE NORTH
40		SILVICULTURE SOUTH

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