

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

**Memo No.4017 /NTBC/NKDA/Admin-036/2017**

**Dated : 08/08/2019.**

## EXPRESSION OF INTEREST

### **EXPRESSION OF INTEREST No. 02/NKDA/Admin of 2019**

Sealed quotations are invited for the following works from the reputed Firm of Accounting Works having sufficient experience and credentials for successful completion of work of Keeping, maintaining and preparation of company accounts in a Government Undertaking or Authority preferably in KMDA / WBHIDCO/ NTTIDCO/ HRBC/ Municipalities/ Development Authority/ Smart City SPV / Club etc.

Name of the Work	Amount	Earnest Money	Period of completion
Engagement of a firm of Accounting to keep and maintain accounts in NTBC.	To be quoted	Rs. 5000/-	365 (Three hundred sixty five) days.

### **1) IMPORTANT DATES**

1	Bid Submission start date	14/08/2019 at 02:00 p.m
2	Bid Submission closing date	21/08/2019 at 03:00 p.m
3	Date of opening for Technical Bid	21/08/2019 at 04:00 p.m
4	Date of opening of Financial Bid	Will be intimated in due course

### **1.0 Eligibility of Applicants**

- The applicant firm should be a Chartered Accountant Firm/ Cost Accountant Firm as formed as per statute of the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India with valid and updated certificate of practice granted to it by the institute of Chartered Accountants of India/ The Institute of Cost Accountants of India.
- The applicant firm should have minimum 03(three) number of Partners,
- The intending bidders should have requisite well established infrastructure to carry out the work having qualified accountants and requisite supporting hands required for proper execution of the work and sufficient financial resourcefulness and solvency to undertake the work.

- d) The firm should have at least 05(five) years of work experience in Accounts related work of which 03years should be by using package Tally ERP 9 and other Financial Packages.
- e) The firm should be well conversant with the Accounting Software (Tally ERP 9 and Financial Accounting) and must have successfully completed the similar assignment for at least 03(three) nos. of ULBs (Urban Local Bodies) or Government undertakings or corporations and Public Clubs.
- f) The firm should have proper manpower strength consisting of at least 03 (three) nos. of qualified CA/CMA and at least 04(four) nos. of semi qualified CA/CMA with passed out certificate to carry on the work.
- g) The local presence of the bidder in Kolkata is mandatory.
- h) A Firm of ACCOUNTS situated in West Bengal, having its registered office in Kolkata, shall submit the bid. **No consortium or sub vendor is allowed.**

## 2.0 Documents to Accompany the Bids

1. **Quotation documents may be downloaded from our official website** (<http://www.nkdamar.org>)
2. Bidders should note that non-compliance of the following instructions may render the Quotation liable for rejection. The **sealed envelope** shall be submitted in Quotation box in the New Town Business Club Utility Building, 5<sup>th</sup> floor, Action Area-I, New Town, Kolkata-700156 mentioning the EOI No and name of work. The **sealed envelope** must contain the “**Techno-commercial**” and “**Financial**”, “EMD” bid in separate envelopes.

### 3. EMD (Bid Security)

Each bid in favour of “New Town Business Club” payable at Kolkata must accompany an **A/c. Payee Bank Draft of Rs. 5,000.00 (Rupees Five Thousand) only**. The instrument must be from a nationalized / scheduled bank and be payable at Kolkata. The validity of the EMD instrument will be for 3 months and may have to be extended by the successful bidder till Final Acceptance of the project. The EMD will however be released after the final payment made to the agency.

## 3.0 Organizational Capability

1. The audited financial statement / audited annual report of the last three financial years.
2. Valid GSTIN registration certificate.
3. Valid certificate of the professional for accounting works.
4. Details of project executed of similar nature.

## 4.0 Techno-commercial

Document to be submitted:

1. Original EOI document duly signed on all pages indicating acceptance of all term and condition.
2. Copy of Valid “Certificate of Incorporation” or Partnership deed etc.
3. Copy of Valid “Trade License” showing its registered office in Kolkata.

4. Copy of PAN/TAN.
5. Copy of Valid GSTIN Registration.
6. Copy of Income Tax Return / Trading A/c, Profit & Loss A/c and Balance Sheet / any other form of Final Accounts of the bidder for last 03 (three) year.
7. Copy of similar work order for keeping and maintaining accounts during the last 3 (three) years along with satisfactory work & performance certificate.
8. Bidder to confirm availability of Accounting Personnel daily during working hours at the registered office.
9. No deviation to the technical as well as professional specification is acceptable.

#### **5.0 Evaluation of Quotation :-**

- i) The NTBC will evaluate and compare the Quotations / Bids determined to be satisfactorily responsive based on:-
  - a) The Bids are properly signed,
  - b) The bids which conform to the Laid Down terms and conditions as mentioned in the Quotation document.
  - c) The bids which are found technically suitable according to the technical specifications of the NTBC and submitted document in the Techno-commercial.
  - d) Supporting documents submitted along with the bids as required are SIGNED and LEGIBLE.

#### **6.0 Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and New Town Business Club shall be in English.

#### **7.0 Validity of Offer**

The proposals shall remain valid for a period of one year after the last date for submission of the offer. The price offers shall remain fixed within the currency of contract and no escalation of price will be allowed.

#### **8.0 Payment Terms**

- a) Payment will be made on quarterly basis on submission of original copy of proof of attendance, work performed and return submitted for various Government dues with monthly bill in triplicate. In absence of these documents bills shall not be processed.
- b) Payment on accomplishing the work of keeping and maintaining the accounts of the Company.

#### **9.0 Taxes & Duties**

The price to be quoted will be inclusive of all Taxes which will be paid separately.

#### **10.0 Discrepancies in Bid**

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation. In case of discrepancy between the original and copies of bid, the original bid will be considered correct.

## **11.0 Qualification Criteria :**

The Quotation Inviting and Accepting Authority will determine eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this QUOTATION. The eligibility of the bidders will be ascertained on the basis of the documents submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or fabricated or false in such case the eligibility of the bidder / Quotationer will be rejected at any stage without any prejudice to take any penal action against him / them as may be deemed fit by the Quotation Accepting Authority.

## **12.0 No price preference and other concessions will be allowed as per order No.8648-F(T) dt.12.10.2012.**

13.0 In case of any typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate.

14.0 NTBC will not be held responsible for making payments against any anticipated profit and / or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of the QUOTATION. Rate should be quoted accordingly.

15.0 The provision of the power of attorney, if any must be subject to the approval of Quotation Inviting Authority. Otherwise the Authority shall not be bound to take cognizance of such power of attorney.

16.0 The address as furnished by the contractor shall be deemed as the postal address of his / their office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered post to his official address as furnished by him / them.

## **17.0 Late Bid**

Any bid received by the New Town Business Club after the bid due date and time prescribed in QUOTATION ;' is liable to be rejected. It would be the purchaser's sole decision to accept or reject a "Late Bid".

## **18.0 Opening of Bids by New Town Business Club**

The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the New Town Business Club officer at his/her discretion, may consider appropriate, shall be announced at the time of opening.

Immediately after the closing time, the New Town Business Club, contact person shall open the bid for scrutiny.

19.0 Conditional Quotation will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money will be forfeited.

## **20.0 New Town Business Club's Right to Reject any or All Bids**

New Town Business Club reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

## **21.0 SCOPE OF WORK**

- Selected ACCOUNTING firm shall have to provide one no of Accounting Personnel for a period of 01 (One) year.
- Bidder to confirm availability of Accounting Personnel daily as per working hours and working days of NTBC at the NTBC office.
- Following works to be accomplished by the Accounting Personnel;
  - Carry out various works of daily Accounting entry, keeping and maintaining accounts including manual Cash Book, package/software generated Cash Book, Asset Register, Advance Register, stock register, Members registers, Membership fees registers, facility register, booking registers, MR book, , Manpower registers, Bill registers, other necessary books of accounts.
  - Preparation of Annual Accounts and Annual Accounts to be certified by a qualified CA by the Firm.
  - Preparation and submission of different returns including GST and Income Tax Return for the NTBC.
  - Any other work assigned from time to time.

  
**Finance Officer**

New Town Kolkata Development Authority

**Memo No.4017 /1(8)/NTBC/NKDA/Admin-036/2017**

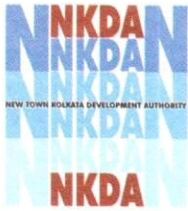
**Dated : 08/08/2019.**

**Copy forwarded to kind information of**

1. The Chief executive Officer, New Town Kolkata Development Authority.
2. Administrative Officer –I , New Town Kolkata Development Authority.
3. General Manager, New Town Business Club, NKDA
4. System Manager, New Town Kolkata Development Authority
5. PA to Chairman, New Town Kolkata Development Authority
6. Notice Board, New Town Business Club for displaying
7. Notice Board, New Town Kolkata Development Authority
8. Official website on New Town Kolkata Development Authority (<http://www.nkdamar.org>)

  
**Finance Officer**

New Town Kolkata Development Authority



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

## Financial Bid

**Name of Work - Engagement of an Agency for Keeping and Maintaining of Accounts of the Company.**

Sl No	Work Description	Qty	Total Price
1.	Engagement of a firm of Accounting to keep and maintain accounts in NTBC.	01	To be quoted

**Signature of the authorized person of the firm**

**Seal of the firm**

**Membership no of authorized person of the firm**