

## WEST BENGAL TOURISM DEVELOPMENT CORPORATION LTD.

DG BLOCK, SECTOR-II  
KOLKATA 700091**NOTICE INVITING EXPRESSION OF INTEREST**

EOI NO. 1958

Date: 3/12/2018

Subject: EOI for APPOINTMENT OF GST AUDITOR FOR THE YEAR 2018-19 IN WBTDCL.

Sealed offers are invited on behalf of WBTDCL from reliable, bona-fide and experienced agencies with requisite experience as per Prequalification Criteria stipulated in the Tender Document for "APPOINTMENT OF GST AUDITOR FOR THE YEAR 2018-19 IN WBTDCL" as per the Bill of Quantities. The Bid Document may be seen from WBTDCL website. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. The EOI is being published on WBTDCL website ([www.wbtdcl.gov.in](http://www.wbtdcl.gov.in)).

**SCHEDULE OF EOI**

|    |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | EOI No.                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. | MODE OF EOI                                                      | The intending bidders are required to submit their offers physically at the head Office of WBTDCL                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Estimated Cost Of Work                                           | Rs 25,000/- (Rupees Twenty five thousand)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. | Earnest Money Deposit                                            | <p>The intending firms would require to submit an EMD of Rs. 2,000/- (Rs. Two Thousand only) in the form of DD/ Banker's Cheque in the name of WBTDCL along with their offer to WBTDCL as per NIT otherwise their offer will be summarily rejected. The amount may be remitted to WBTDCL along with submission of the bid.</p> <p>After the award of the contract, the Earnest Money will be refunded without interest on application to all unsuccessful bidders. The Earnest Money of the successful bidder/s shall be converted into Security Deposit.</p> |
| 5. | Date of publication in WBTDCL website                            | 4 <sup>th</sup> December 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. | Date of NIT available to parties to download                     | 4 <sup>th</sup> December 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7. | Date of submission of offers along with EMD and bid document fee | <p><b>7 days</b><br/>At WBTDCL ,Head Office,<br/>Kolkata -700091<br/>(Tender Box kept outside the room of<br/>GM(F&amp;A))</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |

|    |                               |                        |
|----|-------------------------------|------------------------|
| 8. | Date & time of opening of Bid | 14/12/2018 (3.00 P.M.) |
|----|-------------------------------|------------------------|

EMD deposited by any party other than the bidder, will not be accepted.

**Note:** 1. *In the event of any unforeseen stoppage of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.*

2. *Under no circumstances the Due Date of the EOI will be extended.*

*Dr. Anu 3/12/18*  
G.M (Finance & Accounts)  
W.B. Tourism Dev. Corp. Ltd.

**SECTION – II****TERMS AND CONDITIONS****1. ELIGIBILITY CONDITIONS**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by the required documents supporting eligibility criteria, the same would be rejected.

1.1. The bidder must be either a registered partnership firm or LLP and registered in India and should have been in business of consulting/Auditing/Accounts/taxation services in India at least for the last five years and should have either Head Office or Branch Office available in Kolkata. Copy of Indian registration and other details of offices etc. should be attached.

1.2. The bidder should have an average annual turnover (audited) of not less than INR 10 lakhs in last three financial years i.e. 2015-16, 2016-17 and 2017-18 and should not have negative net worth in any of the last three years as per latest audited financial statement. This turnover & Net Worth of the firm should be supported by audited annual accounts or certified annual report.

1.3. Out of the two key team members deployed on the project at least one must be employed by the bidder. Both the key team members should be based in Kolkata and should have a professional degree i.e. CA/ CMA and should have relevant experience in the field of indirect taxation. The bidder should provide the list of Key team members who would be deployed on this project along with their resumes.

1.4. The bidder along with member firms working under a common brand name should have at least 2 Qualified Chartered Accountants/ Cost Accountants on their rolls in the area of Taxation/ Audit/ Finance/ Accounting and all such employees must be associated with the firm for a period not less than one year as on 31.03.2018.

1.5. The bidder firm/LLP should have a valid GST Registration Certificate. Copy of GST Registration Certificate is to be attached as proof.

1.6. The bidder firm/LLP/ shall be eligible to take part in the EOI only if it qualifies in all the above mentioned conditions and is not black listed, banned, declared ineligible or debarred and is not in the duration of the currency of such punitive measures from any Major Port/ PSU/ Govt. of India/State Governments /RBI/ICAI/Quasi Govt. Agency and should not have any disciplinary proceedings pending against the applicant firm or any of the partners with The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India. The bidder should not have defaulted in any of the earlier contracts with WBTDCL, or any company of Government of India or the Union Government and a declaration to that effect is required to be submitted.

### 3.DOCUMENTS REQUIRED

3.1.Earnest Money in the form of DD.

3.2.Letter of Authorisation for attending bid opening.

3.3.Annual reports of last three years i.e F.Y. 2015-16 to 2017-18, together with copies of Audited accounts of the Bidder.

3.4.Attested copy of the Certificate of Incorporation with the copy of Articles and Memorandum of Association of the limited company or Partnership Deed or LLP Deed as the case may be.

3.5.GST Registration certificate (if applicable).

3.6.Organizational chart and infrastructural details of the firm.

3.7.Bid form.

3.8.List of clients as per eligibility conditions along with performance certificates from clients.

3.9.Documents of proof as required in the Eligibility Criteria for each sub clause (Clause no. 1 of Section II above).

3.10.EPF & ESI No & proof of payment for its employees (if applicable). If not applicable, the same should be clearly mentioned.

3.11.Photocopy of PAN.

3.12.Name of the Bank, Branch, MICR Code, IFS Code & Account no for e-payment.

3.13 General Power of attorney in favour of the signatory in case of Partnership firm/Registered Company/ LLP duly notarised given by at least two partners or by the resolution of the board given by authorized director(s).

**SECTION – III****PART A - TECHNICAL BID  
(To be submitted by the bidder)****Format for submission of Technical Bid**

|                                                                                                                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Name of Company /Firm/LLP                                                                                                                                                                                                      |  |
| 2. Headquarters / Address                                                                                                                                                                                                         |  |
| 3. Telephone Nos.                                                                                                                                                                                                                 |  |
| 4. Mobile Nos.                                                                                                                                                                                                                    |  |
| 5. Email Address(es)                                                                                                                                                                                                              |  |
| 6. If Headquarters is not in India, Address of the Company/Firm in India and details of Indian registration                                                                                                                       |  |
| 7. Date of incorporation of the firm/ LLP with details.                                                                                                                                                                           |  |
| 8. Presence and locations of Offices in Kolkata                                                                                                                                                                                   |  |
| 9. Comprehensive details of experience in providing consultancy in the field of indirect taxation services                                                                                                                        |  |
| 10. The detail of bidder's experience in support of claim of satisfying the prequalification criteria prescribed in the Tender (Client certificate is to be submitted).<br>Note:<br>If required, separate sheets may be enclosed. |  |
| 11. Details of Expertise and experience of team members / professionals to be                                                                                                                                                     |  |

|                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| deployed for the project.                                                                                                                                            |  |
| 12. Details of qualified professionals.                                                                                                                              |  |
| 13. Name & Designation of the authorized signatory                                                                                                                   |  |
| 14. Fee Details: DD<br>No:<br>Amount: Rs.<br>Date of Issue:<br>Drawn on:                                                                                             |  |
| 15. Detail of EMD (to be submitted in technical bid only)<br>DD No:<br>Amount: Rs.<br>Date of Issue:<br>Drawn on:<br>Bank Guarantee Details                          |  |
| 16. Average Turnover of company/Firm for last three years with details as per latest audited statement of accounts or certified copy of Annual Report/ Balance Sheet |  |
| 17. Permanent Account No. (Attach Copy)                                                                                                                              |  |
| 18. GST Registration No.                                                                                                                                             |  |
| 19. Details of near relatives working in KoPT if any and declaration about black listing etc.                                                                        |  |
| 20. Name and Mobile No. of Contact person                                                                                                                            |  |
| 21. EPF & ESI No. if applicable. If not applicable, the same should be clearly indicated.                                                                            |  |

I / We agree to

- 1) Deliver all the deliverables mentioned under Clause 18 of Section II of this E O I
- 2) The condition that WBTDCL will provide space, connectivity, raw power supply, the access and media links to the appropriate network element(s) to facilitate the provision of the services and may provide the requisite Public IP addresses also, if required.
- 3) Comply with all terms & conditions of E O I.

(Signature of Authorised Signatory)

**PART B – PRICE BID**  
(To be submitted by the bidder )

**Format for submission of Price Bid**

Fees to be submitted on “%” increase/decrease on Base Audit Fees of Rs.25,000 without GST

| Sl. No. | Base Fees    | % (+/-) on Base Fees | Basic Fees as per quoted percentage | GST @18% | Total |
|---------|--------------|----------------------|-------------------------------------|----------|-------|
|         | Rs. 25,000/- |                      |                                     |          |       |

Note:

1. The above fee is inclusive of all charges including out-of-pocket expenses etc. and all applicable taxes except GST which will be paid extra. No out-of-pocket expenses shall be paid separately. However, any tax included in the fees shall have to be disclosed.
2. TDS as applicable shall be deducted and certificate as required by the Income-tax Act 1961 shall be issued.
3. TDS under GST shall be deducted and certificate as required under the GST regulations shall be issued.
4. The above quoted fees are fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement.
5. The above quoted fee is all inclusive, no separate payment shall be made for TA/DA, boarding, lodging, etc.

(Signature of Authorised Signatory)

Name.....

Official Seal