



**Office of the Managing Director, West Bengal Forest Development Corporation Limited**

No. **1680/1A-258/2022**

Dated, Kolkata, the 29<sup>th</sup> August, 2024

***SET OF TENDER DOCUMENTS (ONLINE)***

**For**

**e-Tender for Selection of Cost Accountant / Chartered Accountant Firm**, as consultant for closure and compilation of Accounts of West Bengal Forest Development Corporation Limited (under The Companies Act 2013) for the Financial Year 2024-2025 along with consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.

The Accounts of the Corporation are being maintained under online Cloud environment in Tally Prime system in 9 Divisions, 22 Designated Divisions and Head Office of the Corporation including its ranges. The Accounts are consolidated at Head Office. The list of Divisions and Designated Divisions is annexed herewith.

The Wbfdcl is structured under 2 zones as **North Bengal and South Bengal**. The Head Office is included in South Bengal.

The bidder should have experience in nature of Accounts which are oriented towards Forestry operations and Tally Prime under Cloud environment. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid. The bidder should have adequate numbers of the experienced staff in Tally system of Accounting under Cloud environment. The Format for Technical Bid and Financial Bid has to be followed and can be downloaded from the site.



**West Bengal Forest Development Corporation Limited**  
(A Govt. Of West Bengal Undertaking)  
Registered Office : 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata – 700 106  
e-mail: [cao@wbfdc.com](mailto:cao@wbfdc.com), [acc@wbfdc.com](mailto:acc@wbfdc.com), visit us : [www.wbfdc.com](http://www.wbfdc.com),  
Phone: 033-40644128, 033-40010636

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**NIT NO. : 01/WBFDCL/HQ/24-25/ACC**

**DECLARATION OF INTENT:**

The **West Bengal Forest Development Corporation Limited (under The Companies Act 2013)** constituted under the aegis of Government of West Bengal, mainly executes the timber felling operations in accordance to rules under Department of Forests, Govt. of West Bengal in West Bengal.

The company also operates Eco-Resorts at various forest locations and also other forestry related business activities and felling & harvesting activities on behalf of other organisations to mitigate, conserve and restore forest ecosystems by ecosystem based improvement activities thereby contributing to sustainable socio-economic development in West Bengal.

The company operates through 9 Divisions/Wing, 22 Designated Divisions and Head Office of the Corporation including its ranges (List annexed as Annexure – 1).

The company through e-tender intends to engage bona fide Cost / Chartered Accountant Firms, **as consultant for closure and compilation of Accounts of West Bengal Forest Development Corporation Limited (under The Companies Act 2013) for the Financial Year 2024-2025 along with consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.**

Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only.

In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital signature Certificate.

## **General Terms and Conditions:**

### **1. Login by Bidder:**

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'General Terms and Conditions' as stated before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Annexures as given are to be uploaded in the respective folders as indicated.

In the event of e-filing, intending bidder may download the tender documents consisting of this N.I.e-T., General Terms and Conditions, different Forms and Annexures, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

### **2. Earnest Money:**

2.1 The Bidder has to make payment of pre-defined Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) against the work for which they applied.

2.2 Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016

- i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.
- ii) RTGS/NEFT in case of offline payment through bank accounts in any bank.

2.3 Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

3. NO INTEREST SHALL BE PAYABLE BY Wbfdcl FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

### **5. Collection of Tender Documents**

The tenderer can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

### **6. Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

7. Eligibility Criteria for participation in tender:

(a) (i) All categories of intending Tenderers shall have satisfactorily completed at least one work of similar nature during the last 3 (three) years prior to the date of issue of this Tender Notice.

(ii) Provided that such similar works should have been implemented in Government Company, Government undertaking / Statutory Bodies constituted under the statute of the Central or State Government of India.

(b) No person or firm shall submit more than one Tender for this work. All the forms / annexures in the offer should be marked with signature and seal of authorized person.

(c) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax Registration Certificate along with updated payment challan, GST Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Aadhaar Card.

(d) Where an individual person holds an authorisation in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such firm or LLP, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the partners of such firm or LLP, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

(e) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by any Government Company/Department, Government undertaking / Statutory Bodies constituted under the statute of the Central or State Government of India; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility.

(f) The partnership firm / LLP shall furnish the registered Partnership Deed / LLP Deed.

(g) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(h) Joint Ventures will not be allowed.

(i) Conditional / Incomplete Tender will not be accepted under any circumstances.

## 8. Scope of Work

**Broadly the scope of work is to assist Wbfdcl towards closure and compilation of Accounts for the Financial Year 2024-2025 as consultant along with consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.**

The detailed scope of work shall be as follows:

- i. Compilation of quarterly accounts for the year 2024-25, (Before starting the work, the consultant needs to confirm first that the Divisional Accounts have been completed in all respect. In case the accounts are not complete, it shall be reported to the FACA0) and extend all necessary technical support in completion of the accounts.
- ii. Preparation of monthly/quarterly trial balance from the Tally system after necessary rectification by the Division as pointed out by the consultant and subsequent signature of the Divisional Accounts head and the Divisional Manager.
- iii. Compilation of the Annual Accounts combining the accounts of the different division, Green Project Wings and Head Office in consultation with the internal Audit, Statutory Audit and the management of the Corporation (FACA0 and Managing Director).
- iv. Carrying out Necessary corrections as pointed out by the Internal Audit / Statutory Audit in consultation with the FACA0 and the Managing Director.
- v. Checking, correction if required, of accounting entries during the accounting period including Journal Entries through comparison of the manual vouchers with the Tally entries.
- vi. Checking, correction if required, entries of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Auto sweep Accounts.
- vii. Checking of age-wise analysis of Ledger balance specially sundry Debtors, Sundry Creditors, Advance from Customer etc. including Opening Balance.
- viii. Checking, correction if required, the adjustment of sale proceeds of Timber Auction as per provisions of Joint Forest Management and calculation of Directorate Share (Royalty) and FPC Share for the period.
- ix. Verification and Checking of discharge of all Statutory Liabilities by Divisions within due date.
- x. Checking, correction if required, of Fixed Assets Register in Division as well as Head Office with location wise maintenance.
- xi. Checking and verification of Inventory Valuation including reconciliation and necessary entries thereon.
- xii. Reconciliation of Inter Division transfer, Balance and necessary rectification as necessary.
- xiii. Verification of booking of income of Eco tourism centers.
- xiv. Verification of stock of Non Timber Forest produce including valuation.
- xv. Inter range Stock transfer and its proper record and point out if there is any short fall.
- xvi. Verification of the Range transactions particularly in respect of statutory provision of the IT Act and GST Act.
- xvii. Consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.
- xviii. Suggestions for improvement of the existing Accounts Manual in the light of present Accounting system, Bank operation system and Tax procedure in consultation with the management.

## 9. Submission of Tenders

### 9.1 General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

### 9.2 Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical File (Statutory Cover) containing:

- i) NOTICE INVITING TENDER (General Terms & Conditions Of Contract, Scope of Work) (To be submitted in “NIT” Folder)
- ii) Form I, Form II, Form III, Annexure 2, Annexure 3, Annexure 4 and Annexure 5 (to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder.)

#### **Note:**

- a) Document for the EMD must be submitted duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website <https://wbtenders.gov.in> & submission of Technical Bid/Financial Bid as per Tender Schedule.
- b) Addenda/Corrigenda: if published. Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

#### **Statutory Documents**

- i. Photo Copy of PAN Card
- ii. Photo Copy of GST Registration Certificate
- iii. Photo Copy of Professional Tax Registration Certificate and payment challan
- iv. Photo Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
- v. Firm Profile.
- vi. **Desirable:** Experience in Preparation of Accounts, closure and compilation of Accounts under the Companies Act 2013 along with experience towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files and experience in accounts which are oriented towards Forestry operations.

### 9.3. Submission of Proposals

Two Bid System is to be followed for submission of bids.

#### a) Technical proposal:

| SL NO | Details  | Documents Required   |
|-------|--|--|
| 1     | Mandatory Statutory Documents  | i) Copy of GST Registration Certificate<br>ii) Copy of PAN CARD<br>iii) Copy of P. Tax Enrolment & Registration Certificate<br>iv) Aadhaar Card of Proprietor/Partner<br>v) Firm Profile<br>vi) Copy of IT Return Acknowledgement of F.Y. 2020-21, 2021-22 and 2022-23<br>vii) Certificate of Practice |
| 2     | Firm Constitution details  | 1. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.<br>2. Partnership Firm / LLP - Registered Partnership Deed/LLP Deed, Registered Power of Attorney.  |
| 3     | Average Turn Over  | Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2020-21, 2021-22 and 2022-23  |
| 4     | Credential   | Copy of Work Order with Completion Status in same or similar assignments.  |
| 5     | List of team members with experience in Tally and having experience in accounts oriented towards forestry operations | List with details of name, age, academic & professional qualifications and experience (in years) in working in Tally etc. Further, experience/exposure of the firm and team in forestry related works is desirable.  |

#### b). Financial proposal:

The financial quote should be **comprehensive of all professional fees inclusive of travelling cost, lodging and out of pocket expenses but exclusive of Statutory Taxes like GST etc.** The Financial Bids will be opened for successful tenderers of Technical Bid. **Estimated financial involvement (expenditure) before GST of the proposed work as mentioned above is Rs. 25,00,000/- (Rupees Twenty Five Lakh Only).**

Only downloaded copy of the financial proposal are to be uploaded quoting the rate & digitally signed by the tenderer.

Financial quote of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

## **10. Opening of Technical Proposal**

Technical proposals will be opened by the authorized representatives of Wbfdcl electronically from the website using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire in the office of the Wbfdcl at Aranya Bikash, KB-19, Sector –III, Salt Lake, Kolkata – 700106 for opening of Technical Proposal, to be held on the date and time declared.

Cover (Folder) for Statutory Documents shall be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Committee (constituted for evaluation of tenders).

## **11. NORMS FOR FINALISATION OF THE BIDS:**

The Evaluation of the tender will be done by a Tender Committee based on the principle of **Quality cum Cost Based Selection (QCBS)**.

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) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

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.**

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

## 12. Evaluation of Technical Bids

Evaluation will be done on the basis of the evaluation criteria and scoring pattern detailed as below.

| Sl. No. | Criteria / Sub-criteria  | Max. Marks | Documentary Proof   |
|---------|--|------------|---|
| A       | Establishment of the firm relevant to the assignment   |            | Certificate of Practice and Constitution Profile of the firm issued by Institute of Cost Accountants of India / Institute of Chartered Accountants of India   |
|         | Date of establishment<br>( < 3 years = 0 marks)<br>( > 3 – 6 years = 6 marks)<br>( > 6 – 9 years = 10 marks)<br>( > 9 – 14 years = 14 marks)<br>( > 14 years = 20 marks)   | 20         |   |
| B       | Location of Head Office : Kolkata : 3 Marks<br>/ Out of Kolkata : 1 Mark   | 3          |   |
| C       | Number of Partners / Proprietor :<br>1 Mark for each Partner / Proprietor  | 4          | List Of Partners / Proprietor with Qualification (In case of Proprietorship Firm – Certificate of Practice vide Point No. A will be considered) – <b><u>Annexure 2</u></b>  |
| D       | MSME Registration :<br>Udyog Aadhaar   | 3          | Copy of MSME - Udyog Aadhaar Registration Certificate (If Registered)   |
| E       | Average Annual Turnover :<br>< 10 lakh = 0 marks, >= 10 lakh < 20 lakh = 10 marks, >= 20 lakh < 30 lakh = 12 marks, >= 30 lakh < 40 lakh = 14 marks, >= 40 lakh = 15 marks   | 15         | Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2020-21, 2021-22 and 2022-23 along with <b><u>Annexure 3</u></b>   |
| F       | Experience of the firm in same or similar assignments in relation to preparation of Accounts and Accounting Systems oriented towards forestry operations during the last 10 years.<br>(3 marks for each project (Max. 30 marks))                       | 30         | Statement of Experience - <b><u>Annexure 4</u></b> , along with Copies of Work Orders   |
| G       | List of team members with experience in Tally under cloud environment and having experience in accounts oriented towards forestry operations required for execution of scope of work for advisory and execution of works.<br>(5 marks for each member) | 25         | List with details of name, age, academic & professional qualifications and experience (in years) in working in Tally under cloud environment etc. having experience in forestry related works<br><b><u>Annexure 5</u></b> |

**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 Tender Committee may recommend lower/higher qualifying marks.**

### **13. Uploading of summary list of technically qualified Tenderer (1st round)**

Pursuant to scrutiny and decision of the **Tender Committee (TC)**, the summary list of eligible tenderers will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

### **14. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:**

Financial proposals of the Tenderer declared technically eligible by the Tender Committee will be opened electronically from the web portal stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

### **15. Evaluation of Financial bids**

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

- The total financial score for evaluation of financial bids is 100
- The list of Bidder 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 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs.200/- & that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(200/400) \times 100 = 50$  Points.

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

### **16. Uploading of summary list of finally qualified Tenderer (2nd round)**

After evaluation of Financial Proposal, by the appropriate Authority ie. Tender Inviting Authority, Wbfdcl, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the work provided tender committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

### **17. Procedures to be followed when less than three technically qualified Tenderer participated in any tender:**

Financial bid of technically qualified less than three Tenderer may not be opened immediately. Next call may be invited in accordance to existing financial norms of Government of West Bengal.

## **18. Acceptance of Tender (Technically eligible/qualified)**

Highest Marks as per QCBS should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may reserves the right to reject any or all the tenders, for valid reasons.

## **19. AWARD OF CONTRACT, SIGNING OF AGREEMENT 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 letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non- responsive and, in such cases, next bidder will be given an offer. In such case, the EMD of successful bidder will be forfeited.

The successful bidder should execute an agreement for the fulfillment of the contract with the Wbfdcl at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non-responsive.

The expenses incidental to the execution of the agreement should be borne by the successful bidder.

Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' and execution of agreement with the successful bidder.

## **20. DURATION AND EXTENTION OF WORK ORDER**

The contract agreement for the arrangement will initially be for one financial year i.e. upto Annual General Meeting (AGM) for the financial year 2024-25 from the date of signing, which would be extendable under the same terms and conditions up to 3 financial years, based on performance, on yearly basis. An escalation of cost to the tune of maximum 8% shall however be admissible for each subsequent year, calculated over the base cost of 2024-25.

## **21. DELIVERABLES**

- i. The work of Accounts checking shall be started immediately on signing the agreement and submit quarter wise compiled Trial Balance and BRS within 20<sup>th</sup> of the subsequent month duly signed by the concerned Divisional Manager to Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd. However, FA & CAO may extend such deadline, if required. Soft copy shall be mailed to the mail ID cao@wbfdc.com and acc@wbfdc.com.
- ii. All significant / major discrepancies noticed in the financial accounts including voucher and sub voucher, project, procurement, bank reconciliation, taxation matters etc. and necessary correction made therein should be specifically brought to the notice of the Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd by way of separate report.
- iii. The draft Profit and Loss Account and the Balance Sheet for the whole year shall be prepared and submitted by the 30<sup>th</sup> June immediately following the completed financial year. However, The Managing Director, may extend such deadline, if required, on recommendation of FA & CAO, Wbfdcl.

iv. The quantum of work and the time schedule as indicated should be strictly followed.

v. All necessary correction, addition and alteration in accounting entries as suggested by the Internal Audit, Statutory Audit shall be done after consultation with the management (FACAO & Managing Director).

## 22. PAYMENT TERMS

The selected consultant will be paid remuneration for the services as per accepted price in stages.

The accepted price shall be divided equally on quarterly basis for 10 locations i.e. 9 Divisions/Wing and Head Office under South and North Bengal Zones as per Annexure 1.

The schedule of payment shall be as follows:

| <b>Quantum Of Work</b>   | <b>Deliverables</b>   | <b>Payment</b>   |
|--|---|--|
| Compilation of quarterly Trial Balance and Profit and Loss Account of Divisions, Green Projects Wing and Head Office for each quarter with separate observation / suggestion note, if any. | Submission of copy of quarterly Trial Balance and Profit and Loss Account signed by the Divisional officer concerned along with separate observation/suggestion note, if any. | For all 4 quarters under North Bengal Zone and for Ist 3 quarters under South Bengal Zone can be claimed on division / wing / HO wise basis after quarterly completion of division / wing / HO wise Accounts on submission of Tax Invoice. |
| Compilation of Annual Accounts, Profit and Loss Account and Balance Sheet of the entire Corporation.   | Submission of fully compiled accounts ready for Statutory Audit   | Balance 4 <sup>th</sup> quarter for South Bengal Zone shall be paid after acceptance of Annual Accounts by the Board of Directors on submission of Tax Invoice.  |

In case the agreement is terminated earlier, fees shall be paid for the actual services rendered as per stages referred to above. Provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

## 23. TERMINATION OF SERVICES

The authority reserves the right to terminate the services of the selected Tenderer, if it finds the services rendered is unsatisfactory at any stage during the contract period, by giving a notice of 30 (thirty) days. The consultant will then be paid for the work completed, as per the fees accepted, till the stage of the assignment, on pro-rata basis.

## 24. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents submitted on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the WBFDCCL may take appropriate legal action against such defaulting tenderer.

**25. Cancellation of Tender:**

The Tender Inviting Authority, Wbfdcl reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

**26. Security Deposit:**

- Security Deposit at 5 % of the rate quoted by the selected bidder shall be deposited in the form of demand draft favouring West Bengal Forest Development Corporation Ltd. Payable at Kolkata, or Through NEFT, within one week from the date of agreement but before issue of work order.
- Security Deposit will be released after 60 (sixty) days from the date of acceptance of the compiled accounts in the AGM. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the security Deposit will be forfeited in addition to any legal action as deemed fit by the authority.

**27. Deduction of Taxes etc:**

Deduction of Income Tax from the Tenderer's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the tenderer as per Govt. Rules.

**28. Removal of Discrepancy:**

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- a. Tender Form.
- b. Scope of Work
- c. General Terms and Conditions.

**29. Mobilization Advance / Cost over Run:**

No Mobilization Advance and Secured Advance will be allowed.

**30. Canvassing** in connection with the tender is strictly prohibited in the Tender submitted by the Tenderer.

**31. Validity of Bids:**

Generally, Bids will be valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the tenderer(s) to that effect. Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by Wbfdcl.

**32. No tender** shall be deemed to be fit for consideration unless the tender documents are completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be outrightly rejected at any stage and legal action may be taken against him.

**33. The Tenderer** must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.

34. In case of any dispute, whatsoever in connection with the tender, the decision of the **Tender Committee (TC)** shall be final and binding.

**35. IMPORTANT POINT OF REFERENCE: Date and Time Schedule:**

| <b>Sl. No.</b> | <b>Particular(s)</b>   | <b>Date &amp; Time</b>  |
|----------------|--|---|
| 1.             | Tender Inviting Authority  | Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd. |
| 2.             | Date of Publishing of e-Tender   | <b>03.09.2024 at 10.00 AM</b>   |
| 3.             | Documents download startdate ( <i>online</i> )                                 | <b>05.09.2024 at 11.00 AM</b>   |
| 4.             | Documents download enddate ( <i>online</i> )                                   | <b>21.09.2024 at 04.00 PM</b>   |
| 5.             | Bid submission start date ( <i>online</i> )                                    | <b>05.09.2024 at 12.00 PM</b>   |
| 6.             | Bid Submission closing date ( <i>online</i> )                                  | <b>21.09.2024 at 05.00 PM</b>   |
| 7.             | Bid opening date for Technical Proposals( <i>online</i> )                      | <b>24.09.2024 at 12:00 PM onwards</b>   |
| 8.             | Date of uploading list for Technically Qualified Bidder ( <i>online</i> )      | <b>After evaluation of Technical Bid</b>  |
| 9.             | Date & Place for opening of Financial Proposal ( <i>online</i> )               | <b>To be notified later on</b>  |
| 10.            | Date of uploading of list of bidders along with their rates through (on line). | <b>To be notified later on</b>  |

Note:

- 1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
- 2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
- 3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

**Financial Advisor & Chief Accounts Officer  
West Bengal Forest Development Corporation Ltd.**

**FORM-1**

**APPLICATION FOR TENDER**

To  
Financial Advisor & Chief Accounts Officer,  
West Bengal Forest Development Corporation Ltd.  
Aranya Bikash, KB-19, Sector –III, Salt Lake,  
Kolkata – 700106.  
West Bengal

NIT No: - \_\_\_\_\_ Date: \_\_\_\_\_

**Project Name- Selection of Cost/Chartered Accountant Firm, as consultant for closure and compilation of Accounts of West Bengal Forest Development Corporation Limited (under The Companies Act 2013) for the Financial Year 2024-2025 along with consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, deliverables and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In Block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No(s): \_\_\_\_\_

E mail ID: \_\_\_\_\_

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**FORM-2**

**Declaration against Common Interest**

I/We, Shri/Smt. \_\_\_\_\_, the authorized signatory on behalf ..... do hereby affirm that I/We/any of the member of ..... bidding against NIT No.....

Dated ..... do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm for the same work I / We want to participate.

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**FORM- 3**

Consultant's Organization Profile and Experience

A. Consultants Organization Profile

B. Consultants Experience

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**ANNEXURE 2**

**Name of Proprietor / Partner with experience in Tally under cloud environment and having experience in accounts and accounting systems development and maintenance oriented towards forestry operations**

| SL. NO. | NAME | AGE | ACADEMIC & PROFESSIONAL QUALIFICATION | EXPERIENCE IN YEARS |
|---------|------|-----|---------------------------------------|---------------------|
| 1       |      |     |                                       |                     |
| 2       |      |     |                                       |                     |
| 3       |      |     |                                       |                     |
| 4       |      |     |                                       |                     |
| 5....   |      |     |                                       |                     |

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**ANNEXURE 3**

**Certificate regarding Average Annual Turnover**

This is to certify that the following statement is the summary of the Average Annual Turnover as required per requirements of Tender by the firm \_\_\_\_\_ (Firm Name)

| Sl. No. | Financial year | Turnover rounded up to Rs in lakh (two digit after decimal) | Remarks (If any) |
|---------|----------------|---|------------------|
| 1       |                |   |                  |
| 2       |                |   |                  |
| 3       |                |   |                  |
| Total   |                |   |                  |

Average Annual Turnover of Last Three (3) Years : In Rs \_\_\_\_\_ lakhs

**Note:**

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**ANNEXURE 4**

**STATEMENT OF EXPERIENCE OF SAME OR SIMILAR WORKS**

| <b>Sl. No.</b> | <b>Name of Project / Scheme / Organisation</b> | <b>Location</b> | <b>Date of Work Order</b> | <b>Work Order Value (Before GST) In INR</b> | <b>Work Period (Year / Month)</b> | <b>Nature of Work</b> | <b>EXECUTION STATUS (Executed / Under Execution)</b> |
|----------------|--|-----------------|---------------------------|---|-----------------------------------|-----------------------|--|
| 1              |  |                 |                           |   |                                   |                       |  |
| 2              |  |                 |                           |   |                                   |                       |  |
| 3              |  |                 |                           |   |                                   |                       |  |

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

**ANNEXURE 5**

**List of team members with experience in Tally under cloud environment and having experience in accounts oriented towards forestry operations**

| <b>SL. NO.</b> | <b>NAME</b> | <b>AGE</b> | <b>ACADEMIC &amp; PROFESSIONAL QUALIFICATION</b> | <b>EXPERIENCE IN YEARS</b> |
|----------------|-------------|------------|--|----------------------------|
| 1              |             |            |  |                            |
| 2              |             |            |  |                            |
| 3              |             |            |  |                            |
| 4              |             |            |  |                            |
| 5              |             |            |  |                            |

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

## ANNEXURE - 1

### A. List of Divisions

| SL No | Zone         | Divisions   | Head Quarter |
|-------|--------------|---|--------------|
| 1     | SOUTH BENGAL | HEAD OFFICE                                       | KOLKATA      |
| 2     |              | KOLKATA FOREST CORPORATION DIVISION & 3 RANGES    | KOLKATA      |
| 3     |              | MEDNIPUR FOREST CORPORATION DIVISION & 6 RANGES   | KHARAGPUR    |
| 4     |              | BANKURA FOREST CORPORATION DIVISION & 6 RANGES    | BANKURA      |
| 5     |              | PURULIA FOREST CORPORATION DIVISION & 4 RANGES    | PURULIA      |
| 6     |              | GREEN PROJECTS WING & 8 EX-OFFICIO DIVISIONS      | KOLKATA      |
| 7     | NORTH BENGAL | DARJEELING FOREST CORPORATION DIVISION & 5 RANGES | SILIGURI     |
| 8     |              | JALPAIGURI FOREST CORPORATION DIVISION & 4 RANGES | JALPAIGURI   |
| 9     |              | ALIPURDUAR FOREST CORPORATION DIVISION & 5 RANGES | ALIPURDUAR   |
| 10    |              | KALIMPONG FOREST CORPORATION DIVISION & 4 RANGES  | KALIMPONG    |

### B. List of Designated Divisions

| SL No | Divisions                              | Designated Division                    | Head Quarter |
|-------|--|--|--------------|
| 1     | MEDINIPUR FOREST CORPORATION DIVISION  | JHARGRAM DIVISION & 13 RANGES          | JHARGRAM     |
| 2     |  | KHARAGPUR DIVISION & 7 RANGES          | KHARAGPUR    |
| 3     |  | MEDINIPUR DIVISION & 10 RANGES         | MEDINIPUR    |
| 4     |  | PURBA MEDINIPUR DIVISION & 6 RANGES    | MEDINIPUR    |
| 5     |  | RUPNARAYAN DIVISION & 6 RANGES         | MEDINIPUR    |
| 6     | BANKURA FOREST CORPORATION DIVISION    | DURGAPUR DIVISION & 3 RANGES           | DURGAPUR     |
| 7     |  | PANCHET DIVISION & 6 RANGES            | BISHNUPUR    |
| 8     |  | BIRBHUM DIVISION & 8 RANGES            | SURI         |
| 9     |  | BURDWAN DIVISION & 4 RANGES            | BURDWAN      |
| 10    |  | BANKURA NORTH DIVISION & 11 RANGES     | BANKURA      |
| 11    |  | BANKURA SOUTH DIVISION & 13 RANGES     | BANKURA      |
| 12    | PURULIA FOREST CORPORATION DIVISION    | KANGSABATI NORTH DIVISION & 6 RANGES   | PURULIA      |
| 13    |  | KANGSABATI SOUTH DIVISION & 7 RANGES   | PURULIA      |
| 14    |  | PURULIA DIVISION & 8 RANGES            | PURULIA      |
| 15    | DARJEELING FOREST CORPORATION DIVISION | KURSEONG DIVISION & 8 RANGES           | KURSEONG     |
| 16    |  | DARJEELING FOREST DIVISION & 9 RANGES  | DARJEELING   |
| 17    | JALPAIGURI FOREST CORPORATION DIVISION | BAIKANTHAPUR DIVISION & 6 RANGES       | SILIGURI     |
| 18    |  | JALPAIGURI DIVISION & 9 RANGES         | JALPAIGURI   |
| 19    | ALIPURDUAR FOREST CORPORATION DIVISION | BTR (EAST) DIVISION & 4 RANGES         | ALIPURDUAR   |
| 20    |  | BTR (WEST) DIVISION & 6 RANGES         | ALIPURDUAR   |
| 21    |  | COOCHBEHAR DIVISION & 3 RANGES         | COOCHBEHAR   |
| 22    |  | JALDAPARA WILDLIFE DIVISION & 7 RANGES | COOCHBEHAR   |

**Financial Advisor & Chief Accounts Officer  
West Bengal Forest Development Corporation Ltd.**