



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4th & 5th Floor, Plot No.B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No.WBSCTVESD/ **TED/2021-2/910**

Dt: **04/06/2021**

Notice Inviting Quotation

Sealed Quotations are invited by the Chief Administrative Officer, WBSCT&VE&SD for the work mentioned herein below from reputed and registered firms of Chartered Accountants or Agency having experience in the field.

Name of the Work: **Compilation & Preparation of Final Accounts** of the unified **West Bengal State Council of Technical & Vocational Education & Skill Development**, a statutory body formed under the Govt. of West Bengal Act XXVI of 2013 for the period from 1.4.2020 to 31.03.2021

Completion Time: Three (3) months from the date of issue of work order for respective financial year

The intending bidders shall have to submit the quotation through e-mail at the WBSCT&VE&SD mail ID as follows: wbsctvesd.procurement@gmail.com

The bid should be addressed to the CAO, WBSCT&VE&SD at above mentioned address on or before 14th June 2021, at 3.00 p.m. No bid shall be accepted after the due date and time.

The notification and any amendment/modification/corrigendum/addendum to the same will be available at our Council's website www.webscte.co.in

Quotation will be opened on the same day at 5th floor of Karigari Bhavan at 3: 30 PM. Any participating bidder or his/her authorized representative (who is to be authorized in writing) may remain present when such quotation paper are opened. For any queries, intended agency may contact the office only through the email ID mentioned: wbsctvesd.procurement@gmail.com.

Eligibility Clause:

1. The Firm should be registered Auditing Firm registered under ICA.
2. The Agency or, the Chartered Accountant Firm shall have at least 5 years' experience in similar field.
3. The Agency should have experience of preparing accounts for any Firm having Net worth of at least 50 Crores in at least 3 such agencies in the last two years.
4. The Agency should have experience of preparing Accounts for at least two Parasatal Government Bodies for Last two years.

Conditions for submission of Quotations :

1. The work shall be conducted in the office of the Council.
2. The following documents have to be submitted with the quotation paper:
 - i. Self attested copy of Valid Trade License
 - ii. Self attested copy of PAN Card of Company
 - iii. Self attested copy of Professional Tax Clearance Certificate
 - iv. Self attested copy of GST Registration Certificate.
 - v. Self Attested Copy of IT Registration Certificate
 - vi. Last Three years IT returns of the Agency
 - vii. Self attested copy of credentials /experience certificates
 - viii. Copy of MOA, in case the Agency is functioning under JV or Consortium
 - ix. Declaration that the firm and none of its partners and staff are or have been at any point of time blacklisted by any Govt. or its agencies along with details of court/legal cases pending, if any.
3. An EMD amounting Rs. 5,000/- (Rupees Five Thousand only) is to be submitted in form of Demand Draft favouring WBSCT&VE&SD payable at Kolkata valid for a period of three months The Draft will be released to unsuccessful Bidder as soon as the Work Order is issued to the successful Bidder.'
4. On Issuance of Acceptance Letter, the Agency has to submit a Performance Bank Guarantee to the extent of 10% of the total Quoted amount valid for a period of upto one year from the date of issuance of Work Order.

Sangma Ranjey

5. Association with WBSCTVESD will in no way create an employer/employee relationship between the Agency or any of its employees with that of WBSCT&VE&SD.
6. The Agency and the Employees of the Agency working with WBSCT&VE&SD will have to sign an Indemnity Bond and a Non-Disclosure Bond with WBSCT&VE&SD. Breach or leak of documents or information relating to WBSCT&VE&SD will be considered as Breach of Contract.
7. Rate should be quoted inclusive of all charges whatsoever.
8. The Quotation Inviting Authority reserves the right to accept or reject one or all quotations without assigning any reason thereof. The decision of this Authority is final and shall be binding for all.
9. Only those personnel to be engaged for the work who have a minimum of Bachelors degree in Commerce, from any of the reputed Universities and having worked in at least two such projects.
10. The Team is to be led by a Certified Chartered Accountant having led a team in at least two parastatal projects in a single year or in two consecutive years.
11. Documentary evidence of the eligibility of the Personnel engaged with the work has to be a part of the bid document

Terms of Reference:

1. list of deficiencies for preparing to be communicated within 1 month
2. draft accounts to be submitted within 2 months
3. Discussion with WBSCTVESD regarding their views on draft accounts to be held maximum after 70 days of Issuance of Work Order
4. 85% payments to be released on acceptance of accounts and rest 15% to be released after satisfactory statutory audit report .


Chief Administrative Officer,
WBSCT&VE&SD

PROFORMA FOR SUBMISSION OF OFFER
(To be printed in Company/Firm letter Head)

To
Chief Administrative Officer,
 West Bengal State Council of Technical &
 Vocational Education and Skill Development,
 Karigori Bhavan, Action Area-III, Plot No. B/7,
 Rajarhat, Newtown, Kolkata-700160

Sub: Quotation Notice for **Compilation & Preparation of Final Accounts** of the unified **West Bengal State Council of Technical & Vocational Education & Skill Development**, a statutory body formed under the Govt. of West Bengal Act XXVI of 2013 for the period from **1.4.2020 to 31.03.2021**

Ref: Quotation Notice **Memo no.WBSCTVESD/**

Dated :

Sir,

With reference to the above, having examined the pre-qualification documents, I /we hereby submit all the necessary information and relevant documents for evaluation. We are interested in delivery of services mentioned in the **NIQ** referred to above.

We understand that:

- (a) Authority can amend the scope & value of the contract bid under this Notice.
 (b) Authority reserves the right to reject any application without assigning any reason thereof.

In view of above, I/We hereby submit the rates mentioned as under

Sl. No.	Periods of Accounts finalization	Type	Quoted Rate (Rs.), all inclusive
1	1.4.2020 to 31.03.2021	Compilation and finalization of accounts unified West Bengal State Council of Technical & Vocational Education & Skill Development	
Total Amount (Rs.)			

Name of Company/Vendor:

Name of Signatory Authority:

Designation:

Address:

Date:_____

Place:

 Authorized Signatory with
 Seal of Company

CERTIFICATE

(To be submitted on letter head of the firm duly signed by the partner(s) of the firm)

I, the undersigned _____ on behalf of M/S _____ hereby certify that all the information mentioned above is true and correct.

Further declare that the Firm

- i) has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc. by any government and/or semi-government entities; and
- ii) has not been barred from appointment by any government and/or semi-government entities.

Date:
Seal of Office/firm

Sign:
Name:
Designation: