



BIDHANNAGAR MUNICIPAL CORPORATION

POURA BHAVAN, FD-415A, Sector-III,
Kolkata - 700 106.

NOTICE INVITING e-QUOTATION

(Tender ID: 2025_MAD_839244_1 to 2)

NIQ No.102/PWD(BMC)

Dated: 24/04/2025 (2nd Call)

The Finance Officer on and for behalf of Bidhannagar Municipal Corporation invites e-bid Tender/bids from reliable and resourceful Companies/Firms/Agencies having experience and acumen in similar nature of works as noted below:

1. Name of Works:

Sl. No. 1: Engagement of Chartered Accountant Firm for GST related works of Bidhannagar Municipal Corporation.

Sl. No. 2: Preparation of Final Accounts of Bidhannagar Municipal Corporation.

2. Scope of works:

i) Scope of work and Terms of Conditions for work Sl. No.1 (Engagement of Chartered Accountant Firm) –

A. Scope of works for Goods & Service Tax –

- Reconciliation of GST credit Input Books of accounts with GSTR-2A
- Preparation data of GSTR-1, GSTR-3B & GSTR-9 and return filling on regular basis.
- Preparation data for GSTR-7 & Return Filling.
- Solving Departmental Queries.

B. Terms & Conditions –

- The agency to be engaged initially for 1 (one) year and may be extended upon satisfactory performance later on.
- The Partner/Proprietor representing the firm should attend every working day compulsory and even on holidays also, if required.
- The Chartered Accountant must have working experiences **for Six to Ten Years in Municipal Corporations (Urban Local bodies)** for the above works mentioned under scope of work.
- The Chartered Accountant should have sufficient knowledge of Municipal Accounting.
- The Chartered Accountant should be acquainted with 15th Finance Commission guidelines.
- The Partner/Proprietor must take full responsibility of the Job.

ii) Scope of work and Terms of Conditions for work Sl. No.2 (Preparation of Final Accounts) –

A. Scope of works for Accounts–

- Preparation of Balance Sheet & Schedules
- Preparation of Receipts & Payments.
- Preparation of Income & expenditure with Schedules.
- Preparation of BRS (Bank Reconciliation Statements).
- Preparation of Fixed Assets & Depreciation Register.
- Preparation of Grant Matrix & Grant Appropriation Statements.
- Preparation of data & uploading under 15th Finance Commission (City Finance Portal).
- Regular data entries of Receipts, Payments, Journals & Contra.



B. Terms & Conditions –

- The agency to be engaged initially for 1 (one) year and may be extended upon satisfactory performance later on.
- The Partner/Proprietor representing the firm should attend every working day compulsory and even on holidays also, if required.
- The Chartered Accountant must have working experiences **for Six to Ten Years in Municipal Corporations (Urban Local bodies)** for the above works mentioned under scope of work.
- The Chartered Accountant should have sufficient knowledge of Municipal Accounting.
- The Chartered Accountant should be acquainted with 15th Finance Commission guidelines.
- The Partner/Proprietor must take full responsibility of the Job.

3. Location of Work:

under Bidhannagar Municipal Corporation.

4. Estimated amount put to tender/bid:

Not Applicable

5. Eligibility to participate in the Tender / bid:

The Chartered Accountant must have working experiences **for Six to Ten Years in Municipal Corporations (Urban Local bodies)** for the above works mentioned under scope of work.

Bidder must have GST, Professional Tax Clearance Certificates, PAN Card, valid Trade Licence etc. and other necessary papers as applicable as per existing government rules.

Note:-

Similar nature of works completed successfully will be treated as credential.

6. Bid Evaluation:

Technical proposal will be evaluated first. Only bidders meeting the minimum eligibility criteria will be considered for technical evaluation of their bids. Afterwards Financial Bid of the qualified bidders will be opened. Financial Evaluation will be made on Lowest Rate Basis (L1).

7. Documents to be produced in support of Credential for Tender / bid:

- a. Successful performance and completion certificate supplemented with work order issued by the Government / Semi-Government / Government Undertaking or any other competent authority shall have to be furnished in support of credibility in terms with eligibility criteria. Particulars of ownership/partnership or Board of Directors pertaining to the Organization / Company / Firm.
- b. The applicant shall have GST Registration, PAN Card, Professional Tax clearance Certificate, valid Trade Licence etc. and all necessary papers as applicable as per government rules.
- c. Corresponding address, fax & telephone nos. Contract mobile no. & Email no. of the Organization.
- d. Balance Sheet/Income Tax return for last 2 (two) years (optional).
- e. Affidavit & other statutory forms have to be submitted in prescribe format.

All documents in original to be produced in due course of time as & when asked by the Tender/bid Inviting Authority.

8. Earnest Money:

For Sl. No.1 Rs.2,000/- (Rupees two thousand) only & For Sl. No.2 Rs.2,000/- (Rupees two thousand) only to be deposited online through e-tender portal only by Net Banking / NEFT / RTGS as Initial Earnest Money (balance earnest money, if any, @ 2% of the quoted amount to be paid later).

The EMD is interest free and will be refunded to the unsuccessful Bidders after signing of the Agreement with the Selected Bidder.



9. Date and Time Schedule:

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. and Tender/bid Documents online (Publishing Date)	25/04/2025 after 18.00 Hrs.
b)	Documents download start date	25/04/2025 after 18.00 Hrs.
c)	Bid submission start date (online)	25/04/2025 after 18.30 Hrs.
e)	Bid Submission closing (online)	08/05/2025 up to 15.00 Hrs.
f)	Bid opening date for Technical Proposals (online)	10/05/2025 after 15.30 Hrs.
g)	Date of uploading list for Technically Qualified Tender/ bidders (online)	Notified later.

10. Time of completion:

The time of completion of the work is **365 days** from the date of issue of work order.

11. Site inspection & general information:

Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities.

They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.

12. Tender/bid documents:

A full set of Tender/bid documents consists of 2 Parts. These are;

- I) **Part I** containing all documents in relation to the name of the firm applied for and credentials possessed by them along with EMD and all relevant documents as depicted.
- II) **Part II** containing following documents; Bid Schedule (.xls sheet)

13. Validity of Bid:

A Bid submitted shall remain valid for a period of 180 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

14. Withdrawal of Bid:

A Bid once submitted shall not be withdrawn within the validity period. In case of withdrawal the agency may not be allowed for participation in next tender.

15. Acceptance of Bid:

Finance Officer, Bidhannagar Municipal Corporation will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.

16. Intimation:

The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Agency" and he shall forthwith take steps to execute.

Formal Contract Agreement in appropriate Municipal Form with the Finance Officer, Bidhannagar Municipal Corporation and fulfill all his obligations as required by the Contract.

17. Escalation of Cost:

There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.



18. Name & address of In-Charge of the Work:

Finance Officer, Bidhannagar Municipal Corporation.

19. Execution of Work:

The agency is liable to execute the whole work as per direction and instruction of the Finance Officer, who is the in-Charge of the work.

20. Payment:

Payment will be made to the Agency by the appropriate Authority of Bidhannagar Municipal Corporation periodically.

21. Influence:

Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.

22. In case office faces sudden closure owing to reason beyond the scope and control of the TIA any of last date/dates as schedule may be extended up-to/to next and following working day without issuing further and separate notice the TIA feels it to be necessary and exigent.

23. Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Agency strictly.

24. Bid Acceptance Authority is the TIA, Bidhannagar Municipal Corporation in concurrence with the approval of higher authorities.

25. In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender/bid form, the decision of TIA, Bidhannagar Municipal Corporation, will be final and binding.

26. All usual deductions for taxes i.e. GST, PT, IT, and Labour welfare Cess etc.as per government rules are applicable will be made from the bills from time to time.

27. No conditional/ incomplete Bid shall be entertained.

28. In the event of e-Filing intending bidder may download the tender/bid document from the website www.wbtenders.gov.in directly by the help of Digital Signature Certificate.

29. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website www.wbtenders.gov.in. Tender/Bid document may be downloaded from website & submission of Technical Bid /Financial Bid as per Tender/Bid Schedule.

30. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Quotation, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.

31. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The TIA, Bidhannagar Municipal Corporation reserves the right to accept or reject any or all the offered bid/bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.

32. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

33. During scrutiny, if it is come to the notice to tender/bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tender/bidder will not be allowed to participate in the tender/bid and that application will be out rightly rejected without any prejudice.



34. Before issuance of the work order, the tender/bid/bid inviting authority shall verify the credential & other documents with the originals of the lowest bidder. All such documents shall have to be furnished by the lowest bidder within 3 (three) days from the date of opening of financial bid at chamber of the undersigned of this office. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./work order will not be issued in favour of the bidder under any circumstances.
35. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:
- Municipal Form –WB Form no. 2911
 - NIQ
 - Special terms & Condition
 - Technical bid
 - Financial bid
36. Agency shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
37. Where an individual person holds a digital certificate 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 uploading any tender/bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender/bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

Finance Officer
Bidhannagar Municipal Corporation

Copy forwarded for necessary information to: -

- Chief Auditor, Bidhannagar Municipal Corporation.
- P.A. to Hon'ble Mayor, Bidhannagar Municipal Corporation.
- P.A. to Commissioner, Bidhannagar Municipal Corporation.
- Office Notice Board.
- Official Website.
- Publication to newspapers.

Finance Officer
Bidhannagar Municipal Corporation