



## **NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road, New Town, Kolkata – 700 156

Tel No. – 2324 2324 Fax No. 2324 2147 website - [www.nkdamar.org](http://www.nkdamar.org)

**Memo No. 2266/NKDA/Admn-60/2009**

**Dated : 23.04.2015**

### **N.I.Q. No. 01/NKDA/Admn of 2015-16**

### **Notice Inviting Quotation (NIQ) for preparation of Accounts of New Town Kolkata Development Authority for the year 2014-15**

New Town Kolkata Development Authority (NKDA) intends to complete the works relating to preparation of Accounts for the year 2014-15 and for the purpose cited above, NKDA invites Notice Inviting Quotation (NIQ) from reputed and experienced Chartered Accountant firms.

#### **1.0 Scope of Activities**

The successful Chartered Accountant firm will have to prepare computerized accounts of the Authority for the year 2014-15 in the following manner:-

- (a) Data entry of all Receipts, Payments and contra / Transfer vouchers in the “Purohisab” software in which the accounts of this Authority is prepared.
- (b) Generation of all books of accounts such as Cash Book, Journal Book, Ledger Books and other registers and reports etc.
- (c) Preparation of Journal Vouchers for adjustment of accounts, rectification of errors (if any), closing entries, opening entries etc.
- (d) Preparation of Monthly and Annual Trial Balance, Bank Reconciliation Statement (both manual and computerized) and other reports and returns.
- (e) Generation of Final Accounts, e.g., Receipts & Payments Account, Income & Expenditure Account, Balance Sheet and related Schedules.
- (f) Preparation of Final Accounts Booklet for submission to New Town Kolkata Development Authority for approval of accounts.
- (g) Preparation of other reports and returns as required.

- (h) The selected Firm will have to complete the work by deploying desired no. of Audit Assistants having the knowledge of computerized commercial accounting system who will have to work at the office of the New Town Kolkata Development Authority on full time basis under periodic supervision of a qualified Chartered Accountant.

## **2.0 Eligibility of Applicants**

The applicant firm should be a Chartered Accountant Firms with valid and up-to-date Certificate of Practice granted to it by the Institute of Chartered Accountants of India.

The intending quotationer should :-

- (a) Be vastly experienced for similar work.
- (b) Possess requisite well established infrastructure to carry out the work including possession of qualified Accountants and requisite support hands required for proper execution of work.
- (c) Sufficient financial resourcefulness and solvency to undertake the work.

## **3.0 Credential and Documents**

The intending quotationer should possess :-

- (a) Experience certificates of at least 2 (two) completed or ongoing works relating to accounts / audit / taxation in any Government offices / public bodies / commercial organisations during last 2 (Two) years. The minimum value of work, for which certificates to be attached, should be not less than Rs. 1,00,000/- (Rupees One Lakh only) in each case. The certificates should invariably include performance certificate supported by work orders issued by relevant authorities from where such orders and certificates have been originated.
- (b) Permanent Account Number (PAN) of Income Tax Department of the Firm.
- (c) Valid membership with the Institute of Chartered Accountants of India.
- (d) Valid Certificate of Practice issued by the Institute of Chartered Accountants of India.
- (e) Service Tax Registration Certificate.
- (f) Valid Trade License.

## **4.0 General Terms & Conditions**

- (a) The intending Quotationers will have to submit self-attested photo copies of all documents mentioned in Clause No. 3.0 above. The originals will have to be produced for verification for the successful Quotationer only. The originals will be returned after verification.

- (b) The quotationers shall make offer and related insertions, in English, legibly at proper places in the document. For any wrong entry, single line striking and putting right insertion close to the earlier entry be made. Such corrections must bear initial signature of the quotationer. No overwriting and use of correction fluid is allowed.
- (c) The quotationer has to affix seal and make signatures on all pages of the document, in addition to specified spaces. In case of blank page, the work “BLANK” to be written by quotationer and similarly signed with affixing seal.
- (d) Successful quotationer on written intimation shall have to enter into a formal deed of Contract in duplicate.
- (e) (i) Intending quotationers will have to deposit Earnest Money @ Rs. 2,000/- in the form of Demand Draft / Banker’s Cheque / Pay Order of any Scheduled Bank drawn in favour of “New Town Kolkata Development Authority” payable at Kolkata.  
(ii) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.  
(iii) Quotations unaccompanied by full earnest money in requisite form, will under no circumstances, be entertained and will summarily be rejected without further reference to the quotationers.
- (f) Earnest Money shall be refunded to the unsuccessful quotationers after finalization of tender procedure on the basis of their applications. Entire amount of the Earnest Money of the successful quotationer will be converted as a part of Security Deposit which will be refunded after approval of Accounts by the Development Authority.
- (g) No Conditional offer will be entertained and shall be deemed as ‘informal’.
- (h) The right is reserved by the NKDA to revise or amend the quotation documents prior to the date notified for submission of quotation, or also to extend such dates. Such revisions, amendments or extension shall be duly notified, which shall also form as a part of quotation documents.

- (i) Intending quotationers may inspect the office of NKDA for on spot assessment of the nature and volume of work and all other aspects which may influence the work and its progress. They also should fully understand the contents of the quotation document in right spirit. Any post claim due to insufficient knowledge on any count, shall not be entertained and such deficiency shall not come in way of proper and timely progress of work.
- (j) All cost for inspection of site and understanding the work including any cost for planning of various aspects, to be borne by quotationers themselves.
- (k) Quotations which have been considered valid on the general examination at the time of opening of quotation by the authority of NKDA, shall be subjected to detailed scrutiny, subsequently notwithstanding the general examination carried out earlier, the quotation accepting authority reserves the right of rejection of quotations which have been found defective during detailed scrutiny.
- (l) NKDA reserves the right to disallow participation of any or all the applicants in the NIQ, without assigning any reason what so ever and no challenge against such refusal will be entertained. The applicants will also not be entitled for any compensation for rejection of the NIQs.
- (m) In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated hereinafter under the clause '**Submission details**', will automatically be deferred to the next working day without further notice.
- (n) Participation in this NIQ deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting NIQ.
- (o) Any notice or instruction to be given to the participants under the terms of this NIQ 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 letter to his address as furnished.
- (p) The last date of submission of NIQ along with documents, as cited in "Submission Details" is 30<sup>th</sup> April, 2015 upto 2.00 p.m.

- (q) The undersigned reserves the right to cancel the whole process of NIQ without assigning any reason whatsoever.
- (r) Any corrigendum regarding this NIQ before the due date of submission of bid will be uploaded in the official website of NKDA, i.e., [www.nkdamar.org](http://www.nkdamar.org) along with publication in the office notice board. The intending participants are requested to visit the website for any updates etc. in this regard.
- (s) The Quotationers are bound by the terms and conditions of **Contract** along with the specification, notice of NIQ along with all enclosures, Special Terms & Conditions, if any, and schedule of works etc. which forms part and parcel of this contract.
- (t) The Quotation inviting authority reserves the right to accept the Quotation. He also reserves the right to reject one, few or all Quotations without assigning any reason thereto. The decision of the authority is final and binding on all Quotationers.

## **5.0 Time of completion**

The entire work is to be completed within a period of 3 (three) months from the date of issue of work order by NKDA and every effort has to be made by the selected Firm to complete the work within specified time frame.

## **6.0 Firm's General Obligation and responsibility**

The Firm shall, subject to the provisions of the contract and with due care and diligence, execute and maintain the works and provide all efforts, expertise and supervision etc. required in and for such execution and maintenance, so far as the necessity for providing the same is specified or is reasonably to be inferred from the contract.

## **7.0 No Sub-Contracting**

Sub-contracting either full or part of the assigned work with its scope / terms / conditions etc., by the Firm is strictly prohibited and if found so, the contract is liable to be terminated including imposition of penalties.

## **8.0 Price of the work**

Quotationers will have to quote a consolidated monthly rate for undertaking the work. The rate quoted by the Firm in quotation which becomes the part of the contract, shall be deemed to have included all costs of Audit Assistant(s) engaged by it on regular basis at this Authority as well as for supervision charges related to the work. All taxes and duties as applicable will be charged extra. No escalation or revision of rates on any count shall be entertained.

## **9.0 Terms of payment**

Payment will be made on the basis of 80% of accepted monthly rate at the end of each month. Balance 20% will be retained as Security Deposit and will be released after approval of the Final Accounts by the Authority.

No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the Firm owing to any dispute between the Firm and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the Firm.

## **10.0 Recoveries to be made from payment**

Following recoveries will be made from the bill of the successful Firm after completion of the work:-

- (a) All taxes and charges, as applicable.
- (b) Any cost imposed as punitive provisions of the contract.
- (c) Any other recovery, which becomes essential and imperative in the interest of public and the work under the contract.

## **11.0 Submission details regarding NIQ**

- (a) Covering letter and copy of the notice inviting EOI, duly signed on all pages including all annexure and self-attested copies of all documents as cited in (a) of General Terms and Conditions. The EOI documents can be downloaded from the official website of NKDA, i.e. [www.nkdamar.org](http://www.nkdamar.org).
- (b) Participant's Profile (**Annexure I**) and relevant experience details for last 2 years (**Annexure II**).
- (c) Details of Instrument submitted towards Earnest Money Deposit (**Annexure III**).
- (d) Financial offer on the enclosed schedule (**Annexure IV**).

**(a), (b), (c) and Demand Draft / Pay Order / Banker's Cheque for Earnest Money Deposit should be submitted in a sealed envelope super scribed as "Technical Bid for Preparation of Accounts of New Town Kolkata Development Authority for the year 2014-15" and (d) should be submitted in a separate sealed envelope super scribed as "Financial Bid for Preparation of Accounts of New Town Kolkata Development Authority for the year 2014-15". Both the envelopes containing the bids should be sealed in a large envelope clearly labeled as "Notice Inviting Quotation bearing NIQ No. 01/NKDA/Admn of 2015-16 for Preparation of Accounts of New Town Kolkata Development Authority for the year 2014-15" and submitted to the address given below within 2.00 p.m. on 30.04.2015 :-**

Chief Executive Officer,  
New Town Kolkata Development Authority,  
03, Major Arterial Road, New Town, Kolkata– 700 156.  
Phone: (033) 2324-2327.

The outer envelope containing the NIQ proposals will be unfolded. The Technical Bid will be opened on the same day, i.e., 30<sup>th</sup> April, 2015 at 3.00 p.m. The Criteria for qualifying in the Technical Bid are as follows :-

- (i) The Firm possesses valid and up-to-date Certificate of Practice granted to it by the Institute of Chartered Accountants of India.
- (ii) The Firm has conducted at least two works relating to accounts / audit / taxation during the last two years having value of each work not less than Rs. 1.00 lakh (Rupees one lakh only).

Financial Bid of only those participants who will qualify in the Technical Bid will be opened on the same day, i.e., 30<sup>th</sup> April, 2015 immediately after preparing the list of qualified participants in the Technical Bid. NIQ from firms failing to provide all requisite documents and information will be rejected.

**Chief Executive Officer  
New Town Kolkata Development Authority.**

**Copy forwarded for information to :-**

1. The Administrative Officer, New Town Kolkata Development Authority – with the request to make sitting arrangements for the personnel of the selected Firm.
2. System Manager, New Town Kolkata Development Authority --- with the request to upload the notice in the official website of this Authority and also to make necessary arrangement for providing desktop computers with accessories preloaded with “*Purohisab*” software for the personnel of the selected Firm. .
- 3-6. The Sr. Accountant – I / III / Accountant – I / II, New Town Kolkata Development Authority.
7. Cashier, New Town Kolkata Development Authority.
8. Shri Pritam Ganguly, Dealing Assistant, New Town Kolkata Development Authority.
9. P.A to the Chairman, New Town Kolkata Development Authority.
10. P.A to the Chief Executive Officer, New Town Kolkata Development Authority.
11. Office Notice Board.

**Finance Officer  
New Town Kolkata Development Authority**



**ANNEXURE-I**  
**APPLICANT'S PROFILE**

|    |   |  |
|----|---|--|
| 1  | Name of the firm  |  |
| 2  | Address for correspondence and phone Nos.   |  |
| 3  | E-mail Id   |  |
| 4  | Name of the contact person and Phone No.  |  |
| 5  | Membership No. with ICAI  |  |
| 6  | No. of Certificate of Practice granted by ICAI and validity period of such certificate [Attach self attested photocopies of documentary evidences]  |  |
| 7  | Year of establishment   |  |
| 8  | No. of offices in India and abroad (if any) with details  |  |
| 9  | Details of organisations in which works relating to accounts / audit / taxation has been done during last two years and total amount of Work Orders in each case (self-attested photocopies of each work orders and credential certificates to be enclosed) |  |
| 10 | No. of qualified Chartered Accountants engaged with the Firm and their Names  |  |
| 11 | No. of Articled Clerks, Audit Clerks / Assistants engaged with the Firm   |  |
| 12 | Service Tax Registration No. [Attach self-attested photocopy of documentary evidence]   |  |
| 13 | Income Tax Permanent Account No. [Attach self-attested photocopy of PAN Card]   |  |
| 14 | Details of valid Trade License issued by competent authority [Attach self-attested photocopy of documentary evidence]   |  |

**Signature of Authorised Person** :

**Name of Signatory** :

**Address of Firm** :

**Seal of the Firm**

**ANNEXURE-II**

**APPLICANT'S EXPERIENCE DETAILS**

**Details of the works carried out in the last two years**

| <b>Name and address of the organisation with phone no.</b> | <b>No. of staff deployed for the project</b> | <b>Start Date</b> | <b>Completion Date</b> | <b>Brief description of the work</b> | <b>Value of Work Order (Rs.)</b> |
|--|--|-------------------|------------------------|--------------------------------------|----------------------------------|
|  |  |                   |                        |                                      |                                  |

**(Self-attested photocopies of supporting documents to be enclosed)**

**Signature of Authorised Person     :**

**Name of Signatory                         :**

**Address of Firm                                 :**

**Seal of the Firm**

**ANNEXURE -III**

**DETAILS OF INSTRUMENT SUBMITTED TOWARDS EARNEST MONEY DEPOSIT**

| <b>Financial Instrument Type</b>  | <b>Instrument No.</b> | <b>Date of Drawal</b> | <b>Issuing Bank and Branch</b> | <b>Amount (Rs.)</b> | <b>Name of Payee</b>                            |
|---|-----------------------|-----------------------|--------------------------------|---------------------|---|
| Demand Draft /<br>Pay Order /<br>Banker's<br>Cheque)<br><br>[Please struck<br>off the<br>inappropriate<br>item] |                       |                       |                                | 2,000/-             | New Town<br>Kolkata<br>Development<br>Authority |

**Signature of Authorised Person :**

**Name of Signatory :**

**Address of Firm :**

**Seal of the Firm**

## ANNEXURE -IV

### Price Schedule

| Name of Work  | Amount<br>(to be quoted in both figures and words)<br>(₹) |
|---|---|
| <b>Preparation of Accounts of New Town Kolkata Development Authority for the year 2014-2015 [As per Scope of Activities noted in Para 1.0 of Notice Inviting Quotation]</b> |   |

**N.B. – Taxes and duties as applicable is extra.**

**Signature of Authorised Person :**

**Name of Signatory :**

**Address of Firm :**

**Seal of the Firm**

