

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No.DG/13, Premises No. 04-3333, Action Area-ID,

New Town, Kolkata -700156

Ph. No. 033-3505-0000 Email Id: aol@nkda.in

Expression of Interest (EoI) for Engagement of Chartered Accountant Firms for Examination and recommendation on the cases of self assessment for valuation of properties, Recording of Title of Properties (also known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings in respect of the premises located at Newtown Kolkata.

- 1. Zone-A (A Block & B Block).**
- 2. , Zone-B (C Block & D Block).**
- 3. Zone-C (IIA, IIB, IIC, IID, IIE, IIF & IIG).**
- 4. Zone-D (IIIA, IIIB, IIIC, IIID, IIIE, IIIF, IIIG, SV & III BLK).**

Name of Work: Engagement of Chartered Accountant Firms for the works related to Assessment Section and License & Permissions Section of NKDA

Minimum eligibility: CA firms must have valid registration of ICAI and empanelled with the UD & MA Department, Government of West Bengal.

Last date of submission of EoI:-17th day of September, 2025 (1:00PM)

(Date:22nd August, 2025)

**New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata - 700156**

Expression of Interest (EoI) No. 01/ NKDA/ Admn of 2025 - 26

Proposal inviting Expression of Interest (EoI) from Chartered Accountant Firms for working with the Assessment Section and License and Permissions Sections of NKDA for the purpose of Examining and recommending the applications of self-assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings.

The Office of the New Town Kolkata Development Authority (hereinafter called "NKDA") invites EoI from Chartered Accountant firms (referred to as "CA firms" hereafter) in the country, which have valid registration with ICAI and empanelled with UD&MA Department, Government of West Bengal, to work with the Assessment Section of NKDA for the purpose of Examining and recommending the applications of self assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings.

1. The willing CA firms are advised to periodically monitor the information relating to this proposal on the website of the e-Tender (<https://wbtenders.gov.in>) NKDA (<http://nkdamar.org>).

Sl. No.	Event(s)	Date (Unless otherwise notified separately)
i.	Date of uploading of Expression of Interest on the website of the NKDA.	25/08/2025
ii.	Date of Pre-Bid Meeting	01/09/2025 at 12:00 noon
iii.	Last date /time for submission of EoI	17/09/2025 1:00PM
iv.	Date of opening of EoI	19/09/2025 1:00 PM

2. Amendments/Corrigendum, if any, shall be uploaded on the website of the NKDA only.
3. The description of works is given in the document for submission of proposal.
4. The NKDA Authority reserves the right to reject any or all the proposals without assigning any reason and the decision of the office of the NKDA shall be final and binding.

5. Address for communication:

Administrative Officer,
New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata - 700156
Email id: ao1@nkda.in

6. Critical Dates:

Sl. No.	Event(s)	Date	Time
i.	Date of uploading of Expression of Interest on the e-tender portal.	25.08.2025	at 05:00 PM
ii.	Date of pre-bid meeting with the Administrative Officer, NKDA at the office of NKDA at Plot No. DG/13, Premises No. 04-3333, Action Area I-D, New Town, Kolkata -700156.	01.09.2025	at 12 Noon
iii.	Last date/time for submission of Technical and Financial Bid through separate folders in e-tender portal.	17.09.2025	upto 1:00 PM
iv.	Date of Opening of Bid :	19.09.2025	at 1:00 PM

Section I

Terms of Reference

Introduction

The Office of the NKDA invites EoI from CA firms in the country having valid registration with the ICAI, and empanelled with UD&MA Department, Government of West Bengal, to work the Assessment Section of NKDA Examining and recommending the applications of self-assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings.

Scope of Work

The scope of work is as described in **Annexure A**.

Schedule of Completion

The work shall commence within 15 working days from the date of receipt of the Work Order and to be completed within six months from the date of commencement of work.

Final output

The final output would be completion of the work of examining and recommending the applications of self assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings.

Terms of payment

The payment will be made on completion of the work related to at least 1000 (one thousand) assesses/ cases of enlistment of Profession, Trade and Callings subject to successful completion of the work and submission of claim.

Section II

Procedure for selection of CA firms to work with the Assessment Section of NKDA

1. Interested CA firms shall have a valid registration with ICAI, and empanelled with the UDMA Department, Government of West Bengal. The CA firm must have its head office in or around Kolkata Metropolitan Area, West Bengal.
2. The CA firm shall have the capacity to deploy **1 (one) Semi Qualified personnel having the qualification of CA (Inter) or CA Cost Accountancy (Inter), 3 (three) experienced personnel having computer knowledge, and 1 (one) Surveyor or Diploma Civil Engineer having experience of the work with Auto Cad,**
3. Technical Evaluation: Based on the technical criteria, mentioned at **Annexure - B**, each applicant would be assigned a technical score out of 100 and ranked according to the score from highest to lowest. The applicants having technical score more than 60 (Out of 100) will be declared eligible for financial evaluation.
4. With the application as per proforma annexed at **Annexure - C** expressing EoI the CA firm shall have to submit a financial proposal containing quoted amount of fee per assessee for the entire scope of work covered under the terms of references on a Firm price basis valid till the completion of the assignment. A proforma of financial proposal is annexed at **Annexure - D**. The financial bid of only technically qualified firms shall be opened.
5. The lowest bidder, out of technically qualified bidders, will be considered for selection.

SECTION-III

Specific Terms and Conditions of the Contract

1. The CA firms would sign a contract with the NKDA.
2. The CA firm would provide the services to the Assessment Section and Licence and Permission Section of NKDA. The Firm would be a part of the Team of the said Sections of NKDA. The personnel from CA firms would work under the overall supervision of the Administrative Officer of NKDA.
3. The appointment of the firm is subject to the following declarations/ undertaking to be submitted by the firm to NKDA:
 - a) That the firm /LLP is not disqualified under Section 141 of the Companies Act, 2013
 - b) No claims / expenses including TA/DA, out-of-pocket expenses etc. will be claimed from the NKDA.
 - c) The firm is not black listed by any municipal body or Government establishment.

SECTION-IV

Review of the work done by the firm

1. The work of the personnel of CA firms would be assessed by the Group Officers of NKDA monitoring their work.
2. The Administrative Officer, In-charge of Assessment Section, and the Administrative Officer, In-charge of License and Permissions Section would assess the overall work of the CA firms based on the feedback for the respective sections.

SECTION-V

General Conditions of Contract

1. **Contract Period:** The Contract shall be awarded to the eligible and interested CA firms for the work to be completed within six months, from the date of commencement of the work within 15 working days from the date of receipt of the Work order.
2. If the firm does not start the work or if it is felt by the NKDA that the pace of work is slow and is likely to delay the assignment, the NKDA reserves the right to terminate the contract.
3. **Termination of Contract:** In case it is found that the work/level of service is not as per requirement / standards, time lines, then the NKDA retains the right to terminate the Contract, and in such case, the firm shall not be entitled to claim any damage from the NKDA or make any claim for fees in respect of such unsatisfactory/ substandard services.
4. The agreement may be terminated by the NKDA in the following cases:
 - a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the NKDA.
 - b) The CA firm assigns its rights or responsibilities to any third party without prior written approval of the NKDA or is removed from the empanelled list of the ICAI.
 - c) The selected CA firm commits default in complying with any of the terms and conditions of the Agreement.
 - d) The selected CA firm is dissolved.
 - e) The selected CA firm is declared insolvent.
 - f) The selected CA firm is unable to pay its debt or is under liquidation proceedings.
 - g) The selected CA firm deviates from the approved scheme of working.

- h) Where selected CA firm continues to fail in satisfactorily and timely execution of the work awarded.
 - i) If the selected CA firm is convicted of any criminal offence and has been debarred to participate in the bidding activity for rendering services to the government or its entities.
5. The termination shall be without any liability, including any compensation or damage on the NKDA.
 6. In the event of the CA firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the NKDA, the NKDA shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason.
 7. **Sub-contracting:** The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the NKDA work in any manner whatsoever.
 8. **Confidentiality:** The CA firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and /or possession of the firm as a result of performance / execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. In the case of breach of confidentiality the NKDA would be free to take any further action as may be appropriate under the relevant laws. This clause relating to Confidentiality shall survive upon the termination/ expiration of the Contract and the NKDA shall have the right to claim damages for violation of this Clause within next two years after the termination / expiration of the Contract.
 9. **Use of data/documents/information:** The CA firm shall ensure that the documents, data, information etc. are/ is not used or permitted to be used in any manner (directly or indirectly) which is in violation to any direction or instruction as issued by the NKDA.
 10. In the event of any breach or threatened breach of any clause by the CA firm and / or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the NKDA depending upon the loss caused to the NKDA. The NKDA can recover the said amount from the performance security. Apart from the above, the NKDA shall have the right to proceed against the

firm and / or its assigned / authorized person(s) under applicable law.

11. **Time is essence of Contract:** The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time .Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the NKDA to rescind the contract and in which case there shall not be any claims for damages against the NKDA by the firm. Further, the NKDA shall have the right to get the unfinished assignment, if any, completed at the risk and cost of the selected CA firm, by virtue of the said revocation of the contract, through the resources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the NKDA against any loss, damage, expenses, costs etc. incurred by the NKDA as a result of the said delay in timely completion of the said assignment, by the firm.
12. **Force Majeure:** Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of *Force Majeure* shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the NKDA in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *Force Majeure* event.

Scope of Work

1. Introduction and Background

This document outlines the comprehensive scope of work for a Chartered Accountant (CA) firm to be deployed within the Assessment Section of New Town Kolkata Development Authority (NKDA). The engagement aims to enhance the efficiency, accuracy, and transparency of property assessment processes, including self assessments, field verifications, *suo motu* assessments, and mutation processes, and also effective disposal of the applications for Enlistment of Profession, Trade and Callings. The selected CA firm will provide skilled personnel to support NKDA in critical functions, ensuring compliance with established procedures and contributing to the effective administration of property tax and related services. This collaboration is designed to leverage professional expertise to streamline operations and improve service delivery to the citizens of New Town Kolkata.

2. Personnel Requirements and Qualifications

The CA firm shall deploy personnel possessing a robust skill set essential for the effective execution of the outlined responsibilities. A fundamental requirement for all deployed personnel is a strong foundation in Information Technology (IT) skills. This includes, but is not limited to, proficiency in using various software applications pertinent to data entry, record management, and system interaction, as well as a general understanding of digital workflows and data security protocols. The ability to efficiently navigate and utilize NKDA's internal assessment and mutation systems will be paramount.

In addition to technical competencies, exceptional oral and written communication skills in English are mandatory. Personnel will be required to interact with various stakeholders, including NKDA officials, property owners (assesseees), and other relevant parties. Clear, concise, and professional communication is crucial for explaining assessment procedures, clarifying documentation requirements, addressing queries, and preparing comprehensive reports. Written communication skills will be vital for drafting official correspondence, preparing detailed assessment reports, and documenting findings from field visits. The personnel's ability to articulate complex information effectively will directly contribute to the transparency and understanding of the assessment processes.

3. Supervision and Reporting Structure

The team deployed by the selected CA firm shall operate under the direct and continuous supervision of a Partner of the firm. This supervisory arrangement is critical to ensure the quality, accuracy, and integrity of all work performed. The Partner will be responsible for overseeing the team's daily activities, providing

guidance, resolving complex issues, and ensuring adherence to professional standards and the terms of this engagement. The Partner's direct involvement underscores the firm's commitment to the deliverables and the importance of the tasks undertaken.

All reports, data sheets, and any other processed documents generated by the CA firm's team must be submitted to the Administrative Officer, In Charges of the Assessment Section and License and Permissions Section of NKDA. A strict protocol for submission requires that all such documents bear the official seal and signature of the concerned Partner of the firm. This requirement serves as a formal validation of the accuracy and completeness of the submitted information, ensuring accountability and maintaining a high level of professional integrity. The Partner's endorsement signifies that the data and reports have undergone rigorous review and verification processes within the CA firm before being presented to NKDA.

4. Detailed Work Responsibilities within the Assessment Section

The CA firm's team will be integral to the daily operations of the NKDA Assessment Section, undertaking a variety of critical tasks to ensure the accurate and efficient processing of property assessments and related applications. These responsibilities are categorized as follows:

4.1. Assessment Processing and Verification

Checking and Verifying Documents for Self-Assessments: The team will be responsible for meticulously checking and verifying all documents and details submitted by assessees during the self-assessment process. This involves cross referencing information provided in application forms with supporting documents such as property deeds, occupancy certificates, building plans, and identity proofs. The objective is to ensure the completeness, accuracy, and authenticity of the submitted data, thereby making the application ready for approval by the designated NKDA authority. Any discrepancies or missing information must be promptly identified and flagged for resolution.

4.2. Field Verification and Data Collection

Conducting Requisite Field Visits: To ascertain the correctness of data submitted through self-assessments, the CA firm's team will conduct necessary field visits. These visits are crucial for physical verification of the property, including, where necessary, the physical measurement of the area to confirm the dimensions declared by the assessee. Furthermore, field visits will involve the verification of related documents that may not have been submitted initially or require on-site inspection. The team will also be

responsible for collecting any additional required documents directly from the property site or the assessee during these visits. The findings from these field visits will be documented comprehensively to support or refute the self assessment claims.

Collecting Requisite Data from Individual Dwelling Units: For dwelling units where the Occupancy Certificate (OC) or Partial Occupancy Certificate (POC) has been issued, the team will undertake the systematic collection of requisite data. This data, which may include property specifications, usage details, and other relevant attributes, will be utilized for the purpose of initiating *suo motu* assessments. This proactive data collection ensures that properties are assessed even in the absence of a self-assessment application, contributing to a more comprehensive and up-to-date assessment database.

4.3. *Suo Motu* Assessment Process

Initiating *Suo Motu* Assessment Process: The team will be tasked with initiating the *suo motu* (on its own motion) assessment process for dwelling units where the necessary data is readily available. This typically applies to properties for which OC/POC has been issued and data has been collected as per point (d). The initiation of *suo motu* assessments ensures that all eligible properties are brought under the assessment purview, enhancing revenue collection and maintaining equity in taxation. This process involves preparing the assessment details based on available information and presenting them for official approval.

4.4. Application Modification and Correction

Addressing Modification and Correction Applications: The team will handle all applications for modification and correction related to existing assessments. This involves reviewing the submitted modification/correction requests, verifying the supporting documents, and making the necessary adjustments to the assessment records. The goal is to process these applications efficiently and accurately, ensuring that they are ready for final approval by the competent authority within NKDA. This function is vital for maintaining the accuracy and currency of the assessment database.

4.5. Data Management and Documentation

Uploading Assessment-wise Data Sheets: Upon completion of the assessment process for each property, the team will be responsible for filling out and ensuring the proper signing and stamping of assessment-wise data sheets. These data sheets must then be uploaded into the NKDA system for further action by the 'Approver'. To ensure comprehensive record-keeping and accessibility, the same data must be submitted in both hard copy and soft copy formats. This dual submission ensures data integrity and provides redundancy in record management.

4.6. Disposal of pending self-assessed cases

Mission mode disposal of the cases: There are approximately 58000 self-assessment cases which are

pending at the approver login presently in the system, which requires to be disposed by verifying all the documents submitted by the applicant and to conduct field verification for these cases if required. This task needs to be completed within 60(sixty) days from the date of engagement

4.7. Record of Title (commonly known as Mutation)

Checking and Verifying Documents for Record of Title (commonly known as Mutation): The team will extend its verification expertise to the mutation process. This involves meticulously checking and verifying the documents uploaded for property mutation. The objective is to ensure that all legal and procedural requirements for mutation are met, and that the submitted documents are accurate and complete. Following this verification, the team will prepare and send detailed comments to the Approver, facilitating the finalization of the mutation process. This support is critical for the seamless transfer of property ownership records within NKDA's system.

4.8 Enlistment of Professional, Trade and Calling (Commonly known as Trade License)

4.8.1. The team of CA Firm shall conduct verification of the documents submitted by an applicant for Enlistment of Profession, Trade and Callings, and if required, field verification of the applicant's documents in case of fresh and Renewal application.

After allowing for a window of six [06] months in case of Fresh application and immediately after issuance of renewal of trade license, the field inspection team of CA firm will engage with the applicant, and check all the relevant document required for running or operating the particular trade and furnish report with recommendation to the approver of the Trade license, for finalization of trade license process.

4.8.2. In case of trade license Pending for renewal the field inspection team of CA farm will inspect the specific plot where the trade was previously operated and report to the approver of the Trade license about the present status of the trade, in a specific format.

5. Deliverables and Documentation Requirements

The CA firm shall be responsible for producing and maintaining a variety of deliverables and documentation throughout the engagement. These include, but are not limited to:

Verified Self-Assessment Applications: Applications checked, verified, and made ready for approval, complete with all necessary supporting documentation.

Field Visit Reports: Detailed reports for each field visit, including findings, physical measurements (if applicable), verification of documents, and any discrepancies noted. These reports must be signed and sealed by the Partner.

Suo Motu Assessment Proposals: Prepared assessment details for properties identified for suo motu assessment, ready for NKDA's approval.

Modification and Correction Application Status Reports: Documentation of processed modification and correction applications, indicating their readiness for approval.

Assessment-wise Data Sheets: Duly filled, signed, and stamped data sheets for each assessment, uploaded to the NKDA system and submitted in both hard and soft copies.

Mutation Verification Comments: Detailed comments and verification reports for mutation documents, submitted to the Approver to facilitate finalization.

Regular Progress Reports: Periodic reports summarizing the progress of work, challenges encountered, and proposed solutions.

Audit Trails: Comprehensive records of all actions taken, decisions made, and data processed, ensuring transparency and accountability.

All deliverables must adhere to NKDA's specified formats and standards, ensuring consistency and ease of integration into existing systems. The CA firm is expected to maintain meticulous records of all activities and documentation for audit and review purposes.

6. Quality Assurance and Compliance

The CA firm is expected to implement robust quality assurance measures to ensure the accuracy, reliability, and integrity of all work performed. This includes internal review processes, cross-verification of data, and adherence to all applicable laws, regulations, and NKDA's internal policies and procedures. The Partner's direct supervision and final sign-off on all reports and data sheets are central to this quality assurance framework.

Compliance with data privacy and confidentiality norms is paramount. The team must handle all sensitive property and personal information with the utmost care, ensuring that data is protected from unauthorized access, disclosure, alteration, or destruction. All personnel deployed must be made aware of and strictly adhere to NKDA's data handling and security protocols.

7. Timeline and Performance Metrics

The engagement will commence upon the formal agreement between NKDA and the selected CA firm. Specific timelines for the completion of various tasks and the submission of reports will be mutually agreed upon at the outset of the engagement and may be adjusted based on operational requirements and workload. Performance metrics will be established to evaluate the efficiency and effectiveness of the CA firm's services, which may include:

Processing Efficiency: Number of self-assessment applications processed per day/week.

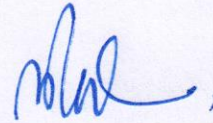
Accuracy Rate: Percentage of error-free assessments and data entries.

Timeliness of Field Visits: Adherence to schedules for field verifications.

Report Submission: Timely submission of all required reports and data sheets.

Query Resolution: Efficiency in addressing and resolving discrepancies or queries.

Regular review meetings will be held between NKDA officials and the CA firm's Partner to discuss progress, address any operational challenges, and ensure that the objectives of the engagement are being met effectively.



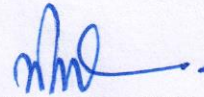
Administrative Officer
New Town Kolkata Development Authority

Memo No: 7081 /NKDA/ADMN(ESTT)-100 /2025

Date: 25/08/2025

Copy forwarded for kind information to:

1. Administrative Officer (G&E), NKDA.
2. Administrative Officer (EM), NKDA.
3. Advisor (Finance & IT), NKDA.
4. Finance Officer, NKDA.
5. PA to Hon'ble Chairman, NKDA.
6. PA to Member Secretary, NKDA.
7. PA to CEO, NKDA.



Administrative Officer
New Town Kolkata Development Authority

Annexure-B**Selection Criteria**

Sl. No	Particulars	Points to be allocated	Maximum points
1	Number of years of experience of the firm	i. For 10 Years: 15 points. ii. For 10-30 years: 5 Additional Points iii. Above 30 years: 5 Additional Points	25
2	Number of Partners in the Firms / Limited Liability Partnership Firm who are with the Firm / LLP for a minimum period of five years as on 31.03.2025.	Firm having FCA partner up to 3: 10 Points Firm having FCA partner 3 to 5: 15 Points Firm having FCA partner more than 5: 20 Points	20
3	Work Order of Internal Audit/ Preparation of Financial Statements for Municipality/ Municipal Corporation/ Local Authority/ NKDA/ WBHIDCO/ Government organization	6 (Six) or more Work orders : 15 2 to 3 Work Orders : 10 Less than 2 Work Orders: 0	15
4	Experience of the Firm / LLP as Auditor in local bodies/ Government organization/ PSU.	5 (five) points per completed year of service as consultant (Max 5 orders) (fraction of the year to be ignored)	25
5	Average Turnover for the Year 2022- 2023, 2023-2024 & 2024-25	Upto Rs.1 crore-10 points Above 1 crore-15 points	15

100

Required documents in support of the selection criteria should be indexed

FORMAT OF APPLICATION (TECHNICAL PROPOSAL)

1. Name of the partnership firm/ LLP :
- a) Registration of the Institute :The Institute of Chartered Accountants
- b) Enlistment with UDMA
Department, Government of West Bengal :
- c) Type of the partnership :Firm/LLP/Company
- d) Registration No :
- e) Date from which continuing as :
- Partnership Firm/Registration of LLP :

2. Details of Head Office & Branch Office: Head Office

Address	Contact No	Email
Branch Office		
Address	Contact No	Email

3. Details of Partners in the Partnership Firm/Limited Liability Partnership

Sl. No	Name of the partner	Membersh ip No	Membership Status (ACA/ FCA)	CISA/DI SA	Date of joining the Partnershi p Firm /LLP As partner

4. Details of Qualified Assistant/CA

Sl. No	Name of the Qualified Assistant	Membership No	Chartered Accountant	Date of joining the Firm/LLP

5. List of Experience in Internal Audit of municipal body

Sl. No	Name of municipal body	Financial Year	Details of job performed

6. PAN of the partnership Firm/LLP/Co:

7. GST Registration No:

8. Bank Details:

1	Bank Name	
2	Bank Address	
3	Name of the Branch	
4	Type of Account	
5	Bank Account Number	
6	IFSC Code	

9. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

10. This is to certify that all the information given above are correct and any misstatement will be liable for rejection of our participation in EOI and blacklisting by NKDA as per procedure.

Note:

1. The Cut-off date for calculation of number of year (s) will be the 31.03.2025. Accordingly, any fraction of the year will be ignored for calculating number of years.
2. Hard Copy of the Application will not be entertained in any circumstances.

Financial Proposal on Firm's Letter Head

To,

The Administrative Officer (Revenue & IT), NKDA,
 New Town Kolkata Development Authority
 Plot No. DG/13, Premises No. 04-3333
 Action Area I-D, New Town, Kolkata – 700156

Sub: Engagement of Chartered Accountant Firms for the works related to Assessment Section and License & Permissions Section of NKDA

Table for Quoting Fee for the Assignment in terms of the Tender:

Sl No.	Particulars	Annual Fee in(₹) Price bid shall be quoted exclusive of GST	
		(in figure)	(in words)
1.	All-inclusive Lump sum fee (including TA/DA and other out of pocket. expenses, etc.) per assessee for the entire scope of work covered under the Terms of Reference on a Firm price basis valid till the complete execution of the assignment.		

NB: NKDA has been declared as local authority and has been exempted from GST by the West Bengal Authority for Advance Ruling, Goods and Services Tax vide the order dated 06.03.2020

Please Note:

In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature of the Authorized Signatory and Seal of the bidder

Full Name:

Designation/Firm Name: Address

with Phone: Mobile No and

Email ID:

Letter of EoI

To,
The Administrative Officer (Revenue & IT), NKDA,
New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156

Sub: Engagement of Chartered Accountant Firms for the works related to Assessment Section and License & Permissions Section of NKDA

Sir/Madam,

1. Being duly authorized to represent and act for and on behalf of..... (herein the applicant), and having studied and fully understood all the information provided in document seeking EoI of CA firms to work with the Assessment Section of NKDA, the undersigned do hereby submit the EoI as CA firm for 'Engagement of firms of Chartered Accountants for working to work with the Assessment Section of NKDA Examining and recommending the applications of self assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings according to the terms and conditions given in the document seeking EoI to work with NKDA.
2. We, hereby, declare that if we withdraw or modify our EoI during the period of validity, or if we are awarded the contract and fail to sign the before their specified deadline, we agree to not being considered for this work for the next two years.
3. Information as well as supporting documents related to eligibility criteria is furnished in the prescribed fields as per Annexure C.
4. I/we are eligible for consideration under the conditions of this proposal, and my/ our Registration No. is _____.
5. I/ we agree to abide by all terms and conditions of this document.
6. I / we have not been blacklisted by any Local Body/ Government department / PSU in last three years.
7. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/ tampered documents or suppression off acts, the proposal for EoI

to work with NKDA is liable to be rejected and assignment, if awarded to the firm, shall be cancelled. In such a case, and the NKDA reserves the right to blacklist such firm for similar assignment and also consider such conduct during the empanelment process for audit of PSUs.

Yours faithfully,

Date:

Place:

(Partner or Authorized signatory)

Document seeking EoI for the work w Engagement of Chartered Accountant Firms for the works related to Assessment Section and License & Permissions Section of NKDA

Procedure for submission of proposal

1. The Chartered Accountant firms (referred to as "*CA firms*" hereafter) in the country having valid registration with ICAI and empanelled with the UDMA Department, Government of West Bengal are eligible to submit their Expression of EoI for their engagement to work with the Assessment and License and Permissions Sections of NKDA Examining and recommending the applications of self assessment for valuation of properties, submitted by the citizens of NKDA area, and Recording of Title of Properties (colloquially known as Mutation), and verification of the documents for enlistment of Profession, Trade and Callings.
2. The willing CA firms are required to submit their proposals in the format prescribed in **Annexure - C**. The CA firm should send the signed proposal with supporting documents in pdf format on the prescribed email ID.
3. The engagement/ deployment would be in the Head Office of NKDA.
4. The CA firms are required to submit their proposal in the prescribed format on line to the email ID- ao1@nkda.gov.in in PDF format.
5. The CA Firm has to submit their technical and financial proposal in separate folders in the e-tender portal in the prescribed format.