

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.4139 /NKDA/Admn-607/2009

Dated : 21.07.2016

## N.I.Q. No29/NKDA/Admn of 2016-17

### Notice Inviting Quotation (NIQ) for preparation of “Accounts and related works” of New Town Kolkata Development Authority.

Sealed quotations are hereby invited by New Town Kolkata Development Authority (NKDA) from reputed and experienced Chartered Accountant Firms/Cost Accountant Firms formed as per statute of The Institute of Chartered Accountants of India/The Institute of Cost Accountants of India having experience in preparation of accounts of the Urban Local Bodies with Accounting Software (PURO-HISAB) as detailed in the Schedule below in the office of the New Town Kolkata Development Authority, 03 Main Arterial Road, Kolkata-700156.

#### SCHEDULE

New Town Kolkata Development Authority (NKDA) intends to engage a Chartered Accountant Firm/Cost Accountant Firm as formed as per statute of The Institute of Chartered Accountants of India/The Institute of Cost Accountants of India for preparation of its Accounts and related works.

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

- i) The successful bidder will have to prepare computerized accounts through the customized accounting software (PURO-HISAB) used by the Authority 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. It may be noted that the authority maintains more than one collection centre.
  - (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 related 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.
- ii) The selected bidder will have to complete the work as detailed above by deploying desired no. of Accounts Assistants having the knowledge of computerized commercial accounting through PURO-HISAB software. The Accounts Assistants so deployed will have to work at the office of the New Town Kolkata Development Authority on full time basis under periodic supervision of a qualified Accountant.

## **2.0 Eligibility of Applicants**

- a) The applicant firm should be a Chartered Accountant Firm/Cost Accountant Firm as formed as per statute of The Institute of Chartered Accountants of India/The Institute of Cost Accountants of India with valid and updated Certificate of Practice granted to it by the Institute of Chartered Accountants of India/The Institute of Cost Accountants of India.
- b) The applicant firm should have minimum 08 (eight) number of partners, out of which there might have at least 05 (five) number of Fellow Members.
- c) The intending bidders should have requisite well established infrastructure to carry out the work having qualified Accountants and requisite supporting hands required for proper execution of the work and sufficient financial resourcefulness and solvency to undertake the work.
- d) The firm should have at least 10 (ten) years of work experience in Accounts related work of which 3 years should be by using PURO-HISAB package.
- e) The firm should be well conversant with the Accounting Software (PURO-HISAB) and must have successfully completed the similar assignment for at least eight(08) Nos. of ULBs (Urban Local Bodies).
- f) The firm should have proper manpower strength consisting of at least 03 (three) nos. of qualified CA/CMA and at least 04 (four) nos. of semi-qualified CA/CMA with passed out certificate to carry on the work.

### **3.0 Credential and Documents**

The intending bidder should possess:-

- (a) Permanent Account Number (PAN) of Income Tax Department of the Firm.
- (b) Valid membership with the Institute of Chartered Accountants of India/The Institute of Cost Accountants of India.
- (c) Valid Certificate of Practice issued by the Institute of Chartered Accountants of India/The Institute of Cost Accountants of India.
- (d) Service Tax Registration Certificate.
- (e) Valid Trade License.
- (f) Professional Tax Registration No.
- (g) Proof of work in at least 8 no of ULBs in PURO-HISAB software.

### **4.0 General Terms & Conditions**

- (a) The intending bidders 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 bidders only. The originals will be returned after verification.
- (b) The bidders 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 bidder. No overwriting and use of correction fluid is allowed.
- (c) The bidder 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 bidder and similarly signed with affixing seal.
- (d) Successful bidder on written intimation shall have to enter into a formal deed of Contract in duplicate.
- (e) (i) Intending bidders will have to deposit Earnest Money @ Rs.10,000/- (Rupees Ten Thousand) only in the form of Demand Draft 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, will be entertained and will summarily be rejected without further reference to the bidders.
- (f) Earnest Money shall be refunded to the unsuccessful bidders after finalization of quotation procedure on the basis of their applications. Entire amount of the Earnest Money of the successful bidder will be converted as Security Deposit which will be refunded after approval 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 bid 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 bid documents.
- (i) Intending bidders 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 bidders 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 whatsoever 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 08/08/2016 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 bidders 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 bidders.

## **5.0 Time of completion**

The entire work for a completed Financial Year is to be completed within 30<sup>th</sup> April immediately following the Financial Year. After satisfactory completion of work at the end of specified time frame, work order will be issued for next Financial Year. Every effort has to be made by the selected Firm to complete the work within specified time frame after the issue of work order. On unsatisfactory performance, the contract will be terminated by the Authority and no work order will be issued.

## **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.

## **8.0 Price of the work**

Bidders will have to quote a consolidated yearly 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 twice a year @50% on the basis of accepted rate of contract at the end of September and April.

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; and
- (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) Forwarding letter addressed to the Chief Executive Officer (CEO) along with a copy of the notice inviting quotation (NIQ), duly signed on all pages including all annexure and self-attested copies of all documents as cited in 4(a) of General Terms and Conditions. The NIQ 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 10 years (i.e from 2006 to 2016) (**Annexure II**) along with working experience for 3 yrs in PURO-HISAB package.

(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 for Earnest Money Deposit should be submitted in a sealed envelope super scribed as “Technical Bid for Preparation of Accounts and related work of New Town Kolkata Development Authority” and (d) should be submitted in a separate sealed envelope super scribed as “Financial Bid for Preparation of Accounts and related work of New Town Kolkata Development Authority”. Both the envelopes containing the bids should be sealed in a large envelope clearly labeled as “Notice Inviting Quotation bearing NIQ No.29/NKDA/Admn of 2016-17 for Preparation of Accounts and related work of New Town Kolkata Development Authority” and submitted to the address given below within 2.00 p.m. on 08/08/2016:-**

Chief Executive Officer,

New Town Kolkata Development Authority,

03, Major Arterial Road, New Town, Kolkata– 700 156.

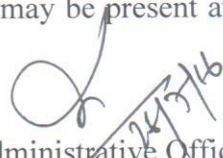
Phone: (033) 2324-2324.

## **12.0 Opening of bids and evaluation thereof**

The outer envelope containing the NIQ proposals will be unfolded on the same day, i.e on 08/08/2016 at 3.00 p.m. followed by opening of Technical bids. The intending bidders may be present at the time of unfolding the outer envelopes. Quotations unaccompanied by full earnest money in requisite form will be rejected forthwith.

Evaluation of Technical Bids accompanied by full earnest money in requisite form shall be made on the same day(08/08/2016) by a committee of Chief Executive Officer, Finance Officer and Administrative Officer-II in the light of compliance of requirements detailed at “2.0 Eligibility of Applicants” and “ 3.0 Credential and Documents” of this document. NIQ from firms failing to provide all requisite documents and information will be rejected.

Financial Bid of only those participants who will qualify in the Technical Bid will be opened at 4 PM on 08/08/2016. Technically qualified bidders may be present at the time of opening the Financial Bids.

  
Administrative Officer  
New Town Kolkata Development Authority.

**Copy forwarded for information to :-**

1. The Administrative Officer-II, 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. P.A to the Chairman, New Town Kolkata Development Authority.
4. P.A to the Chief Executive Officer, New Town Kolkata Development Authority.
5. Office Notice Board.



Administrative 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 Institute of Chartered Accountants of India / Institute of Cost Accountants of India	
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 partners [Refer 2(B)] (may enclose self attested copies)	
9	Details of organisations in which works relating PURO-HISAB has been done (self-attested photocopies of each work orders and credential certificates to be enclosed)	
10	No. of qualified and semi-qualified CA/CMA engaged with the Firm and their Names [ Refer 2(f)](may enclose self attested copies)	
11	No. of Articled Clerks, Audit Clerks / Assistants engaged with the Firm(may enclose self attested copies)	
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 10 years with 3 years experience on  
PURO-HISAB package

Name and address of the organisation with phone no.	No. of staff deployed for the project	Start Date	Completion Date	Brief description of the work with specific mention wherever PURO-HISAB software is used	Value of Work Order (Rs.)

(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				10,000/-	New Town Kolkata Development Authority

**Signature of Authorised Person :**

**Name of Signatory :**

**Address of Firm :**

**Seal of the Firm**

## ANNEXURE -IV

### Price Schedule

<b>Name of Work</b>	<b>Amount(Annual Rate) (to be quoted in both figures and words) (₹)</b>
<b>Preparation of Accounts and related works of New Town Kolkata Development Authority [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**