

**NOTICE INVITING EXPRESSION OF INTEREST**

Memo No.:142/EE/EDED/GTA/2024-25

Date:20/02/2025

**ELECTRONIC NOTICE INVITING e-NIT No:11/EE/EDED/GTA/2024-25 {Sl. No. 1 } (1<sup>st</sup> Call)**

On behalf of the Competent authority of GTA. the undersigned invites tenders under two bid systems from the reputed Chartered Firms for “**The Statutory Audit of the School under GTA. For the F.Y 2021-22, 2022-23 & 2023-24**”. Detailed tender documents containing eligibility criteria; other terms and conditions are available on the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)/Notice Board at the office of the Education Department Engineering Division under GTA, Lewis Jubilee Complex, Darjeeling.

Sl No	Date and Time for Activity	Date/Time: Duration
1.	Online Sale/ Download Date of Tender Documents	21/02/2025 at 10.00 am
2.	Pre-Bid Meeting	07/03/2025 at 11.00 am
3.	Last Date/ Time for Submission/Uploading of Online Bid	13/03/2025 at 10.00 pm
4.	Last Date and Time for submission of EMD in Hard Copy/ Original (Only in case of BG)	Within 72-hrs after opening of Technical bid and to be submitted to Assistant Engineer/Estimator/SAE Education Department Engineering Division,Luwis Jublee,Darjeeling,GTA
5.	Date & Time for Opening of Technical Bid	17/03/2025 at 10.00 pm
6.	Date & Time for Opening of Financial Bid	19/03/2025 at 10.00 pm
7.	Cost of the Tender Document.	Rs.7,500/- (Rupees seven Thousand and five hundred only)
8.	Tender Processing Fee	Rs.2,505/- (Rupees Two Thousand five hundred and five only)
9.	Earnest Money	Rs.25,000/- (Rupees Twenty Five Thousand only)

- Note: Education Department Engineering Division of GTA reserves the right to accept/ cancel/ reschedule tenders with-out assigning any reasons. Prospective bidders are advised to regularly visit [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for Corrigendum/ Amendments etc., if any, it will be notified on this portal only and noseperate advertisement will be made.

sd/-

**Tender Document for**  
**Statutory Audit of School in the Kalimpong & Darjeeling Districts under Jurisdiction of**  
**GTA, Darjeeling**

**List of Schools.**

SL. No.	DISTRICT	NAME OF THE SCHOOL	AREA/CIRCLE
1	DARJEELING	ADARSHA H.S. SCHOOL	SUKHIA
2	DARJEELING	AGAMSINGH GIRI JR. HIGH SCHOOL	MUNGPOO
3	DARJEELING	AGAMSINGH GIRI MEM. H.S. SCHOOL	PULBAZAR
4	DARJEELING	ANJUMAN ISLAMIA JR MADRASAH	URBAN
5	DARJEELING	ARYA HIGH SCHOOL	URBAN
6	DARJEELING	BADAMTAM HIGH SCHOOL	SADAR
7	DARJEELING	BARNESBEG HIGH SCHOOL	SADAR
8	DARJEELING	BETTEN H.S. SCHOOL	SADAR
9	DARJEELING	BHANU HIGH SCHOOL	LODHOMA
10	DARJEELING	BHIR GOAN JUNIOR HIGH SCHOOL	SUKHIA
11	DARJEELING	BLOOMFIELD H. S. SCHOOL	URBAN
12	DARJEELING	BUNKULUNG JR. HIGH SCHOOL	MIRIK
13	DARJEELING	CEDERS T.E. H.S. SCHOOL	SONADA
14	DARJEELING	CHONGTONG H.S. SCHOOL	PULBAZAR
15	DARJEELING	CHULLA JUNIOR HIGH SCHOOL	KURSEONG
16	DARJEELING	CORNER STONG JR. HIGH SCHOOL	MUNGPOO
17	DARJEELING	DARAGAON HIGH SCHOOL	LODHOMA
18	DARJEELING	DARJEELING GOVT. H.S. SCHOOL	URBAN
19	DARJEELING	DARJEELING HINDI H.S. SCHOOL	URBAN
20	DARJEELING	DHAJIA H. S. SCHOOL	SUKHIA
21	DARJEELING	DHOOTERIAH HIGH SCHOOL	SONADA
22	DARJEELING	DR. RADHAKRISHNAN H.S. SCHOOL	SUKHIA
23	DARJEELING	GHOOM BOYS H.S. SCHOOL	URBAN
24	DARJEELING	GHOOM GIRLS H.S. SCHOOL	URBAN
25	DARJEELING	GIELLE HIGH SCHOOL	RANGLI RANGLIOT
26	DARJEELING	GOKE HIGH SCHOOL	PULBAZAR
27	DARJEELING	GORETO JUNIOR HIGH SCHOOL	RANGLI RANGLIOT
28	DARJEELING	GRIFFITH'S H.S. SCHOOL	RANGLI RANGLIOT
29	DARJEELING	HOLY CROSS GIRLS H.S. SCHOOL	SONADA
30	DARJEELING	HOLY CROSS INSTITUTE	SONADA
31	DARJEELING	I.N.A. MEM. HIGH SCHOOL	KURSEONG
32	DARJEELING	INDIRA OJHA H.S. SCHOOL	SUKHIA
33	DARJEELING	JINGLAM UDAY H.S. SCHOOL	RANGLI RANGLIOT
34	DARJEELING	JOGPAL HIGH SCHOOL	MIRIK
35	DARJEELING	KAINJALIA HIGH SCHOOL	PULBAZAR
36	DARJEELING	KURSEONG ADARSHA VIDHYALAYA H.S. SCHOOL	KURSEONG
37	DARJEELING	LABDAH JUNIOR HIGH SCHOOL	MUNGPOO
38	DARJEELING	LAMAHATTA H.S. SCHOOL	RANGLI RANGLIOT

39	DARJEELING	LANKU VALLEY JR. HIGH SCHOOL	MUNGPOO
40	DARJEELING	LATPANCHOR H.S. SCHOOL	MUNGPOO
41	DARJEELING	LODHOMA HIGH SCHOOL	LODHOMA
42	DARJEELING	LOWER CHONGTONG HIGH SCHOOL	PULBAZAR
43	DARJEELING	MAHALDIRAM JUNIOR HIGH SCHOOL	KURSEONG
44	DARJEELING	MAHANADI HIGH SCHOOL	KURSEONG
45	DARJEELING	MAHARANI GIRLS H.S. SCHOOL	URBAN
46	DARJEELING	MAKAIBARI JR HIGH SCHOOL	KURSEONG
47	DARJEELING	MAMRING TORYOK H.S. SCHOOL	KURSEONG
48	DARJEELING	MANEBHANJANG HIGH SCHOOL	SUKHIA
49	DARJEELING	MANJU JUNIOR HIGH SCHOOL	MIRIK
50	DARJEELING	MARGARET'S HOPE HIGH SCHOOL	SONADA
51	DARJEELING	MARYBONG HIGH SCHOOL	SADAR
52	DARJEELING	MIRIK H.S. SCHOOL	MIRIK
53	DARJEELING	MITHAIDARA RENUKA KANYA UCHCHA VIDHYALAYA	KURSEONG
54	DARJEELING	MOONDAKOTEE HIGH SCHOOL	SONADA
55	DARJEELING	MUNICIPAL BOYS HIGH SCHOOL	URBAN
56	DARJEELING	MUNICIPAL GIRLS HIGH SCHOOL	URBAN
57	DARJEELING	MURMAH PREMSUNDER H.S. SCHOOL	MIRIK
58	DARJEELING	NAGRIFARM H.S. SCHOOL	SUKHIA
59	DARJEELING	NEPALI GIRLS H.S. SCHOOL	URBAN
60	DARJEELING	NEPANIA KOLABARI JUNIOR HIGH SCHOOL	KURSEONG
61	DARJEELING	NETAJI HIGH SCHOOL	KURSEONG
62	DARJEELING	NEZI JR HIGH SCHOOL	PULBAZAR
63	DARJEELING	ORANGE VILLA HIGH SCHOOL	SUKHIA
64	DARJEELING	PANCHABATTI H.S. SCHOOL	KURSEONG
65	DARJEELING	PANDIT JAWAHARLAL NEHRU HIGH SCHOOL	RANGLI RANGLIOT
66	DARJEELING	PANIGHATTA H.S. SCHOOL	MIRIK
67	DARJEELING	PANKHABARI H.S. SCHOOL	KURSEONG
68	DARJEELING	PARIJART MEMORIAL JR. HIGH SCHOOL	PULBAZAR
69	DARJEELING	PHOOSERING JR. HIGH SCHOOL	SADAR
70	DARJEELING	PHUGURI H.S. SCHOOL	MIRIK
71	DARJEELING	POKHRIABONG GIRLS H.S. SCHOOL	SUKHIA
72	DARJEELING	POKHRIABONG H.S. SCHOOL	SUKHIA
73	DARJEELING	POTONG HIGH SCHOOL	MIRIK
74	DARJEELING	PUSHPARANI ROY MEM. H.S. SCHOOL	KURSEONG
75	DARJEELING	R.K.S.P. BOYS H.S. SCHOOL	URBAN
76	DARJEELING	RABINDRANATH H.S. SCHOOL	MIRIK
77	DARJEELING	RAJ RAJESWARI GIRLS HIGH SCHOOL	KURSEONG
78	DARJEELING	RAJA RAMMOHAN ROY HIGH SCHOOL	PULBAZAR
79	DARJEELING	RAM KRISHNA H.S. SCHOOL FOR GIRLS	KURSEONG
80	DARJEELING	RANGBHANG H.S. SCHOOL	SUKHIA
81	DARJEELING	RANJU VALLEY JUNIOR HIGH SCHOOL	MUNGPOO
82	DARJEELING	RASDAL GAON HIGH SCHOOL	MIRIK
83	DARJEELING	RELLING H.S. SCHOOL	PULBAZAR

84	DARJEELING	RIMBICK H.S. SCHOOL	LODHOMA
85	DARJEELING	RISHEEHAT H.S. SCHOOL	SADAR
86	DARJEELING	RUNGBEE JNANPITH H.S. SCHOOL	MUNGPOO
87	DARJEELING	RUNGBULL HIGH SCHOOL	SONADA
88	DARJEELING	SAI RATNA HIGH SCHOOL	URBAN
89	DARJEELING	SARADA H.S. SCHOOL	MUNGPOO
90	DARJEELING	SARASWATI H.S. SCHOOL (MUNGPOO)	MUNGPOO
91	DARJEELING	SARASWATI HIGHER SECONDARY SCHOOL(PESHOK)	MUNGPOO
92	DARJEELING	SARDESWARI GIRLS HIGH SCHOOL	URBAN
93	DARJEELING	SCOT MISSION GIRLS HIGH SCHOOL	KURSEONG
94	DARJEELING	SELIMBONG ADARSH HIGH SCHOOL	SUKHIA
95	DARJEELING	SHANTIRANI H.S. SCHOOL	SONADA
96	DARJEELING	SIKSHA SANGH H.S. SCHOOL	URBAN
97	DARJEELING	SIMKUNA SAI HIGH SCHOOL	RANGLI RANGLIOT
98	DARJEELING	SIMULBARI JR HIGH SCHOOL	KURSEONG
99	DARJEELING	SINGTOM HIGH SCHOOL	SADAR
100	DARJEELING	SONADA H.S. SCHOOL	SONADA
101	DARJEELING	SRIKHOLA TRIBAL HIGH SCHOOL	LODHOMA
102	DARJEELING	ST. ALPHONSUS H.S. SCHOOL	KURSEONG
103	DARJEELING	ST. JOSEPH'S GIRLS H.S. SCHOOL	KURSEONG
104	DARJEELING	ST. MICHAEL'S H.S. SCHOOL	URBAN
105	DARJEELING	ST. ROBERT'S H.S. SCHOOL	URBAN
106	DARJEELING	ST. TERESA'S GIRLS H.S. SCHOOL	URBAN
107	DARJEELING	ST. XAVIER'S H.S. SCHOOL	KURSEONG
108	DARJEELING	SUKHIA POKHRI H.S. SCHOOL	SUKHIA
109	DARJEELING	SUKNA H.S. SCHOOL	KURSEONG
110	DARJEELING	TEESTA VALLEY HIGH SCHOOL	RANGLI RANGLIOT
111	DARJEELING	THURBO H.S. SCHOOL	MIRIK
112	DARJEELING	TINDHARIA GIRLS H.S. SCHOOL	KURSEONG
113	DARJEELING	TINDHARIA H.S. SCHOOL	KURSEONG
114	DARJEELING	TURNBULL H.S. SCHOOL	URBAN
115	DARJEELING	VAH TUKVAR JR HIGH SCHOOL	SADAR
116	DARJEELING	VIDYASAGAR H.S. SCHOOL	PULBAZAR
117	KALIMPONG	INDO-TIBETAN HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
118	KALIMPONG	KALIMPONG GIRLS HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
119	KALIMPONG	KALIMPONG GOVT. HIGH SCHOOL	KALIMPONG INTENSIVE
120	KALIMPONG	KALIMPONG JUBILEE HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
121	KALIMPONG	KUMUDINI HOMES HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
122	KALIMPONG	MARY SCOTT HOME FOR THE BLIND	KALIMPONG INTENSIVE
123	KALIMPONG	PRANAMI BALIKA VIDYA MANDIR HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE

124	KALIMPONG	ST. PHILOMENA GIRLS' HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
125	KALIMPONG	SCOTTISH UNIVERSITIES MISSION INSTITUTIONS	KALIMPONG INTENSIVE
126	KALIMPONG	BAGRAKOTE HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
127	KALIMPONG	BARBOT HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
128	KALIMPONG	CHANDRAMAYA HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
129	KALIMPONG	GANESH HIGH SCHOOL	KALIMPONG INTENSIVE
130	KALIMPONG	GANGOTRI HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
131	KALIMPONG	RAMBI HIGH SCHOOL	KALIMPONG INTENSIVE
132	KALIMPONG	RAMLAL DAHAL HIGH SCHOOL	KALIMPONG INTENSIVE
133	KALIMPONG	SAMTHAR HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
134	KALIMPONG	SHANKER HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
135	KALIMPONG	SURUK MANDODARI HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
136	KALIMPONG	TISTA BRIDGE HIGHER SECONDARY SCHOOL	KALIMPONG INTENSIVE
137	KALIMPONG	MONGPONG JR. HIGH SCHOOL	KALIMPONG INTENSIVE
138	KALIMPONG	MAKUM JR. HIGH SCHOOL	KALIMPONG INTENSIVE
139	KALIMPONG	PASHUPATI JR. HIGH SCHOOL	KALIMPONG INTENSIVE
140	KALIMPONG	PRINGTAM JR. HIGH SCHOOL	KALIMPONG INTENSIVE
141	KALIMPONG	TASHIDING JR. HIGH	KALIMPONG INTENSIVE
142	KALIMPONG	ALGARAH HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
143	KALIMPONG	DALAPCHAND HIGH SCHOOL	KALIMPONG GENERAL
144	KALIMPONG	GIT-DABLING HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
145	KALIMPONG	LAVA HIGH SECONDARY SCHOOL	KALIMPONG GENERAL
146	KALIMPONG	LOLAY SAMPU HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
147	KALIMPONG	MUNSUNG HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
148	KALIMPONG	PAGANG GUMPA HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
149	KALIMPONG	SANGSEER HIGH SCHOOL	KALIMPONG GENERAL
150	KALIMPONG	SITARAM JR. HIGH SCHOOL	KALIMPONG GENERAL
151	KALIMPONG	UPPER SANTOOK JR. HIGH SCHOOL	KALIMPONG GENERAL

152	KALIMPONG	VAIDHANIDHI JR HIGH SCHOOL	KALIMPONG GENERAL
153	KALIMPONG	BURMAK JR. HIGH SCHOOL	KALIMPONG GENERAL
154	KALIMPONG	MUNSUNG JR. HIGH SCHOOL	KALIMPONG GENERAL
155	KALIMPONG	KAGAY HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
156	KALIMPONG	LINGSEY HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
157	KALIMPONG	ST.GEORGE'S HIGHER SECONDARY SCHOOL	KALIMPONG GENERAL
158	KALIMPONG	UPPER LADAM HIGH SCHOOL	KALIMPONG GENERAL
159	KALIMPONG	PEDONG JR. HIGH SCHOOL	KALIMPONG GENERAL
160	KALIMPONG	BICH KAGAY JR. HIGH SCHOOL	KALIMPONG GENERAL
161	KALIMPONG	DUKA TRIBAL JR. HIGH SCHOOL	KALIMPONG GENERAL
162	KALIMPONG	KIPA JR. HIGH SCHOOL	KALIMPONG GENERAL
163	KALIMPONG	CHANGEY JR. HIGH SCHOOL	KALIMPONG GENERAL
164	KALIMPONG	AMBIOK HIGHER SECONDARY SCHOOL	GORUBATHAN
165	KALIMPONG	CHISANG HIGHER SECONDARY SCHOOL	GORUBATHAN
166	KALIMPONG	GAIRIBAS HIGHER SESONDRY SCHOOL	GORUBATHAN
167	KALIMPONG	GORUBATHAN HIGH SCHOOL	GORUBATHAN
168	KALIMPONG	JALDHAKA HIGHER SECONDARY SCHOOL	GORUBATHAN
169	KALIMPONG	JUDHABIR HIGHER SECONDARY SCHOOL	GORUBATHAN
170	KALIMPONG	KUMAI HIGHER SECONDAR SCHOOL	GORUBATHAN
171	KALIMPONG	POKHRIABONG HIGHER SECONDARY SCHOOL	GORUBATHAN
172	KALIMPONG	RONGO HIGHER SECONDARY SCHOOL	GORUBATHAN
173	KALIMPONG	SURUK JR HIGH SCHOOLS	GORUBATHAN
174	KALIMPONG	KUMANI P.W.D JR HIGH SCHOOL	GORUBATHAN
175	KALIMPONG	TANGTA JR. HIGH SCHOOL	GORUBATHAN
176	KALIMPONG	PUBUNG JR. HIGH SCHOOL	GORUBATHAN
177	KALIMPONG	SAKAM JR. HIGH SCHOOL	GORUBATHAN
178	KALIMPONG	PHAPERKETI HIGH SCHOOL	GORUBATHAN
179	KALIMPONG	B.M HIGH SCHOOL	GORUBATHAN
180	KALIMPONG	TODEY JR. HIGH SCHOOL	GORUBATHAN

**EDUCATION DEPARTMENT ENGINEERING DIVISION, DARJEELING**

**TABLE OF CONTENTS**

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Scope of Work	
2	<b><u>Instructions to Bidders</u></b>  A. GENERAL B. INFORMATION / SUPPORT PROVIDED BY GTA AUTHORITY C. BIDDING DOCUMENTS D. PREPARATION OF BIDS E. DEADLINE FOR SUBMISSION OF BIDS F. BID OPENING AND EVALUATION G. AWARD OF CONTRACT H. PAYMENT I. CONFIDENTIALITY J. INDEMNITY K. FORCE MAJEURE L. EXTENSION OF SERVICES	
3	<b>Annexure I</b> - Technical Proposal Submission Form	
4	<b>Annexure -II</b> Technical Bid	
5	<b>Annexure III</b> Declaration of never been Blacklisted	
6	<b>Annexure – IV</b> Bidder's Organization and Experience	
7	<b>Annexure – VI</b> Financial Bid	

## STATUTORY AUDIT OF SCHOOLS

### **SCOPE OF WORK**

The Education Department of Darjeeling & Finance Department is seeking proposals for the appointment of an agency to conduct a Statutory audit of Schools under the Jurisdiction of GTA Authority for the F.Y upto 2023-24 from the date of last audit. This audit will ensure compliance with applicable laws, financial transparency, and accountability.

### **OBJECTIVE**

To provide an independent and professional evaluation of financial records, ensuring compliance with financial regulations and accuracy in financial reporting.

### **DETAILED SCOPE OF WORK:**

Statutory Audit of Schools under the Jurisdiction of GTA Authority shall include the followings:

#### **1. Financial Auditing:**

- Examination of financial statements including receipts, payments, balance sheets, and income-expenditure accounts.
- Verification of compliance with statutory and regulatory requirements, such as applicable education grants, government schemes, and tax obligations.

#### **2. Internal Controls:**

- Evaluation of internal control systems in place at schools.
- Recommendations for improving financial practices and controls.

#### **3. Compliance Audits**

- Verification of compliance with government regulations, grant conditions, and other statutory requirements applicable to educational institutions.
- Verification of Utilization Certificate submitted against the Various Grant.

#### **4. Specific Audits:**

- Analysis of fund utilization for schemes such as mid-day meals, library funds, or IT grants.
- Auditing of procurement processes and vendor payments.

#### **5. Record Keeping:**

Assessment of the quality of record-keeping and maintenance of Proper Books of Accounts as per Guideline prescribed by the Authority.

## **DELIVERABLES**

- Detailed audit report for each school highlighting observations, recommendations, and action points as per the required formats and statutory requirements.
- Consolidated Block level report summarizing overall compliance, issues, and improvements suggested.
- Management representation letters from schools on critical financial aspects / Internal Control issues.

EDED

## Standing instructions for bidders for submission of Tender Documents

### A. GENERAL

#### 1. Instruction to Bidders (ITB)

- (i) It has been decided by the Education Department of Darjeeling & GTA Authority to select an Agency for Statutory Audit of Schools under jurisdiction of GTA Authority.
  - (ii) The bidder shall submit his bid/tender at. [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
  - (iii) All the required documents should be attached at the proper place as mentioned in Technical & Financial forms, otherwise, the tender of the bidder will be rejected.
  - (iv) Tender Processing Fee (TPF) amounting of **Rs. 2,505/-** (Rupees two thousand five hundred and five) only and earnest money deposited (EMD) amounting to Rs. **25,000.00** (Rupees twenty-five thousand) only to be paid through e-Payment mode (i.e., RTGS/NEFT) only., **in favor of the Executive Engineer; Education Department Engineering Division – GTA, A/C No.3267333194 payable at Central Bank of India Darjeeling Branch IFSC No.CBIN0281040, Payment in any other form eg: NSC, KVP etc will not be accepted.**
2. Tender document fee to be submitted only by the successful bidder at the office of the under signed.

#### 3. Scope of Bid

- (i) The Education Department Engineering Division of Darjeeling & GTA Authority invites bids for the work of “Statutory Audit of Schools under the jurisdiction of GTA”.
- (ii) Throughout these bidding documents, the terms 'bid' and 'tender' and their derivatives (bidder / tender, bid/tender, bidding/tendering, etc.) are synonymous.
- (iii) The successful bidder will be expected to complete the works in spirit of the tender document mentioned in Scope of Work.

#### 4. Terms & Conditions

- (i) Tender are invited for “Statutory Audit of Schools under Jurisdiction of GTA”.
- (ii) On qualifying the tender Earnest Money deposited by the agency shall be converted into Security Deposit. In case of any deviation/breach of contract it shall be forfeited.
- (iii) Prospective bidders are advised to regularly visit [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for Corrigendum/Amendments etc., if any, It will be notified on the said portal only and no separate advertisement will be made.
- (iv) The bidders should quote their lowest rates based upon the Terms and Conditions forming part of tender document subject to the Reserved price mentioned in the Tender Documents. Order will be placed to the successful bidder (quoting lowest rate) out of the eligible bidders.
- (v) In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received / opened on the next working day.
- (vi) The security deposit (EMD) of bidders, whose bids are not accepted, will be returned within 30

days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance security.

- (vii) The right to accept a bid will rest with the Finance Department, GTA who reserves the right to reject any or all the bids without assigning any reason thereof.
- (x) The successful bidder will be liable to complete the Statutory Audit of Schools under Jurisdiction of GTA Authority.
- (xi) If the successful bidder does not undertake work in time or stops the work midway or leaves the work altogether, his performance security will be forfeited, and the GTA Authority shall have the right to cancel the order and obligatory exploit intend to be taken.
- (xii) The bidder shall adhere to work as mentioned in the Scope of work section of this Tender document.

## **5. Documents/ Certificates**

The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/ out -rightly rejected and will not be considered any further:

- a. Registration certificate as per existing norms (Indicating the legal status- company/ partnership firm/ proprietorship concern, etc.)
- b. Copy of GST Registration Certificates
- c. Copy of PAN Card
- d. Company's profile,
- e. Work Orders for the Clients.
- f. A List to be furnished for number of qualified technical people in employment and their qualifications.
- g. Last three consecutive financial years out of four financial years (2021-22, 2022-23, 2023-24) UDIN certified audited balance sheets of the company.
- h. Reports on the financial standing of bidder, such as profit and loss statements and auditors report for past three years.
- i. Latest income tax clearance certificate.
- j. IT returns of three consecutive financial years out of four financial years (22, 2022-23, 2023-24) (Attached self-attested copy of IT Returns).
- k. Certificate of Incorporation.
- l. All annexures I to V must be signed and submitted in Technical Bid.

## **6. Eligible Bidders**

- (i) This *Invitation for Bids* is open for reputed, experienced Chartered Firm meeting the following conditions, can participate in the bid:
- a. The bidder must have 5 (five) Years or more old Firms
  - b. The Bidder must be a registered Firms as on 1<sup>st</sup> January 2024.
  - c. The Bidder must have experience of carrying out the Statutory Audit of Education Organization.
  - d. The Bidder must have Head Office / Branch Office in the Darjeeling.
  - e. The bidder must be a registered Partnership firm. Self-attested Documentary proof of registration of Partnership firm must be attached.
  - f. The bidders must have a valid PAN and must submit self-attested copy of the same.
  - g. The bidders must have a GST Registration Certificates and must submit self- attested copy of the same.
  - h. The bidder must have average annual turnover of ₹25 lakhs in last 3 financial years (2021-22, 2022-23 & 2023-24) along with UDIN certified Profit and Loss A/c. and IT returns for said financial years to be enclosed in the Technical Bid.
  - i. List of organizations to which such work done by the firm should be enclosed.
  - j. The bidder should not be blacklisted / debarred by any Board/ University/ Govt. Department, until the time of bid submission, (Attach Self certified letter).
- (ii) Bidders shall not be under a declaration of ineligibility for delay, failure, or corrupt and fraudulent practices by any of the State Govt. or Central Govt. or Public Undertaking or any Autonomous Body.
- (iii) Selection Criteria for appointing of Chartered Accountant Firm for Statutory Audit of Schools under the GTA Authority:

SL. No.	CRITERIA	BASIS OF MARKS	MAXIMUM MARKS
1	<b>Experience of the Firm:</b> The minimum experience is 20 years as on 31.03.2024 for a Firm to be eligible and for each year's experience, they would get 1 mark.	5 marks for the Firms of 5 years thereafter 1 mark per year (fraction of the year to be ignored) maximum to 20 marks.	20
2	<b>Number of Partners:</b> Number of full-time partners / full time qualified persons having more than 2 years' experience in practice in the firm/Limited Liability Partnership who is in	1 mark for each partner/person who is ACA/ACMA. 1.5 marks for each partner/person who is	10

	the firm as on 31.03.2024 and continuing thereafter.	FCA/FCMA.	
3	<b>Full time qualified Assistants:</b> Number of full-time qualified assistants who is an ACA/ACMA having experience of 5 years or less and is working with the firm as on 31.03.2024 and continuing thereafter.	2.5 marks for every qualified assistant	10
4	<b>Semi-qualified Assistants:</b> Number of full-time semi-qualified assistants (Inter Cost/ Inter Chartered - IPCC - both groups) & is working full time with the firm as on 31.03.2024 and continuing thereafter.	0.75 mark per semi-qualified assistant	10
5	<b>Experience:</b> Experience of the firm in conducting Statutory/Internal Audits in PSU/Govt. Companies including concurrent audits in PSU Banks and large companies with turnover of at least Rs. 200 crores each year during the last 10 years.	2 marks per year of audit.	10
6	<b>Experience:</b> Experience of the firm in conducting Statutory/Internal Audits of Similar nature of Audit of Educational Bodies / organizations during last 3 years	2.5 marks per year of audit.	5
7	<b>Presentation of Methodology and Approach of Audit:</b> Firm shall prepare and submit the Power Point Presentation on Approach and Methodology of Internal Audit.		35
			<b>100</b>

## 7. Qualification of the Bidder

- (i) All bidders must refer Forms of Bid and Qualification Information, a preliminary description of the

proposed scope of work and schedule indicating completion of proposed work in time.

- (ii) The bidder should have experience in similar Audit of One project conducting audits of educational institutions/ Educational Government bodies, Education Department in any State or Central Government of India during last 3 years as on 31/03/2024.
- (iii) List of organizations to which such work has been undertaken / completed by the firm should be enclosed.
- (iv) All the relevant documents must be signed /attested by the Bidder.
- (v) Bidder shall have to score more than 60% to get technically qualified. The firm scoring less the qualifying Marks will be summarily rejected and will not be considered for financial bid or their financial bid will not be opened.

#### **7. One Bid per Bidder**

One Bidder shall submit only one (01) bid against proposed work irrespective of the fact that **Person-In-Charge** may be holding the position in any capacity in other firms. Any other bid of the firm / organization wherein aforesaid **Person-In-Charge** is involved in any capacity will cause all such proposals to be disqualified.

#### **8. Cost of Bidding**

- (i) The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible and liable for those costs.
- (ii) In case of cancellation of tender, cost of bidding document will be charged each time.

### **B. BIDDING DOCUMENTS**

#### **9. Clarifications of Bidding Documents**

- (i) Pre-bid meeting
- (ii) The bidder or his official representative is invited to attend a pre-bid meeting which will take place at the address, venue, time, and date as indicated in Tender Schedule.
- (iii) The purpose of the meeting will be to clarify issues and to answer the questions on any matter that may be raised at that stage.
- (iv) Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

- 10. Minium Base Price (Audit Fees):** To establish the minimum base fare for engaging statutory auditors for Statutory audits of Schools under GTA Authority, ensuring fair compensation aligned with professional standards and the scope of work involved. The following base fee is proposed considering the size and complexity of the school:

SL No	No of Students	Minimum Audit Fees Per annum
1	Roll Strength from 1 to 100	5,000
2	Roll Strength from 101 to 200	6,000
3	Roll Strength from 201 to 500	7,000
4	Roll Strength above 501	8,000

## 11. Amendment of Bidding Documents

- (i) Before the deadline for submission of bids, GTA Authority may modify the bidding documents by issuing addendum(s) / corrigendum(s).
- (ii) Any addendum thus issued shall be part of the bidding document(s) and shall be uploaded over portal: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) Prospective bidders may check their e-mail id. GTA Authority will assume no responsibility for any negligence on account of bidders.
- (iii) To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, GTA Authority may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with competent authority decision.

Memo No.:142/EE/EDED/GTA/2024-25

Date:06/02/2025

### Copy forwarded for information and wide circulation:

- 1) The Executive Director, Education Department, GTA.
- 2) The O.S.D to the Hon 'ble Chief Executive, with a request to inform, to the Hon'ble Chief Executive, Gorkhaland Territorial Administration, Board of Administrators, please.
- 3) The Chief Engineer, Gorkhaland Territorial Administration.
- 4) The Chief Controller of Finance, GTA.
- 5) The Superintending Engineer, Gorkhaland Territorial Administration.
- 6) The Assistant Engineer Education Department Engineering Division, GTA.
- 7) The C.A. to the Principal Secretary, Gorkhaland Territorial Administration.
- 8) The C.A. to the Secretary, Gorkhaland Territorial Administration.
- 9) The C.A. to the Deputy, Chief GTA with a request to bring this to the notice of the Deputy Chief Executive, Gorkhaland Territorial Administration, Board of Administrators, please.
- 10) The C.A. to The Deputy, Chairmen Gorkhaland Territorial Administration.
- 11) Divisional Accountant, Education Department.
- 12) Estimator/Sub Assistant Engineer, Education Department Engineering Division, GTA. Necessary action.
- 13) Office Notice Board,
- 14) Office Copy

*Executive Engineer  
Education Department Engineering Division  
Gorkhaland Territorial Administration*

## C. . PREPARATION OF BIDS

### 12. Bid Security (Earnest Money)

- (i) The Bidder shall furnish, as part of his Bid, a Bid security in the amount as provided in published NIT for particular work. This bid security shall be in favor of Employer as mentioned in the Tender Documents, and shall be in form Demand Draft.
- (ii) The rates should be quoted in Indian Rupees only in words as well as in figures. The rate shall be inclusive of all taxes, Expenses such as fooding, Lodging, Travelling etc. No other payment will be made other than the Audit Fees.
- (iii) The Earnest money of unsuccessful bidders will be returned within 30 days of the end of the bid validity period.
- (iv) The Earnest money of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.
- (v) The Earnest money may be forfeited.
  - a. if the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
  - b. in the case of a successful Bidder, if the Bidder fails within the specified time limit to
    - sign the Agreement; or
    - furnish the required Performance Security.
  - c. Bidders shall submit offer that fully comply with the requirements of the bidding documents, including condition of contract (time of completion).

## D. DEADLINE FOR SUBMISSION OF BIDS

### 13. Bidders shall follow invitation of bid.

- (i) Complete Bids (including Technical and Financial) must be received by the GTA Authority 2. Eligible bids will be opened as per published NIT.
- (ii) The GTA Authority may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

## **E. BID OPENING AND EVALUATION**

### **14. Bid Opening**

- (i) The GTA Authority or their authorized representative will open all the Bids received in the presence of the bidders or their representatives. Even in the case of absence of the bidder at the time of opening of bids, department will proceed a head with the opening.
- (ii) If any of the tenderers or their agents are not present at the time of opening, the GTA Authority will open the tender in their absence and prepare a statement and that will be binding on the absent tenderers.
- (iii) "Technical Bid" shall be opened first. The amount, form and validity of the Earnest money furnished with each bid will be checked/announced. If the bid security furnished does not conform to the amount and validity period as specified in the Invitation for Bid and has not been furnished in line with conditions specified in said clause, technical and financial bid will not be entertained / opened.
- (iv) Bids either Technical or Financial not received in prescribed format will be summarily rejected.
- (v) At the time of opening of "Financial Bid", the names of the bidders found will be announced. The bids of only these bidders will be opened. The remaining bids will be disqualified. The responsive Bidders' names, the Bid prices, the total amount of each bid and such other details as the Employer may consider appropriate, will be announced by the GTA Authority at the opening. Any Bid price, which is not read out and recorded, will not be taken into account in Bid Evaluation and deemed cancelled.
- (vi) The Employer shall prepare minutes of the Bid opening, including the information disclosed to those present at the time of the opening of the bid.

### **17 Process to be Confidential.**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

### **18 Clarification of Financial Bids**

- (i) To assist in the examination, evaluation and comparison of Bids, the GTA Authority may, at his discretion, ask any Bidder for clarification of his Bid, including breakdowns of unit rates. The request for clarification and the response shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the GTA Authority in the evaluation of the Bids.

### **19 Examination of Bids and Determination of Responsiveness**

- (i) During detailed evaluation of "Technical Bids", the Employer will determine whether each Bid.

- b has been properly signed;
  - c is accompanied by the required documents / securities and;
  - d is substantially responsive to the requirements of the Bidding documents. During the detailed evaluation of the "Financial Bid", the responsiveness of the bids will be further determined with respect to the remaining bid conditions, i.e., bill of quantities, technical specifications etc.
- (ii) A substantially responsive "Financial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without any deviation or reservation.
- a. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the Works;
  - b. which limits in any substantial way, inconsistent with the Bidding documents, the Employer's rights, or the Bidder's obligations under the Contract; or
  - c. whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- (iii) If a "Financial Bid" is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## **20 Evaluation and Comparison of Financial Bids**

- (i) The Employer will evaluate and compare only the Bids determined to be Substantially responsive in accordance with Sub-Clause 19.
- (ii) In evaluating the Bids, the GTA Authority will determine for each Bid the evaluated Bid Price by adjusting the Bid Price as follows:
  - a. making any correction for errors pursuant to said Clause; or
  - b. making an appropriate adjustment for any other acceptable variations, deviations.
- (iii) The Employer reserves the right to accept or reject any variation or deviation. Variations and deviations and other factors, which are in excess of the requirements of the Bidding documents or otherwise result in unsolicited benefits for the Employer shall not be taken into account in Bid evaluation.

## **F. AWARD OF CONTRACT**

### **21 Award Criteria**

Subject to said Clause, the Employer will award the Contract to the Bidder whose Bid has been determined

- a. to be substantially responsive to the Bidding documents and who has offered the lowest evaluated Bid Price (L-1); and

- b. to be adjusted to account for his bid price which is evaluated; the lowest in any of the bid(s) opened earlier than the one under consideration.
- c. More than one Bidder can be selected at the Fees of L1 Successful bidder at the Discretion of the Management for better management and timely submission of the work.

**22 Employer's Right to Accept any Bid and to Reject any or all Bids**

Notwithstanding Clause 21, the Employer reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the Employer's action.

**G. PAYMENT**

**23** Payment will be made on the actual number of Schools audited as per Tender. Payment terms are further governed by following terms and conditions.

- a. The payment will be made within 15 days after completion of Statutory Audit of the Schools or Submission of the bills to the School. The Audit Fees will be paid by the Audited School Authority.
- b. The work will be carried by School wise as per need and instructions of GTA Authority.
- c. No other payment will be made other than Audit Fees. Fees shall be inclusive of expense incurred during the Audit.
- d. No advance payment shall be made under any circumstances.
- e. Payment shall be made on submission of invoice by the CA Firm to the such School.
- f. The payment will be subject to TDS as per Income Tax Rules /GST Act (if applicable) and other statutory deductions as per applicable laws.

**I. CONFIDENTIALITY**

**24** Bidder and its agents shall exercise professionally reasonable care to maintain the required confidentiality and privacy with regard to tendering authority / user data, wherever applicable.

**J. FORCE MAJEURE**

**25** Neither party to this agreement shall be liable to the other for delay or default in performance of its obligations or any loss or damage which may be suffered by the other directly due to a Force Majeure event provided that the affected Party notifies the other Party of such event and its likely effects and duration as soon as possible and takes all reasonable steps to mitigate the losses/disruption.

**EXTENSION OF SERVICES**

**26** The rates/ contract shall be valid for contract period, but can be extended on year-to-year basis for maximum 3 years with the consent of both the parties with the extension of fees of 20% on the L1 rate.

**K. RIGHTS OF THE GTA AUTHORITY**

**27** GTA Authority reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.

**28** GTA reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

**29** If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD/PS shall be forfeited.

Place: \_\_\_\_\_

(Signature of the party with stamp)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Address \_\_\_\_\_

**TECHNICAL PROPOSAL SUBMISSION FORM**

To:

<Location, Date>

<Name>

<Designation>

<Address>

Subject: Submission of the Technical bid for <Name of the assignment>Dear Sir/Madam,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Pre-Qualification, Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date negotiated between the client and our company.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <180> days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

**Yours sincerely,**

**Authorized Signature *[In full and initials]*:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TECHNICAL BID****Tender Notice No-**

Name of company/Firm. About company premises (Owned/ rented Area)	
Year of Establishment	
Address	
Phone with STD code	
Mobile	
Email id	
PAN No	
GST IN	
The bidder should be partnership firm and must be in existence of 5 Years or more as on date of submission of Bid.	Attachment Certificate of Incorporation
Registration Certificate of the firm / Organization	Attachment
The bidder should have similar experience in Audit of two	Attachment
project of value INR 50 Lakhs having conducting audits of educational institutions/ government bodies, Department / Agency / PSU in any State or Central Government of India during last 05 years as on 31/07/2024. The bidder should have following experience at the time of bidding: - a. The bidder should have similar experience of conducting audit of records for two of the Government/PSU/Department/Agency. The project value should be of at least (50) Fifty Lakhs. b. The bidder should have conducted at least two similar audits of records for educational institution.	Copy of Work Order

The bidder must have average annual turnover of Rs. 02 Crores in any of the three financial years out of four financial years (2020-21, 2021-22, 2022-23 & 2023-24) along with UDIN certified Profit and Loss A/c. and IT returns for said financial years to be enclosed in the Technical Bid.	Attachment Agency shall submit UDIN certified Audited Financial Reports for ALL FYs with copy of ITR's attached with ITR Computation Sheets
2020-21	
2021-22	
2022-23	
2023-24	
Blacklisted / debarred?	(Self-certified letter) Attachment
The bidder should not be blacklisted by any educational institution, Department / Agency / PSU in any State or Central Government of India as on date of submission of bid	Self-declaration duly signed by authorized bid signatory
Bidder should have Positive Net worth during last 03 financial year	Attachment

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/us.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the party with stamp)

**DECLARATION OF NEVER BEEN BLACKLISTED**

UNDERTAKING (To be submitted with Technical Bid) It is certified that my firm/ agency/ company has never been blacklisted by any of the Departments/ Autonomous Institutions/ Boards/ Universities/ Public Sector Undertakings of the Government of India or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on tender publish date.

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the company: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Bidder's Organization and Experience**

A brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Bidder's Key Experts who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Bidder's role/involvement.

**A - Bidder's Organization**

1. Provide here a brief description of the background and organization of your company, along with

<b>Sl. No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>
A	Name and address of the bidding Company	
B	Incorporation status of the firm (Public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No.	
F	Details of company registration	
H	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

**B - Bidder's Experience**

1. List only previous similar assignments.
2. List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Bidder's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.

<b>Assignment Name:</b>	<b>Approx. value of the contract:</b>
<b>Country:</b> <b>Location within Country:</b>	<b>Duration of assignment (months):</b>

<b>Name of Client:</b>	<b>Total number of staff-months:</b>
<b>Address of Client:</b>	<b>Approx. value of the services provided by your firm:</b>
<b>Telephone number:</b>	<b>E-mail address:</b>
<b>Start Date (Month/Year):</b>	<b>Completion Date (Month/Year):</b>
<b>Name of Associated Consultants, If Any:</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**FINANCIAL BID**

**Tender Notice No-**

**Name of Work:** - Statutory Audit of Schools under GTA Authority

<b>Name of Bidder</b>	
<b>Address</b>	

<b>Sl. No.</b>	<b>Description (As per Tender Document)</b>		<b>Rate Per School (Excluding Taxes)</b>
i	Rate for Statutory Audit of Schools under GTA Authority	<b>F1</b>	
<b>TOTAL FINANCIAL VALUE (TFV)= (F1+F2)</b>			
<b>In Words :</b>			

Note: **Bidder with Lowest Quoted Total Financial Value (TFV) will be declared L1 shall be selected for award of the contract.**

Date & Place:

Name and Signature of Bidder  
(Office Seal)