



Office of The Municipal Councilors of Panihati

Panihati, North 24 Parganas, Pin no.- 700 114

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Memo No. PM/PWD/2024-2025/150

Date: 29/03/2025

NOTICE INVITING QUOTATION

Sealed percentage rate Quotation in printed form are hereby invited from the bonafide Chartered Accountant firms under valid registration of the Institute of Chartered Accountant of India for preparation of INTERNAL AUDIT for the financial year 2023-2024 & 2024-2025 as per Accounting Standard issued by the Institute of Chartered Accountant of India as well as common format approved by the Comptroller and Auditor General of India in respect of Office of the Municipal Councilors of Panihati, an urban local body established on 1st April, 1900 under UD&MA Department, Government of West Bengal.

The aforesaid work should be started within seven days from the date of issuance order for preparation of INTERNAL AUDIT for the financial year 2023-2024 & 2024-2025 and must be completed within thirty working days.

The notice inviting quotation contains

Name of the Work	:	Preparation of Internal Audit for the Financial Year 2023-2024 and 2024-2025 in respect of office of the Municipal councilors of Panihati
Estimated Amount	:	Rs 60,000 (Rupees Sixty Thousand Only) for two individual Financial Years including all Taxes (i.e. Rs. 30,000/- per year)
Period of completion of Internal Audit	:	15 days for each financial year

DATE & TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
01	Publishing Date of Quotation Notice	2 nd April, 2025 at 3: 00 PM
02	Quotation Document submission starts date and time	2 nd April, 2025 at 4: 00 PM
03	Quotation Documents submission closing date and time	9 th April, 2025 at 4:00 PM.
04	Quotation opening date and time	11 th April, 2025 at 2:00 PM.

A. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a Firm. If one has applied severally in a single job his/her applications will be rejected for the job.

B. An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Govt. Dept.

C. **Subletting of contract is prohibited.**

D. **Eligibility Criteria for participation in the Quotation:**

Documents to be submitted for **Technical Bid**

1. Self -attested photo copies of PAN Card of Individual /Firm/Company
2. Income Tax Acknowledgement receipt for Financial Year 2022-23/2023-24,
3. Professional Tax receipts Challan for the Year 2024-25 (Desirable if the firm registered its place of work in the state of West Bengal,
4. Valid 15-digits Goods and Services Taxpayer Identification Number (GSTN) under GST Act, 2017.
5. Self -attested photocopy of Certificate of Practice.
6. The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum of Association (Non-Statutory Documents), in case of Partnership Firm; Self-attested photocopy of the power of attorney for signing the quotation by partner.
7. Intended bidder should produce credential of completed Internal Audit of any ULBs, Statutory Bodies or similar organizations (Govt. sponsored fully or partly) at least for one Financial Year during last five years preceding to FY 2023-24.
8. Before issuance of the Work Order, the Tender Inviting Authority may verify other original documents of the lowest bidder.
9. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of work order as well as payment, if any. Intending bidders may consider these criteria quoting their rates.

E. FINANCIAL BID

- i) Financial proposals of the bidders, if found technically qualified, will be taken into consideration by the Executive Officer, Panihati Municipality, P.O.-Panihati, P.S. Khardah, Kolkata-700114.
- ii) After evaluation of the Financial Proposal, as well as on the basis of recommendation of Tender Committee, Executive Officer, Panihati Municipality P.O.-Panihati, P.S. Khardah, Kolkata-700114 will issue award of contract to the selected bidder.

F. Other terms and conditions:

1. Intended participate firm should have at least two (2) Chattered Accountants with sufficient experience in firm.
2. Adjustment of price (increase or decrease) - No escalation of cost will be allowed even in extension period of time'
3. No conditional or incomplete quotation will be accepted under any circumstances.
4. In case of quoting rate, no multiple lowest rates will be entertained by the Department;

Qualification Criteria:

The Tender Inviting & Accepting Authority through a 'Tender Committee will determine the eligibility of each bidder; the bidders shall have to meet all the minimum criteria regarding: -

- i. The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in Technical Bid;
- ii. Before issuance of the Award of Contract, the Tender Inviting Authority may verify other original documents of the lowest bidder.
- iii. Tender Inviting Authority may summarily reject the whole quotation without assigning any reason.


Executive Officer 29/3/2025

Panihati Municipality.

FORM-II
STRUCTURE AND ORGANISATION

Name of the applicant:

Office Address:

Telephone No. and Mobile no.:

Fax No.:

Email Id:

Sl No.	Description of Document submitted	Details Documents
01.	Copy of Certificate of Enlistment	
02.	Permanent Account Number	
03.	Income Tax Acknowledgement receipt for financial year 2022-23/2023-24	
04.	Goods and Services Taxpayer Identification Number & latest GST Return in Form No. 3B	
05.	Copy of Certificate of Practice	
06.	Updated Professional Tax Chalan	
07.	Work Order along with Payment Certificate, in technical credential	
08.	Registered Partnership Deed, if applicable	
09.	The power of attorney for signing the tender by partner	

Signature of authorised signatory
(Name of the Applicant)