



Office of The Municipal Councilors of Panihati

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

Phone: 2553-2909/2563-4457

Fax : 2553-1487

Website- www.panihatimunicipality.in

Email ID- panihatimunicipality@yahoo.co.in

Memo No.–PM/Acct/2025-26/75

Date–23/05/2025

NOTICE INVITING e-Tender

BID No. : PM/Acct/IT/2025-26/02 (2nd) Call

Sealed percentage rate Tender 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 Annual Financial Statement 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 for the financial year 2023-2024 and 2024-2025.

The fund wise separate and one consolidated Receipts & Payments Accounts, Income and Expenditure Accounts with schedules, Balance Sheet with schedules incorporating all the Fund Accounts and Bank Reconciliation Statement, will have to be prepared by them for the office of the Municipal Councilors of Panihati.

The aforesaid work should be started within seven days from the date of issuance of order for preparation of Annual Financial Statement along-with Bank Reconciliation Statement and must be completed within forty (40) days.

The notice inviting tender contains

Name of the Work	:	Online Notice Inviting Tender for assignment for preparation of Annual Financial Statement along with Bank Reconciliation Statement for the Financial Year 2023-2024 and 2024-2025 in respect of office of the Municipal councilors of Panihati
Estimated Amount	:	Rs1,50,000 (Rupees One lakh and fifty thousand) including all taxes
Earnest Money	:	Rs.3,000 in favour of "Office of the Municipal Councilors of Panihati"
Period of completion of annual accounts	:	20 days for each financial year and Maximum forty (40) days for two financial years (i.e. 2023-24 & 2024-25)

DATE&TIMESCHEDULE:

Sl. No.	Particulars	Date&Time
01	Publishing Date of Tender (Online)	23 rd May 2025 at 6:50 PM
02	Tender Document download start and time (Online)	23 rd May 2025 at 6:55 PM
03	BID Submission start date and time (Online)	24 th May 2025 at 11:00 AM
04	BID Submission closing date and time (Online)	31 st May 2025 at 11:00 AM
05	Opening of Technical Proposal (Online)	02 nd June 2025 at 12:00 Noon.
06	Date of uploading list for Technically Qualified (Online)	To Be noticed Later
07	Date of uploading list for Technically Qualified (Online)	To Be noticed Later
08	Date of uploading list for Financially Qualified (Online)	To Be noticed Later

C. Bonafide Chartered Accountant Firms under valid registration of the Institute of Chartered Accountant of India willing to take part in the process of e-Tendering will have to be rolled & register with the Govt.e-Procurement system through log on <https://e-tender.wb.gov.in> using the option "Click here to Enroll". Possession of a Valid Class-II Digital Signature Certificate (DSC) in the form of smart card/e-Token in the Contractor's/ Company's/Firm's/Agency's name is a prerequisite for registration and participating in BID submission activities through this Website. Digital Signature Certificates (DSC) can be obtained from the authorized certifying agencies, details of which are available the website <https://etender.wb.gov.in> in under the link "Information about DSC".

D. Intended Bidder (i.e.Chartered Accountant Firms under valid registration of the Institute of Chartered Accountant of India can search and download NIT and Tender documents electronically by logging on the website <https://e-tender.wb.gov.in> or <https://wbtenders.gov.in>, using his digital Signature Certificate (DSC). This is the only mode of download tender documents.

E. Necessary Earnest Money Deposit (as mentioned in under earnest money) shall accompany with Bid Proposal, in favour of the "The Chairman, Panihati Municipality," (Shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal).

F. Submission of technical bid and financial bid both will be submitted concurrently duly digitally signed in the website <https://e-tender.wb.gov.in> or <https://wbtenders.gov.in>. Tender documents may be downloading from website and submission to Technical Bid/ Financial Bid as per Tender time Schedule Sated in Sl. No.2. The documents submitted by the bidders should be properly indexed & attested by the self with Seal. However, during execution of formal agreement, the Professional shall submit non-judicial stamp paper in favour of

Company/Firm/Agency's Name make tender agreement.

G. 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.

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

I. Sub letting of contract is prohibited.

J. **Eligibility Criteria for participation in the tender:**/documents to be submitted for Technical Bid

1. Uploading of scanned copies of PAN Card of Individual/Firm/Company (Mandatory)
2. Income Tax Acknowledgement receipt for financial year 2023-24 / 2024-25 (Mandatory),
3. Valid 15-digits Goods and Services Tax payer Identification Number (GSTN) under GST Act, 2017 (Mandatory) & latest GST Return in Form No. 3B (Desirable).
4. Copy of Certificate of Practice (Mandatory).
5. 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).
6. Work Order along with Payment Certificate, in technical credential (Mandatory)
7. Registered Partnership Deed, if applicable
8. The power of attorney for signing the tender by partner (Mandatory)
9. Intended bidder should produce credential of completed annual accounts of any ULBs, Statutory Bodies or similar organizations (Govt. sponsored fully or partly) at least for one Financial Year during last five years proceeding to FY2024-25.
10. Before issuance of the Work Order, the Tender Inviting Authority may verify other original documents of the lowest bidder is either manufactured or false in that case work order will not be issued in favor of the said bidder under any circumstances.
11. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be retained for delay of issuance of work order as well as payment, if any. Intending bidders may consider these criteria quoting their rates.

K. FINANCIAL BID

- i) Financial proposals of the bidders, if found technically eligible, will be opened electronically from the web portal stated in C08 on the prescribed date, by the Executive Officer, Panihati Municipality, P.O. Panihati, P.S. Khardah, Kolkata-700114.
- ii) After evaluation of the Financial Proposal, Executive Officer, Panihati Municipality P.O. Panihati, P.S. Khardah, Kolkata-700114 may upload the final summary result containing inter-alia, name of participant and the rates quoted by them against each work provided he is satisfied that the rates obtained are fair and reasonable and there is no scope of further lowering down of rate.

L. Other terms and conditions:

1. Intended participate firm should have at least two (2) Chartered 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 tender will be accepted under any circumstances;
4. In case of quoting rate, no multiple lowest rates will be retained 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: -

The eligibility of a bidder will be as ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in Technical Bid;

Earnest money deposited by the unsuccessful bidder will be refunded automatically and electronically after completion of the tender process as per guideline of <https://wbtenders.gov.inportal>.

**Executive Officer
Panihati Municipality**

SECTION - B

FORM I

PRE-QUALIFICATION APPLICATION

To
Chairman
Panihati Municipality
North24pgs

Ref: Tender for (Name of NIE T No.....Sl. No.....)

Dear Sir,

Having examined the Statutory, Non-statutory & NIE T documents, I/we here by submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of.....

In the capacity.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached here with.

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s):e-Filing:-

- 1 Statutory Documents.
- 2 Non Statutory Documents.

Date.....

Signature, Name and designation of authorized signatory

For and on behalf of.....

(Name of the applicant)

FORM-II
STRUCTURE AND ORGANISATION

A.1) Name of the applicant:

A.2) Office Address:

Telephone No. and Mobile no.:

Fax No.:

E mail Id:

A.3) Attached an organization chart showing the structure of the company with names of Key personnel and staff with Bio-data.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation, Signature of applicant including title and capacity in which application is made.

General Conditions & Requirements for Bidding

1. Submission of e-Bid documents will not be allowed beyond the schedule time indicate in the e-bidding.
2. Each Bidder shall upload his offer in envelops (Statutory and Non- Statutory) & .xls Sheet after digitally signed super scribing the name of the work, name & address of the bidder, NIT no. and date of submission of the e-Bid.
3. Each page of the e-Bid documents, drawing etc. has to be digitally signed/initiated by the authorized signatory.
4. No e-Bid Proposal will be entertained without the earnest money being submitted as indicated in the NIB no. interest will be allowed for the said earnest money and the Bid issuing authority will hold the same till finalization of e-Bid.
5. Any conditional e-bid will be liable for rejection.
6. The Bid inviting Authority reserves the right to reserves or amends the e-Bid documents prior to the date notified for submission of the e-Bid oral so to extend the time mentioned in the NIB under intimation to the Bidders.
7. e-Bid once offered cannot be withdrawn with in a period of 120 calendar days from the date set for opening of e-Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
8. Bidders would be at liberty to point out any ambiguities, contradictions, omission, etc. seeking clarification there of or interpretation of any of the conditions of the e-Bid documents before the bid Inviting Authority by uploading his/her doubt within a period of forty-eight hours before the date of pre bid meeting as schedule.
9. Written clarifications or amendments etc. as may be issued by the Bid Inviting Authority in pursuance to the representation made by the intending Bidders under clause 10 above shall be final and binding on the bidders and shall form a part of the e-Bid documents. Bid Inviting Authority however, reserves the right to have pre bid conference with the intending Bidders if deemed necessary. Any point or irregularities pre questions could not be raised after expiry of pre bid meeting.

10. Intending Bidders are required to inspect the site of the Project with particulars reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their source and all relevant factors as might affect their rates and prices. The bidders must be acquainted with existing ground level (EGL), Highest Flood Level (HFL), finished ground level (FGL)/proposed ground level (PGL), and other required levels.
11. If expenses incurred for site inspection and all activities in the preparation and uploading of thee-Bid shall be borne by the Bidders.
12. e-Bid, which have been considered valid on the result of generation examination (Prequalification stage) and the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the generation examination carried out earlier, the Bid Inviting authority reserves the right of rejection of any e-Bid, which may be found to be defected during the detail's scrutiny.
13. Bidders before uploading the e-Bid documents shall have to ensure that "Declaration by the e-Bidder" if the proforma set affirmed by the same persons signing the Bid documents is to be filed separately with the e-Bid documents on the form of Affidavit to be affirmed by the same persons signing the Bid documents.
14. The inviting authority reserves the right to accept any or all of the e-Bid received or to split up the work in groups or to relax any clause without assigning any thereof.
15. This set Bid documents consists of: Detail Notice Inviting Bid
Main Bid Documents consists of PART-I & PART-II (Technical) & Financial (.xls format)

**Executive Officer
PanihatiMunicipality**

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Copy forwarded for information and wide publicity in his notice board to:-

1. **Chairman,Panihati Municipality**
2. **The Finance Officer, Panihati Municipality**
3. **Office Notice Board, Panihati Municipality**
4. **IT Cell, Panihati Municipality to upload in our website (www.panihatimunicipality.in)**

**Executive Officer
PanihatiMunicipality**