

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-02-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-02-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	National Institute Of Technical Teachers Training And Research (nitttrs)
कार्यालय का नाम/Office Name	Kolkata
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Ad per Tender Document; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	540000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	15000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Director

National Institute of Technical Teachers Training and Research Kolkata ( NITTTR Kolkata) Block 0FC, Sector-3, Salt Lake City, Kolkata 700106.

(Director Nitttr Kolkata)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
1.	10	5	<a href="#">View File</a>
2.	20	15	<a href="#">View File</a>
3.	10	5	<a href="#">View File</a>
4.	5	5	<a href="#">View File</a>
5.	20	10	<a href="#">View File</a>

6.	10	5	<a href="#">View File</a>
7.	25	15	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Interview Venue:**NITTTTR Kolkata, Block-FC, Sector-3, Salt Lake City, Kolkata - 700106

**Presentation Venue:**NITTTTR Kolkata, Block-FC, Sector-3, Salt Lake City, Kolkata - 700106

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Ad Per Tender Document; CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Ad per Tender Document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Asper Tender Document
Type of Industries/Functions	As per Tender Document
Frequency of Progress Report	As per Tender Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Tender Document
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	ASHADUR RAHAMAN	700106,NITTR Kolkata, BLOCK - FC, SECTOR - 3, SALT LAKE CITY, KOLKATA, PIN - 700106, Near Laboni Island, Mobile No. 8443808713, 8697713135	Project / Lumpsum Based	N/A

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

**Request for submitting proposal for  
Procurement of Consultancy Services by appointing  
Chartered Accountant Firm on purely contract basis**

**at**

**National Institute of  
Technical Teachers' Training and Research, Kolkata**



**TENDER DOCUMENT**

**FOR**

**PROCUREMENT OF CONSULTANCY SERVICES BY  
APPOINTING CHARTERED ACCOUNT FIRM**

**National Institute of Technical Teachers' Training and Research, Kolkata  
Block-FC, Sector-III, Salt Lake City, Kolkata-700106**

**Table of contents**

**INDEX**

<b>Chapter no.</b>	<b>Description</b>	<b>Page Nos.</b>
1.	Background and Broad Scope of Work	2-3
3.	Eligibility Criteria and General conditions	4-9
4.	Application form and financial bid	10-11



## **Background and Broad Scope of Work**

### **1.1 About the Institute**

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Department of Education, Govt. of India as fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City. The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata has been actively involved in improvement of quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. The Institute has also established two extension centres at Guwahati (in 1999) and Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively. By virtue of working closely over the last few decades, this institute has developed a thorough understanding of the technical educational needs of the states in the eastern region including those in the North-east.

NITTTR, Kolkata has two campuses one at Block-FC, Sector-III, Salt Lake, Kolkata-700106 and the other one is at DN-61, Sector-V, Salt Lake, Kolkata-700091. While the Institute operates its educational activity from its FC Block Campus spread over 11 acres of land, the other Campus at DN-61, Sector-V, Salt Lake is meant for Residential purposes only.

## **1.2 Scope of Work**

### **Duties and responsibilities of Chartered Firm**

- Quarterly report is required to be submitted in the format prescribed in Internal Audit Manual in the 2<sup>nd</sup> succeeding month of every quarter.
- Audit of ERP (A customised package of Pay Roll & expenditure made through PFMS) is also required to be audited.
- To audit the annual accounts at the end of the financial year.
- Audit of TDS before filling of return of IT department on quarterly basis.
- Checking of TDS deduction and deposit Salary/ Non-Salary / Timely submission of returns.
- To file IT return of the organization and handling of all income tax matter with the Income Tax department, GST return, TDS.
- Handling (checking & approval) of receipts and payments, advances/ communication with Banks.
- Checking payment of monthly salaries/ daily wages/ fees etc.
- Checking the authenticity of different reports related to accounts and submission of the same to higher authority.
- Maintenance of expenditure control register.
- Checking of all Cash Book
- Checking of final accounts.
- Checking of transactions and vouching of documents.
- Checking of Guest house/ Hostels activity: Cash, Accounts, Occupancy, outstanding rent, consumption and Stock of canteen coupon, Collection from Guest house, room rent etc.
- Checking of Depreciation calculation
- Checking of Utilization Certificates (Grant-in-Aid)
- Checking of Balance Sheet of Project Accounts and Utilization
- Scrutiny of Grant-in-Aid registers
  - (i) Plan (recurring)
  - (ii) Plan (non-recurring)
  - (iii) Non-Plan (recurring)
  - (iv) Project Grants
- Scrutiny of Investment registers
- Checking/verification of Advance Ledger (Employees/ Vendors)
- Verification/ Checking of Receipts and Journal Vouchers
- Overseeing/ assisting in preparation of accounts (quarterly basis) as per Govt. of India guidelines is to Form of Accounts/ Chart of Accounts
  - (i) Receipt & Payments A/c
  - (ii) Income & Expenditure A/c
  - (iii) Balance Sheet
- The above list of duties is only illustrative and not exhaustive. Director, NITTTR Kolkata at his own discretion may assign other duties/services as and when required.

### 1.3 Qualification/Eligibility Criteria

The Bidder/Applicant should fulfil the following eligibility criteria:

Sl No.	Eligibility Criteria	Cut-off Marks	Maximum Marks	Document to be submitted
1.	<p>The Bidder should be a Chartered Firm/LLP of Chartered Accountants registered in India. The firm must have its registered office (HQ) in kolkata and possess a minimum of 10 ( ten) years of experience. The experience will be considered from the date of Registration of CA Firm with ICAI.</p> <p><i>Minimum marks for 10 years' experience will be 05. For each additional year of experience, 1 (One) additional mark will be awarded subject to maximum of 10 marks.</i></p>	05	10	<p>Certified copy of CA Partnership Firm Registration/LLP with Institute of Chartered Accountant of India.</p> <p>Address of the firm with documentary evidence.</p>
2.	<p>CA Firm shall have following experience: Having Experience of minimum 05 nos. annual accounts/Tax compliance/audit works with Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body who were having annual Budget/turnover of Rs. 20 crores or more.</p> <p><i>Marks for minimum 05 Audit works will be 15. For each additional audit experience, 1 (One) additional mark will be awarded subject to maximum of 20 marks.</i></p>	15	20	<p>Copy of award letter issued by Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body must be submitted in technical bid.</p> <p>A Summary list of Work Experience.</p>
3.	<p>The Bidder should have minimum 03 (Three) full time qualified CA's as Partners out of which at least 2 (Two) should have at least 5 years' experience (Experience of both past and present firm will be considered while calculating the experience of Partner).</p> <p><i>Minimum marks for the criteria will be 05. For each additional partner, 01 additional mark will</i></p>	05	10	<p>List of the partners along with the resume giving the brief details of relevant experience and the membership number. Experience of Partner other than the present firm shall be indicated separately.</p>

**National Institute of Technical Teachers' Training and Research, Kolkata**  
**Block-FC, Sector-III, Salt Lake City, Kolkata - 700106**

Sl No.	Eligibility Criteria	Cut-off Marks	Maximum Marks	Document to be submitted
	<i>be awarded subject to maximum of 10 marks.</i>			
4.	Minimum Staff Strength should be 15 (Fifteen) including Partner, Paid Assistant, Article. <i>Minimum and maximum marks for the criteria will be 05.</i>	05	05	List of staff strength must be provided with other Bid document.
5.	The CA Firm/bidder should have minimum average turnover of 50 lakhs during last three financial years i.e., 2022-23, 2023-24, 2024-25. <i>Minimum marks for the criteria will be 10. For each additional Rs. 05 (Five) Lakh turnover, 01 (One) additional mark will be awarded subject to maximum of 10 marks. Turnover for this purpose is rounded off to nearest Lakh for easy of making.</i>	10	20	Audited Balance Sheet & Profit and Profit and Loss Account duly certified along with Income Tax Return.
6.	CA Firm should be registered with C&AG and RBI with minimum experience of 3 years. <i>Minimum marks for the criteria will be 05. For each year 01 additional mark will be awarded subject to maximum of 10 marks.</i>	05	10	Certified/Empanelment copy issued by C&AG and RBI.
7.	Presentation (Eligible Bidders will be called for Presentation/Interview on a date which will be intimated by mail.	15	25	Bidder will be required to submit PPT presentation about himself/herself.
	<b>Total Marks</b>	60	100	
	<b>Other criteria</b>			
1.	The Bidder should not have been barred/black listed/disqualified by Central Govt/State Govt, PSUs, Autonomous body in India			A self-declaration to be submitted on the letter head of the firm.

The Chartered Firm should possess: -

1. A member of ICWAI / SAS qualified / CA with valid registration number
2. The firm/ individual must be registered and furnish the copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/ registration:

**National Institute of Technical Teachers' Training and Research, Kolkata**  
**Block-FC, Sector-III, Salt Lake City, Kolkata - 700106**

- a. GST registration certificate;
  - b. PAN number;
  - c. Copies of EPF, ESI, Labour license;
3. Total monetary value of services performed for each of the last five years;
4. Copies of work orders and experience in services of a similar nature and size for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
5. Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);
6. Audited financial statements for the last three years (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
7. Bank Account details in the name of firm / individual;
8. The firm/individual must have the knowledge of Central Government rules and its correct applications.
9. The firm/individual should have the knowledge of working EXCEL, TALLY ERP, PFMS and other financial software

Note : 1. If the Bidders not meeting the above minimum mandatory qualification and criteria in all categories shall be treated as rejected and not be considered for any further evaluation.

2. The Bidder scoring at least 60% marks of Total (in Eligibility Criteria) will be considered for further process.

#### **1.4 Selection Criteria**

The final selection of the successful bidder from the technically qualified bidders be done by considering the technical bid and financial bid by using the following criteria and weightage:

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score Financial
Financial	30	The bidder with the lowest quote will be awarded 30 Marks and of the bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs. 60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs. 100/- will get $(60/100) \times 30 = 18$ marks
Technical	70	The bidder with the maximum technical score will be awarded 70 marks and other bidders will be awarded proportionately less marks. For example, if, the highest technical score is 80, bidder having this will get 70 marks. Bidder having technical score of 70 will get $(70/80) \times 70 = 61.25$ marks.

## **1.5 Statutory and Contractual Obligations**

1. The consultancy firm/ individual should deploy one personnel either himself/herself or his/her representative who shall be responsible for dispose day to day activities and shall have to attend office from 9:45 A.M. to 6:15 P.M. with half an hour recess on all working days. The service provider should also ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Procuring Entity. The service provider shall ensure to get the Police verification for the personnel deployed by him/her/firm and the Chartered Firm should ensure that the manpower deputed by him/her/firm should bear good moral character and his/her day to day activities must be supervised by the Chartered Firm.
2. All the receipts/ vouchers etc. forwarded for scrutiny should be disposed within 3 working days by any means.
3. Any error/mistake in TDS filing shall be responsibility of the Consultancy firm duly appointed by NITTTR, Kolkata.
4. The service provider shall alone be fully responsible for safety and security and insurance or life insurance of his/her personnel.
5. Service provider must ensure minimum wage to his/her employee as per Central Govt. Labour rule.
6. Each and every vouchers have to be checked & verified, keeping in views the rules & regulations of the govt. of India especially General Financial Rules (GFR) 2017, procurement of goods and services as per Ministry of Finance, Dept. of Expenditure guideline as well as CPWD manual and procedure applicable for construction and repairing work.
7. In case of any loss, theft/ sabotage caused by / attributable to the personnel deployed by the Consultancy firm/CA firm, Principal Employer reserves the right to claim/ recover damage from the Chartered Firm.
8. In case of emergency, Chartered Firm or the representative of Chartered Firm shall have to attend the office on holidays.

## **1.6 Terms and Conditions**

1. The Period of engagement of Chartered Accountants Firm shall be for one financial year i.e., 2026-27 and the same can be extendable for another one year on satisfactory performance and on the discretion of Director, NITTTR, Kolkata.
2. NITTTR, authority shall disqualify the individual/firm if it finds at any time that the performance of the Chartered Firm is unsatisfactory and in such cases the decision of NITTTR Kolkata authority will be final & binding.
3. Payment should be released after satisfactory completion of work and duly certified by the Competent Authority/ Consultancy Management Committee.
4. The execution of work should be completed within 7 days from the date of issue of "offer of acceptance"
5. NITTTR Kolkata authority reserves the right to cancel the whole or part of the tender without assigning any reason.
6. Decision of the NITTTR Kolkata authority on selection of the successful bidder, acceptance and rejection of part or all Quotations shall be final & binding.
7. The successful bidder shall have to unconditionally accept the order. The contracts shall be incorporated in accordance with the laws of Union of India.

**National Institute of Technical Teachers' Training and Research, Kolkata**  
**Block-FC, Sector-III, Salt Lake City, Kolkata - 700106**

8. The successful bidder shall have to enter an agreement as per contractual obligations laid down in the Tender Document.
9. The successful bidder shall have to deposit Performance Guarantee @3% of the quoted price within 21 days from the date of acceptance of offer payable in favour of Director, NITTTR, Kolkata by way of demand draft.

### **1.7 Services & Facilities**

Facilities such as Office space, secretarial assistance, electricity, water, stationary material for office work, photocopy / scan facilities, PC, printer, relevant software will be provided by NITTTR Kolkata

### **1.8 Estimated Cost**

The estimated cost of procurement of consultancy by appointing Chartered Firm is Rs. 45,000/- per month (including GST as applicable). The same is inclusive of deployment of one personnel as stated above.

### **1.9 Earnest Money Deposit**

Bidder shall have to deposit by way of Demand Draft in favour of Director, NITTTR Kolkata. As earnest money deposit which will be returned to unsuccessful bidder, and no interest will be paid on EMD. The relaxation of EMD will be applicable as per Govt. of India rule to eligible bidder. In case in the event of withdrawal the application / refuse to execute the work, the earnest money will be forfeited.

### **1.10 Mode of Dispute Resolution**

In case of any dispute arising out of this agreement then Director, NITTTR, Kolkata shall nominate any officer of the NITTTR, Kolkata a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, the courts situated in Kolkata will have the jurisdiction to settle and decide all the disputes.



**National Institute of Technical Teachers' Training and Research, Kolkata**  
**Block-FC, Sector-III, Salt Lake City, Kolkata - 700106**

**APPLICATION FORM**

To  
The Director  
National Institute of Technical Teachers' Training and Research, Kolkata  
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

**Sub: Application for Appointment of Chartered Firm to NITTTR, Kolkata**

Sir,

In response to the BID, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Sl. No.	Description	Particulars
	(Full Name of the Firm)	
1	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)	
2	Year of Establishment	
3	Registration Number under applicable act with a copy of registration certificate	
4	Registered Postal Address	
5	Telephone No. Fax No. Mobile No. E mail address	
6	Address of Branches	
7	Name and address of Directors, in case of Company Name and address of Sole proprietor Name and address of partners; in case of partnership firm	
8	(a) Name of Bankers & Branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (enclose banker's certificate)	
9	PF Code allotted by the jurisdictional PF Commissioner with photo copy of certificate	
10	Service Charge Registration Certificate	
11	PAN No.	
12.	EPF	
13.	ESI	

Having acquired the requisite information related to the subject work and examining the Bid document and ATC, nature, quantum of work as effecting the tender invited by National Institute of Technical Teachers' Training and Research, Kolkata, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to provide manpower strictly in accordance with the terms and conditions as indicated by you in the said documents.

**National Institute of Technical Teachers' Training and Research, Kolkata**  
**Block-FC, Sector-III, Salt Lake City, Kolkata - 700106**

I/We confirm that adequate manpower of requisite qualification and experience is available with me/us for deployment at NITTTR, Kolkata.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Central Government from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep NITTTR, Kolkata indemnified of any claim/damages that NITTTR, Kolkata have to pay with respect to the service and the deputation of any workers to NITTTR, Kolkata.

I/We fully understand that NITTTR, Kolkata reserves the right to reject any or all the quotations or to reject the lowest quotations without assigning any reasons and that NITTTR, Kolkata further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director that holds  
power of Attorney on behalf of firm

Name of Firm/Individual

Address