

Justice S. P. Talukdar One Man Committee

5, Council House Street, 2nd Floor,

Kolkata-700 001

Phone No-(033) 2262-8076

Email Id – sptcwb@gmail.com

N.I.Q. No.333 – SPTC (AUDIT)/2026

Date: 07.04.2026

NOTICE INVITING QUOTATION (NIQ) FOR ENGAGEMENT OF A REPUTED CHARTERED ACCOUNTANT AUDIT FIRM FOR COMPLIANCE AND VERIFICATION OF ANNUAL ACCOUNTS OF JUSTICE S. P. TALUKDAR ONE MAN COMMITTEE WITH AUDIT OF THE SAME FOR THE PERIOD FROM 1ST APRIL, 2016 TO 31ST MARCH, 2026.

Justice S. P. Talukdar One Man Committee invites quotation from reputed Chartered Accountant Audit Firms having Registered Office or one of the Branch Offices located in postal district of Kolkata for compliance and verification of annual accounts of the Committee with audit of the same for the period from 1st April, 2016 to 31st March, 2026". The firms should have experience of doing work at High Court, Calcutta or in any State/ Central Government Organisation.

Sealed quotations will be received in the office of Justice S. P. Talukdar One Man Committee at 5, Council House Street, 2nd Floor, Kolkata- 700001 from 09.04.2026 to 30.04.2026 from 10.00 A.M. to 5.00 P.M. (excluding holidays).

BIDS WILL BE OPENED ON: 07.05.2026.

The Chartered Accountant Firms are required to submit two separate Bids i.e., Technical and Financial, as per prescribed proforma. Separate sealed envelopes of the technical bid & financial bid should be placed in a third envelope to be sealed and **superscribed** as **‘Quotation for compliance and verification of annual accounts of Justice S. P. Talukdar One Man Committee with audit of the same for the period from 1st April, 2016 to 31st March, 2026’** along with **Quotation No. in bold letters at the top of the envelope** and should reach **‘The Nodal Officer, Justice S. P. Talukdar One Man Committee, 5, Council House Street, 2nd Floor, Kolkata- 700001’** within the period from 09.04.2026 to 30.04.2026 from 10.00 A.M. to 5.00 P.M. (excluding holidays).

Incomplete Bids or those received without Quotation Fee, EMD etc. and after due date and time shall be summarily rejected. Justice S. P. Talukdar One Man Committee reserves the right to extend the date, or cancel the quotation or accept or reject any/all quotations.

Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand) only, refundable (without interest) and a non-refundable Quotation Fee of Rs.1,000/- (Rupees one thousand) only, should necessarily accompany the Technical Bid in the form of Demand Draft/ Banker's Cheque in favour of the 'Justice S. P. Talukdar Committee' payable at State Bank of India, Kolkata Main Branch, Samriddhi Bhavan, 4th Floor, 1, Strand Road, Kolkata-700001, failing which the quotation shall stand rejected summarily.

Bidders are advised to read the NIQ document carefully before participating. It shall be deemed that submission of bids by the bidders has been done only after their careful study and examination of the NIQ terms and conditions with full understanding of the implications thereof. Any lack of information shall not in any way relieve the bidders of their responsibility to fulfil the obligations at any stage under the Bid.

BASIC REQUIREMENTS:

1. The Registered Office or one of the Branch Offices of the firm must be located in the postal district of Kolkata.
2. The bidding firm should have Income Tax account (PAN), GST Registration Certificate, and other statutory registration.
3. The firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India.
4. The firm should have a minimum of 5 (five) years' experience in compliance and verification of Annual Accounts with Audit of the same, Balance Sheets, etc. for the High Court, Calcutta or for any Central/ State Government Organisation.
5. The firm should possess satisfactory Completion Certificates or valid Work Orders/ Contracts of at least 3 (three) similar works.
6. The firm should not have been blacklisted in the past 05 (five) years by the High Court, Calcutta or by any Government Organisation.
7. The firm should have no vigilance/ CBI case pending against it.

Firms having the above basic requirements only may submit quotations.

TERMS & CONDITIONS:

1. The offer must be submitted in a Single Packet consisting of both technical and financial bids.
2. The scope of work and the schedule of delivery of the service are given in **Annexure-I**.
3. **The Bids shall be accompanied by the documents mentioned in Annexure-II.**
4. Quotations must be submitted in Indian Rupees (INR) only.

5. **Submission of Compliance Certificate:** Duly filled in and signed Compliance Certificates (as per format at Annexure- III) must be submitted along with the technical bid, failing which the bid shall not be considered.
6. **Submission of affidavit:** The firm shall have to submit an affidavit stating that it has not been blacklisted in the past 05 (five) years by the High Court, Calcutta or by any Government Organisation and also to state that there is no vigilance/ CBI case pending against the Firm. The affidavit shall be duly executed before the Notary Public or Judicial Magistrate of First Class on a non-judicial stamp paper of Rs.10/- (Rupees Ten) only.
7. Price bid shall be quoted in the Bill of Quantities (BOQ) in the format given at **Annexure-IV**.
8. Failure to furnish all information and documents sought by the bidding documents or submission of a bid not responsive to the bidding requirements in every respect will be at the bidder's risk and may result in rejection of bid.
9. **Validity of Quotation:** Quoted rates must be valid for 180 (One Hundred Eighty) days from the date of quotation.
10. **Payment:** Payment will be made after completion of the work to the full satisfaction of the Committee and after receiving of requisite fund from the Home & Hill Affairs Department, Government of West Bengal.
11. Payment will be made through IFMS. Bidders are required to furnish complete and correct bank details on their letterhead alongwith the technical bid. A scanned copy of cancelled cheque may also be attached for verification of the IFSC code.
12. **Penalty for delay in completion of the work:** The firm is expected to comply with the schedule as specified in Annexure-I. A reasonable penalty may be imposed on the firm by the Committee, if there is a delay in completion of the work or if it is found that the firm has failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the firm, after giving a written notice.
13. It is imperative to note that all the accounting records and information related to the Committee inclusive of the corpus fund shall be handled in a confidential manner and must not be shared with any outsider without permission from the Committee. The firm will maintain high standards of integrity, professional ethics and morality while handling the work of the Committee and dealing with its officials. If it is found that this condition of confidentiality is compromised by the firm in any manner, the Committee will be at liberty to take further necessary steps against the firm.

14. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
15. **Conditional quotations not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding firms. Conditional quotations shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the quotation bids submitted by vendors will not be binding on the Committee.
16. Bidder must unconditionally accept all terms and conditions stipulated in the quotation document while all pages of the bid including all enclosures should be numbered and/or paginated and must be duly filled in and signed by the bidder or his/its authorized representative.
17. Belated and delayed quotation: Belated and delayed quotation will not be considered/entertained under any circumstances.
18. **Enquiry during evaluation not allowed:** After opening the bids, no enquiry from the bidder(s) shall be entertained during the evaluation of the quotation till the final decision is conveyed to the successful bidder. However, the Quotation Evaluation Committee or its authorized representative may make enquiries/ seek clarification from the bidders. In such a case, the bidder must extend full cooperation.
19. At any time before the date of submission of the bid, the Committee may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/ corrigendum. Any such amendment/ corrigendum will be duly notified through website of the Committee only. Prospective bidders are advised to keep in constant touch with as well as check the website of the Committee every now and then for any such amendment/ corrigendum. To provide reasonable time to take the amendment into account in preparing the bid, Committee may extend the date and time for the submission of bids.
20. The acceptance of the quotation will rest solely with the Committee, who, in the interest of the Investors, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reason.
21. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a. Any law, statute or ordinance, order, action or regulation of the Government of West Bengal,
- b. Any kind of natural disaster.

22. Termination for default: Default is said to have occurred if the firm fails to perform any or all of the services specified in the order within the stipulated time period, or any extension thereof granted by the Committee. Under such circumstances, the Committee may terminate the contract in whole or in part and may, at its discretion, make alternate arrangements with another qualified firm in such manner as it deems appropriate and the defaulting firm shall be liable to compensate the Committee for any extra expenditure involved towards services obtained.

23. Applicable Law:

- a. The contract shall be governed by the laws and procedures established by Government of West Bengal and subject to the exclusive jurisdiction of the Hon'ble High Court, Calcutta.
- b. Any dispute arising out of this contract shall be referred to the Committee and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, to be appointed by the Committee, who should be acceptable to both parties. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

Nodal Officer

Justice S. P. Talukdar One Man Committee

SCOPE OF WORK AND SCHEDULE OF DELIVERY OF THE SERVICE

The primary activities to be assigned to the Chartered Accountant Audit Firm include:

1. Compliance and Verification of Annual Accounts with audit of the same on cash basis as per format applicable to State Government Organizations/ High Court, Calcutta, latest by 3 (three) months from the date of commencement of the work which is extendable for delay in preparation, if any, beyond control. The certificate regarding the accuracy of accounts being maintained at the Committee is to be given at the end of the work.
2. Compilation of supporting statements and working sheets in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance sheet to facilitate audit.
3. Advisory regarding any other related queries by the Committee.
4. The Chartered Accountant Firm will depute full time dedicated personnel at site during its tenure depending upon the volume of work involved and shall report to the Nodal Officer of this Committee as and when needed.

ANNEXURE-II

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Proof of address of the Registered Office/ Branch Office of the firm in the postal district of kolkata.
2. Copy of PAN card.
3. Copy of GST Registration.
4. Copy(ies) of any other statutory registration.
5. Copy(ies) of Certificate regarding empanelment with C & AG, Government of India.
6. Proof of the firm having minimum five years' experience in preparation of Annual Accounts, Balance Sheets, etc. for any Government Organization/High Court, Calcutta.
7. Proof of the firm having satisfactory Completion Certificate or valid Work Orders/Contracts of at least 5(five) similar works.
8. Affidavit, stating that the firm has not been blacklisted in the past 05 (five) years by any Government Body/ or/ and Non-Government organization(s)/ Autonomous Bodies or Institutes/ Public Sector or Private Sector Undertakings and also to state that there is no vigilance/CBI case pending against the Firm, duly executed before the Notary Public or Judicial Magistrate of First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.

FORMAT OF COMPLIANCE CERTIFICATE

SL No.	Particulars	Yes/No	Documentary Proof enclosed with the quotation papers at Page No.
1.	Has the firm a Registered Office or a Branch Office in postal district of kolkata (PLEASE ENCLOSE PROOF OF ADDRESS)?		
2.	Has the firm Income Tax account (PAN)?		
3.	Has the firm GST registration?		
4.	Is the firm empanelled with C & AG, Government of India?		
5.	Has the firm any other statutory registration?		
6.	Has the firm minimum five years' experience for compliance and verification of Annual Accounts with audit of the same, Balance Sheets, etc. for State Government organization/ High Court, Calcutta? (PLEASE ENCLOSE A COPY OF THE EARLIEST WORK ORDER/ CONTRACT AGREEMENT/COMPLETION CERTIFICATE ISSUED TO THE FIRM)		
7.	Has the firm satisfactory Completion Certificates or valid Work Orders / Contracts of at least 5 (five) similar works? (PLEASE ENCLOSE A COPY OF THE EARLIEST WORK ORDER/ CONTRACT AGREEMENT/ COMPLETION CERTIFICATE ISSUED TO THE FIRM)		

8.	Has the firm been blacklisted in the past 05 (five) years by any State Government organizations/ High Court, Calcutta?		
9.	Is there any vigilance/CBI case pending against the firm?		
10.	Details of quotation Fee		
11.	Details of EMD		

Signature and Seal of bidder

FORMAT OF PRICE BID

Sl. No.	Particulars	Rate	Period
1.	Compliance and Verification of Annual Accounts with audit of the same on cash basis as per format applicable to any State Government organization/High Court, Calcutta.		Per Year
2.	Compilation of supporting statement and working sheets in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit		Per Year
3.	Expenses for deputation of full time dedicated personnel at site during the tenure of preparation of the Annual Accounts.		Per Year
	Total		

Rupees.....(in words)

Signature and seal of bidder