NEW TOWN KOLKATA DEVELOPMENT AUTHORITY
(A Statutory Authority under Government of West Bengal)
Plot No.DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata -700156
Ph. No. 033-3505-0000 Email Id: fo@nkda.in

Expression of Interest (EoI) for Engagement of Chartered Accountant Firm for Conducting Internal Audit of the Annual Accounts for the Financial Year 2025-26 of New Town Kolkata Development Authority.

Name of Work: Engagement of Chartered Accountant Firm for Conducting Internal Audit of the Annual Accounts for the Financial Year 2025-26 of New Town Kolkata Development Authority.

Minimum eligibility: CA firms must have valid registration of ICAI. and empanelled with UD&MA Dept. Govt. of WB.

Last date of submission of EoI: 13th. day of November 2026 (1:00PM)

New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156

Memo No: 87 /NKDA/ADMN(ESTT)-607 /2026 **Date: 05 /11/2026**

Expression of Interest (EoI) No. 02/ NKDA/ Finance of 2026)

Proposal inviting Expression of Interest (EoI) from Chartered Accountant Firms for Conducting Internal Audit of the Annual Accounts for the Financial Year 2025-26 of New Town Kolkata Development Authority.

The Office of the New Town Kolkata Development Authority (hereinafter called "NKDA") invites EoI from Chartered Accountant firms (referred to as "*CA firms*" hereafter) in the office/branch in Kolkata , which have valid registration with ICAI to work with the Finance Section of NKDA for the aforesaid purpose.

1. The willing firms are advised to monitor the information relating to this proposal on the website of the e-Tender (https://wbtenders.gov.in) NKDA (http://nkdamar.org).

Sl. No.	Event(s)	Date (Unless otherwise notified separately)
i.	Date of uploading of Expression of Interest on the website of the NKDA.	6 /11/2026 1:PM
ii.	Last date /time for submission of EoI	13 /11/2026 1:00PM
iii.	Date of opening of EoI	17 /11/2026 3:00 PM

2. Amendments/Corrigendum, if any, shall be uploaded on the website of the NKDA only.
3. The description of works is given in the document for submission of proposal.
4. The NKDA Authority reserves the right to reject any or all the proposals without assigning any reason and the decision of the office of the NKDA shall be final and binding.

5.Address for communication:

Finance Officer,
New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156
Email id: fo@nkda.in

6. **Critical Dates:**

Sl. No.	Event(s)	Date	Time
i.	Submission of Starting of Expression of Interest in the e-tender portal.	6 /11/26	at 1:00 PM
ii.	Last date/time for submission of Technical and Financial Bid through separate folders in e-tender portal.	13 /11/26	up to 1:00 PM
iii.	Date of Opening of Bid:	17 /11/26	at 3:00 PM

Section I

Terms of Reference

Introduction

The Office of the NKDA invites EoI from CA firms in the country having valid registration with the ICAI, and empaneled with UD&MA Department, Government of West Bengal, to work for the Finance Section of NKDA for: **Conducting Internal Audit of the Annual Accounts for the Financial Year 2025-26 of New Town Kolkata Development Authority.**

Scope of Work

The scope of work is as described in **ANNEXURE 'A' in page 10.**

Schedule of Completion

The work shall commence within 7 days from the date of receipt of the Work Order.

Final output

The work should be completed within 1(one) month from the date of issuance of Work Order.

Terms of payment

The payment will be made on satisfactory completion of the entire work and submission of the Internal Audit Report.

Section II

Procedure for selection of CA firm to work with the Finance Section of NKDA

- Interested CA firms shall have a valid registration with ICAI and empaneled with the UDMA Department, Government of West Bengal, as detailed in Annexure-B Page 11. The CA firm must have its head office in or around Kolkata Metropolitan Area, West Bengal.
- The CA firm shall have the capacity to deploy **Qualified** personnel / experienced personnel having computer knowledge and acquainted in handling accounting, internal audit, in Government Companies/Development Authorities/Local Bodies etc.
- Technical Evaluation: Based on the technical criteria, mentioned at **Annexure - B**, each applicant would be assigned a technical score out of 100 and ranked according to the score from highest to lowest. The applicants having technical score more than 60 (Out of 100) will be declared eligible for financial evaluation.
- With the application as per proforma annexed at **Annexure – C** expressing EoI the CA firm shall have to submit a financial proposal containing quoted amount for the entire scope of work covered under the terms of references on a Firm price basis valid till the completion of the assignment. Taxes will be applicable as per Govt. norms. A proforma of financial proposal is annexed at **Annexure – D.** The financial bid of only technically qualified firms shall be opened.
- The lowest bidder, out of technically qualified bidders, will be considered for selection.
- Eligibility Criteria:

a) The firm must have minimum 5 years' experience.

b) The firm must have at least 3 partners.

c) The firm must have completed execution of at least 2 Internal Audit in ULB, Govt. Undertakings, Govt. organization.

d) The firm must have minimum 50 lac Turnover for 3 consecutive years.

SECTION-III

Specific Terms and Conditions of the Contract

1. The CA firm would sign a contract Agreement in Non-Judicial Stamp Paper of Rs. 50/- with the NKDA.

2. The CA firm would provide the services to the Finance Section and the Firm would be a part of the Team of the said Section of NKDA. The personnel from CA firm would work under the overall supervision of the Finance Officer of NKDA.

3. The appointment of the firm is subject to the following declarations/ undertaking to be submitted by the firm to NKDA:

a) That the firm /LLP is not disqualified under Section 141 of the Companies Act, 2013

b) No claims / expenses including TA/DA, out-of-pocket expenses etc. will be claimed from the NKDA.

c) The firm is not black listed by any municipal body or Government establishment.

SECTION-IV

Review of the work done by the firm

1. The work of the personnel of CA firm would be assessed by the Finance Officer of NKDA monitoring their work.
2. The Finance Officer, would assess the overall work of the CA firm based on the feedback from the respective section.

SECTION-V

General Conditions of Contract

1. **Contract Period:** The Contract shall be awarded to the eligible and interested CA firm for the work to be completed as per the schedule within 1 (one) month from the date of receipt of the Work order.
2. If the firm does not start the work or if it is felt by the NKDA that the pace of work is slow and is likely to delay the assignment, the NKDA reserves the right to terminate the contract.
3. **Termination of Contract**: In case it is found that the work/level of service is not as per requirement / standards, time lines, then the NKDA retains the right to terminate the Contract, and in such case, the firm shall not be entitled to claim any damage from the NKDA or make any claim for fees in respect of such unsatisfactory/ substandard services.
4. The agreement may be terminated by the NKDA in the following cases:
   a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the NKDA.
   b) The CA firm assigns its rights or responsibilities to any third party without prior written approval of the NKDA or is removed from the empaneled list of the ICAI.
   c) The selected CA firm commits default in complying with any of the terms and conditions of the Agreement.
   d) The selected CA firm is dissolved.
   e) The selected CA firm is declared insolvent.
   f) The selected CA firm is unable to pay its debt or is under liquidation proceedings.
   g) The selected CA firm deviates from the approved scheme of working.
   h) Where selected CA firm continues to fail in satisfactorily and timely execution of the work awarded.
   i) If the selected CA firm is convicted of any criminal offence and has been debarred to

participate in the bidding activity for rendering services to the government or its entities.

5. The termination shall be without any liability, including any compensation or damage on the NKDA.
6. In the event of the CA firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the NKDA, the NKDA shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason.
7. **Sub-contracting**: The firm shall not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the NKDA work in any manner whatsoever.
8. **Confidentiality:** The CA firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and /or possession of the firm as a result of performance / execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. In the case of breach of confidentiality, the NKDA would be free to take any further action as may be appropriate under the relevant laws. This clause relating to Confidentiality shall survive upon the termination/ expiration of the Contract and the NKDA shall have the right to claim damages for violation of this Clause as and when it comes to the notice of the NKDA.
9. **Use of data/documents/information**: The CA firm shall ensure that the documents, data, information etc. are/ is not used or permitted to be used in any manner (directly or indirectly) which is in violation to any direction or instruction as issued by the NKDA.
10. In the event of any breach or threatened breach of any clause by the CA firm and / or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the NKDA depending upon the loss caused to the NKDA. The NKDA can recover the said amount from the performance security. Apart from the above, the NKDA shall have the right to proceed against the firm and / or its assigned / authorized person(s) under applicable law.
11. **Time is essence of Contract**: The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the NKDA to rescind the contract and in which case there shall not

be any claims for damages against the NKDA by the firm. Further, the NKDA shall have the right to get the unfinished assignment, if any, completed at the risk and cost of the selected CA firm, by virtue of the said revocation of the contract, through the resources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the NKDA against any loss, damage, expenses, costs etc. incurred by the NKDA as a result of the said delay in timely completion of the said assignment, by the firm.

12. ***Force Majeure***: Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of *Force Majeure* shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the NKDA in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *Force Majeure* event.

Annexure - A

Scope of Work

The successful bidder will have to prepare and submit:

1) The Internal Audit Report based on the checking, verification, review and authentication of the Annual Accounts for the Financial Year 2025-26.
2) The Firm shall have to provide suitable and qualified personnels to NKDA to conduct the work.
3) The Report to be submitted within 15 days of the completion of Internal Audit.
4) In case of any dispute of differences arising out of or in connection with any of the terms and conditions of the work the firm shall try to resolve the issue by mutual consultation.

05.11.26.

Finance Officer

New Town Kolkata Development Authority

Memo No: 87 /NKDA/ADMN(ESTT)-607 /2016 **Date: 5 /11/2026**

Copy forwarded for kind information to:

1. Administrative Officer (EM), NKDA.
2. Advisor (Finance & IT), NKDA.
3. PA to Hon'ble Chairman, NKDA.
4. PA to CEO, NKDA.

05.11.26.

Finance Officer

New Town Kolkata Development Authority

Annexure-B

Selection Criteria

Sl. No	Particulars	Points to be allocated	Maximum points
1	Number of years of experience of the firm (Minimum 5 years)	i. For above 5 years to 10 Years:15points. ii. For above 10 to 20 years:5AdditionalPoints iii. Above 20 years:5 Additional Points	25
2	Number of Partners in the Firms / Limited Liability Partnership Firm who are with the Firm /LLP for a minimum period of five years as on31.03.2025. (Minimum 3 partners)	Firm having FCA minimum 3 partners-10 Points Firm having FCA between 4 to 5 partners-15 Points Firm having FCA of more than 5 partners-20 Points	20
3	Completion of Work Order of Internal Audit/ Preparation of Financial Statements for Municipality/ Municipal Corporation/ Local Authority/ NKDA/ WBHIDCO/ Government organization/ Tax Consultancy in last 5 years. (Minimum 6 Completion Certificate)	6 (Six) or more Work orders: 15 Between 2 to 5 Work Orders: 10 Less than 2 Work Orders: 0	15
4	Experience of the Firm / LLP as Auditor in local bodies/ Government organization/ PSU. (Minimum 5 years)	5 (five) points per completed year of service as Auditors/Financial Consultancy. (fraction of the year to be ignored)	25
5	Average Turnover for the Year 2022- 2023, 2023-2024 & 2024-25 (Minimum 50lac)	Rs.50 lac to Rs.1 crore- 10 points Above 1crore- 15 points	15
			100

Required documents in support of the selection criteria should be indexed:

1) PAN of the Firm
2) Valid Membership of ICAI.
3) Valid Certificate of Practice issued by the ICAI.
4) GST Registration
5) Valid Trade License
6) 3 (three) years Audited Balance Sheet. (22-23/23-24/24-25)
7) Professional Tax Registration No.
8) Credentials- Work Orders, Past Experiences, Payment Certificates of Government Establishment, Municipal Bodies, Statutory Bodies etc.
9) EMD of RS.10,000/- in the form of Demand Draft of any Scheduled Bank drawn in favour of "NEWTOWN KOLKATA DEVELOPMENT AUTHORITY "payable at Kolkata.
10) Empanelment No. of UDMA, GoWB.

ANNEXURE - C
FORMAT OF APPLICATION (TECHNICAL PROPOSAL)

1. Name of the partnership firm/ LLP :

a) Registration of the Institute : The Institute of Chartered Accountants

b) Enlistment with UDMA Department, Government of West Bengal :

c) Type of the partnership : Firm/LLP/Company

d) Registration No :

e) Date from which continuing as Partnership Firm/Registration of LLP :

2. Details of Head Office & Branch Office: Head Office

Address	Contact No	Email

Branch Office

Address	Contact No	Email

3. Details of Partners in the Partnership Firm/Limited Liability Partnership

Sl. No	Name of the partner	Membership No.	Membership Status (ACA/ FCA)	CISA/DISA	Date of joining the Partnership Firm /LLP As partner

4. Details of Qualified Assistant/CA/Assistant

Sl. No	Name of the Qualified Assistant	Membership No.	Chartered Accountant	Date of joining the Firm/LLP

5. List of Experience in Internal Audit of Development Authority/Municipal body

Sl. No	Name of the development authority/ municipal body	Financial Year	Details of job performed

6. PAN of the partnership Firm/LLP/Co:

7. GST Registration No:

8. Bank Details:

1	Bank Name	
2	Bank Address	
3	Name of the Branch	
4	Type of Account	
5	Bank Account Number	
6	IFSC Code	

9. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

10. This is to certify that all the information given above are correct and any misstatement will be liable for rejection of our participation in EOI and blacklisting by NKDA as per procedure.

Note:

1. The Cut-off date for calculation of number of year (s) will be the 31.03.2025. Accordingly, any fraction of the year will be ignored for calculating number of years.

2. Hard Copy of the Application will not be entertained in any circumstances.

Annexure D

Financial Proposal on Firm's Letter Head

To,

The Finance Officer, NKDA,
New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156

Sub: Engagement of Chartered Accountant Firm for the conduct of Internal Audit of Annual Accounts of NKDA for the Financial Year 2025-26.

Table for Quoting Fee for the Assignment in terms of the Tender:

Sl. No.	Particulars	Consolidated Fee in(₹) Price bid shall be quoted **exclusive** of GST	
1.	All-inclusive **fee** (including TA/DA and other out of pocket. expenses, etc.)	(in figure)	(in words)

NB: NKDA has been declared as local authority and has been exempted from GST by the West Bengal Authority for Advance Ruling, Goods and Services Tax vide the order dated 06.03.2020

Please Note:
In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature of the Authorized Signatory and Seal of the bidder
Full Name: .....
Designation/Firm Name: ..... Address with Phone: ..... Mobile No and Email ID: .....

Letter of EoI

To,
The Finance Officer, NKDA,
New Town Kolkata Development Authority
Plot No. DG/13, Premises No. 04-3333
Action Area I-D, New Town, Kolkata – 700156

Sub: Engagement of Chartered Accountant Firm for the works related to **conduct of Internal Audit of Annual Accounts of NKDA for the Financial Year 2025-26.**

Sir/Madam,

Being duly authorized to represent and act for and on behalf of..... (herein the applicant), and having studied and fully understood all the information provided in document seeking EoI of CA firm to conduct **the Internal Audit of Annual Accounts of NKDA for the Financial Year 2025-26** with the Finance Section of NKDA. the undersigned do hereby submit the EoI as CA firm for 'Engagement of firms of Chartered Accountants for working to work with the Finance Section of NKDA to conduct **the Internal Audit of Annual Accounts of NKDA for the Financial Year 2025-26**

We, hereby, declare that if we withdraw or modify our EoI during the period of validity, or if we are awarded the contract and fail to sign the before their specified deadline, we agree to not being considered for this work for the next two years.

1. Information as well as supporting documents related to eligibility criteria is furnished in the prescribed fields as per Annexure C.

2. I/we are eligible for consideration under the conditions of this proposal, and my/ our Registration No. is _____.

3. I/ we agree to abide by all terms and conditions of this document.

4. I / we have not been blacklisted by any Local Body/ Government department / PSU in last three years.

5. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/ tampered documents or suppression off acts, the proposal for EoI to work with NKDA is liable to be rejected and assignment, if awarded to the firm, shall be cancelled. In such a case, and the NKDA reserves the right to blacklist such firm for similar assignment and also consider such conduct during the empanelment process for audit of PSUs.

Yours faithfully,

Date:

Place:

(Partner or Authorized signatory)

Document seeking EoI for the work of Engagement of Chartered Accountant Firm for the works related to Finance Section of NKDA

Procedure for submission of proposal

The Chartered Accountant firms (referred to as "*CA firms*" hereafter) in the branch/office in kolkata having valid registration with ICAI and empaneled with the UDMA Department, Government of West Bengal are eligible to submit their Expression of EoI for their engagement to work with the Finance Section for:

1) Conduct of Internal Audit of Annual Accounts of NKDA for the Financial Year 2025-26

2)The willing CA firm are required to submit their proposals in the format prescribed in **Annexure – C**. The CA firm should send the signed proposal with supporting documents in pdf format on the prescribed email ID.

5) The engagement/ deployment would be in the Head Office of NKDA.
6) The CA firm are required to submit their proposal in the prescribed format on line to the email ID- fo.nkda.11@gmail.com OR fo@nkda.in in PDF format.

5 The CA firm has to submit their technical and financial proposal in separate folders in the e-tender portal in the prescribed format.