

OFFICE OF THE EXECUTIVE OFFICER
DIGHA SANKARPUR DEVELOPMENT AUTHORITY
(A Statutory Authority under Government of West Bengal)
Digha New Township :: Purba Medinipur :: Pin - 721463

Ph.: (03220) 299901, Fax-299902, e-mail : eodsda@gmail.com Web.: www.dsda.org.in

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NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 032/DSDA/ OF 2024 – 2025

Online E.O.I. invited for preparation of Annual Accounts for the Financial Year 2023-24 & 2024-25 of DSDA

Digha Sankarpur Development Authority under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites online EOI for preparation of Annual Accounts for the Financial Year 2023-24 & 2024-25 of DSDA as described in the Schedule below, from the intending bonafide CA Firms as stated therein.

Brief scope of work :

- Preparation of Annual Accounts of the Authority from the year 2023-24 to 2024-25.
- Accounts to be prepared in Tally ERP 9 or above version.
- Feeding of all receipts, payments and journal vouchers maintained by DSDA.
- Preparation and maintenance of Accounts in the prescribed formats on monthly basis ensuring Data Entry and preparation & generation of various accounting records/reports viz. Trial Balance, Balance Sheet, income & Expenditure and Receipt & Payment Statements, Cash Flow Statement etc. as per Govt. guidelines.
- Checking and verification of monthly statement of accounts and preparation of journals for the year 2023-24 to 2024-25.
- Reconciliation of statement of accounts with concerned bank statements.
- Verification of TDS deduction (if any) and preparation of report thereof (Reconciliation of TDS with 26AS).
- Calculation and preparation of FD Statement.
- Checking, verification and reconciliation of Sundry Debtors/Journals/Bank Reconciliation.
- The Annual Accounts with its statements, Annexure and Audit Report duly Certified and verified by the CA/Consultancy Firms shall be delivered as per our requirement in Hard and Soft copies form.
- Fixed Deposits Accounts Reconciliation.
- To attend and assist the Audit being specifically conducted by the Accountant General, West Bengal.
- To assist in preparation of various financial statements/information's as per requirement of the State Govt./Central Govt. from time to time viz. Utilization Certificates, Statements of Expenditure for the accounts of DSDA.
- Work relating to taxes/duties etc. wherein Statutory Authorities are concerned.
- Deployment of trained and competent professionals in the premises of DSDA is mandatory during working days of the entire duration of work.
- Preparation of Asset Register(s) of DSDA.
- Preparation of Ledgers & reconciliation work of remittances of TDS deductions of all Accounts.
- The Firm should have adequate staff and resources support to the exercise with demonstrable documentary evidence.
- Other works as per as instructed by the authority

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of EOI	: 26.12.2024
2	Document download start date	: 26.12.2024 at 6.00 P.M.
3	Document download end date & time	: 02.01.2025 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	: 27.12.2024 at 2.00 P.M.
5	Bid submission start date	: 27.12.2024 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid .	: 02.01.2025 upto 3.00 P.M.
7	Opening of Technical Bid at the office of the Executive Officer, DSDA	: <u>04.01.2025</u> at 3.00 P.M.
8	Opening of Financial Bid at the office of the Executive Officer, DSDA	: Will be informed later.
9	Validity of bid	: 60 days w.e.f the date of opening of EOI.
10	Schedule for Completion of Task	: Within 60 (Sixty) days.
	E-Tender/EOI registration and bidding	: ONLINE BIDS : The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below : <ul style="list-style-type: none">• Agencies/Bidders who are interested in participating DSDA's e-tenders/EOI are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.• Training on e-tender/EOI can also be availed from Office of the EO, DSDA if desired by the bidder during office hours.• Online EOI can be submitted by logging in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in ONLINE BID SUBMISSION : The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect.
11	Training for submission of EOI online	: Training on submission of Bid in online EOI or etc. will be given to the bidders on request.

12	Important Instructions	: <ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever • The intending bidders are requested to inspect the establishment before quoting their rates.
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Eligibility and Pre-qualification :

- Only CA Firms and Consultancy Firms with CAs can apply.
- Full time placement of qualified person having computer knowledge is mandatory for the entire duration of the work in addition to supervision and work by the key person of the Chartered Accountant Firm. Besides, deployment of a full time person proficient in computer operations is also required.
- The firm should have a minimum gross annual revenue/turnover of Rs. 10.00 Lakh during each of the last three years (necessary proof to be enclosed).
- The firm should have a least three Chartered Accountants as full time partners.
- The firms should have experience of preparation of Accounts for State/Central Autonomous bodies for at least 03(three) three years (necessary proof to be enclosed).
- Documentary evidence for the same has to be submitted along with the bid.
- The firm should have its office/branches in Kolkata.

Selection Procedure :

The constituted committee of DSDA shall take up the technical evaluation on the above mentioned parameters in the respective eligibility criteria.

Evaluation of Bids:

The Bids would be opened in the manner as stated below :

- Bids would be opened in following manner :-
 - i) Technical Bid.
 - ii) Financial Bid.
- Technical Bid shall be opened first.
- The Financial Bid will be opened for those Bidders who are technically qualified.

The Lowest bid of the EOI shall only be considered. All other bids/offers for the above EOI shall be declared as unsuccessful. DSDA would carry out the evaluation of the Bids as regards fulfillment of all the eligibility conditions and submission of documents and declare the Successful Bidder(s) by

Information to the Bidders(ITB) :

1. Request for EOI

Request for EOI paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of EOI

The EOI will be submitted in two bid system i.e. Technical bid & Financial bid.

3. Online Bid submission procedure :

- i) Registration of Contractor:** Agencies/Bidders who are interested in participating DSDA's EOI will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://www.wbtenders.gov.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.
- ii) Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii)** The contractor can search & download EOI Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of EOI Documents.
- iv) Submission of EOI :** General process of submission, EOI are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

3.1 TECHNICAL BID

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents

- i)** EOI (download properly and upload the same Digitally Signed)
- ii)** Bidders file (All Annexure)

(b). Non - Statutory Cover(Mandatory Documents) :

All the documents as given under TECHNICAL BID.

3.1.1 Receiving of documents :

Relevant EOI documents must be uploaded online for participating in this EOI. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

Mandatory Documents :

- i)** Name and address, registration in detail of Concern / Agency with name of proprietor or partner etc.
- ii)** Photo Identity Proof.
- iii)** Aadhaar Card, PAN Card.
- iv)** I.T. Return of last 03(three) Financial year.
- v)** PAN Card;
- vi)** GST registration certificate.
- vii)** Latest GST return (if applicable).
- viii)** P. Tax Certificate.
- ix)** Latest P. Tax Return.

- x) Experienced Certificate reg. preparation of Accounts for State/Central Autonomous bodies for at least 03(three) three years (necessary proof to be enclosed).
- xi) Audited Balance sheet along with Profit and Loss accounts for last three financial years(**authenticated by Chartered Accountant mentioning UDIN number**) and **Annexure -B** for establishing average Annual Turnover of similar business.
- xii) Certificate of Incorporation if any.
- xiii) Name(s) of banker/Bankers with detailed address(s).

Note: The EOI will be summarily rejected if any of these documents are not submitted online.

Payments Terms & General Condition :

- 1) Payment will be done after successful completion the work in each year.
- 2) No advance will be paid to the agency.
- 3) All staff/ employees/ work force engaged by the successful agency will be entirely his responsibility / liability and the same will in no way involve on the DSDA.
- 4) The Agencies shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. In no case, DSDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the agency.
- 5) The agency will be the principal employer of the staffs to be engaged for the same and will abide by all existing labour laws etc. DSDA will not bear any kind of financial and legal obligation of the employees.
- 6) If the agency fails to complete the project legal action may be taken.
- 7) In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the DSDA will be final and binding on both the parties to the contract.
- 8) All the information furnished is to be supported by authenticated documentary evidences, which will be checked with originals by competent authority before awarding the assignment. For any wrong information, the application will be liable for "Rejection".

Clarification of applications by DSDA :

To assist in the examination, evaluation and comparison of applications, DSDA may, at its own discretion ask the company / firm for the clarification of its application.

The request for the clarification and the response shall be in writing. **However, no post application clarification at the initiative of the company / firm shall be entertained.**

Amendments in documents :

- At any time, prior to the date of submission of Applications, DSDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective companies / Agency/Concern(s), modify application documents by amendments.
- The amendments shall be notified in www.wbtenders.gov.in and in DSDA's website and these amendments will be binding on the Companies/Concern(s)/Individual(s).
- In order to afford prospective firms / companies ets. a reasonable time to take the amendment into account in preparing their applications, DSDA may, at its discretion, extend the deadline for the submission of applications suitably.

- EOI conditions may be modified after discussion and uploaded on www.wbtenders.gov.in or in DSDA's web-site. The modifications will be deemed to be part of the original conditions.

Right to accept any application and to reject any or all applications :

DSDA reserves the right to accept or reject any application at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Agencies/Concerns / companies on the grounds of DSDA's action.

The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. www.dsda.org.in and www.wbtenders.gov.in


Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

Memo No.: 21/2024/DSDA/2024

Dated : 26.12.2024

Copy forwarded for information to:

1. The Hon'ble Chairman, DSDA & D.M., District Magistrate, Purba Medinipur.
2. The Hon'ble Vice-Chairman, DSDA & S.D.O., Contai.
3. The Block Development Officer, Ramnagar-I & II & Executive Officer, Ramnagar - I & II Panchayet Samity.
4. Reception / Notice Board.


Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.



ANNEXURE - I

APPLICATION FOR EOI

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - EOI for _____

_____.

E.O.I.No. : _____ (Sl. No. ____)/DSDA/ 2024-2025.

Dear Sir,

Having examined the Technical cover, OID cover & all other EOI documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per EOI no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids
for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

ANNEXURE - II
Format for Affidavit

(Affidavit should be executed on a Non Judicial stamp paper of Rs 10/- or such equivalent document duly attested by Notary Public)

- 1) I , _____ the undersigned, do hereby certify that all the statements made in the EOI document are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s..... nor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of GoI or GoWB from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by DSDA to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the DSDA Signed by an authorized officer of the firm Designation of officer with seal.

Date

ANNEXURE - III
Bid Details

1. Particulars of the Bidder:

- a. Name:
- b. Country of Incorporation/Nationality (as applicable):
- c. Address of the corporate headquarters and its branch office(s), if any, in India (as applicable):
- d. Date of incorporation and (as applicable):
- e. In case of companies the following documents are to be provided:
 - i. Latest audited Balance Sheet:
 - ii. Copy of Permanent Account Number:

2. Details of Authorised Signatory of the Bidder:

- a. Name:
- b. Designation (as applicable):
- c. Address:
- d. Telephone No. / Fax no:
- e. Email Address:

3. Turnover Details

Year	Turnover (Rupees in Crores)
2021-2022	
2022-2023	
2023-2024	

We hereby declare that the information stated hereinabove is complete and correct and any error or omission therein, accidental or otherwise, will be sufficient justification for DSDA to reject our Bid and/or to cancel the award of lease.

Signature of the Bidder
Full Name
Designation (as applicable)
Name of the Company (as applicable) Address
Date

ANNEXURE - IV

FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, that we.....
(Name and address of the registered office) do hereby constitute, appoint and authorize
Mr./Ms.....
.....(Name and address of residence) who is presently employed with us
and holding the position ofas our attorney, to do in our name
and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our
Bid for preparation of Annual Accounts for the Financial Year 2023-24 & 2024-25 of DSDA, including
signing and submission of all documents and providing information / responses to DSDA,
representing us in all matters before DSDA, and generally dealing with DSDA in all matters in
connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to
this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and
shall always be deemed to have been done by us.

(Signature) (I Accept

..... (Signature)

(Name Title and Address of the Attorney)