

**BARASAT MUNICIPALITY**

Rishi Bankim Chandra Chatterjee Road , Barasat, Kolkata , 700 124

Memo No: 3110/BM/ET/G.store/2024-25

Dated- 28/02/2025

NOTICE INVITING e-TENDER**E -Tender Notice no : 3110/BM/ET/AC/2024-25.**

The Chairman, Barasat Municipality, on and for behalf of the Councilors of Barasat Municipality invites from reliable, resourceful, bona fide and experience Companies / Firms/ Contractors / Agency/Supplier as per the enclosed list Table –I. Eligibility, all important dates & other criteria are being listed in Table-II. (Submission of Bid through online). Details will be available on <https://wbtenders.gov.in> .

Work details are given below in tabular form:

TABLE – I

S/N	Work Description	EMD	Time of Completion
01	Finalization of Accounts (in Purohisab Software) along with Bank Reconciliation Statement, Grand Matrix, Asset Register etc.) for the FY – 2023-24 & 2024-25.	Rs. 5,000.00 (Fixed)	30 Days from the date of issuance of AOC by the Tender Inviting Authority.
02	Cash Reconciliation for the FY – 2023-24 & 2024-25.		

TABLE – II**Date and Time Schedule of Tender:**

Particulars	Date & Time
Date of uploading of NIT and Tender Documents online (Publishing Date)	01-03-2024 at 02.00 P.M
Documents download start date (Online)	05-03-2024 at 02.00 P.M
Date of Pre Bid Meeting with the intending Contractors at Municipality	05-03-2024 at 02.00 P.M
Tender submission starts date (On line)	05-03-2024 at 02.00 P.M
Tender Submission closing (On line)	08-03-2024 at 02.00 P.M
Tender opening date for Technical Proposals (Online)	10-03-2024 at 02.00 P.M
Date of uploading list for Technically Qualified Contractor (online)	To be notified later.
Date and Place for opening of Financial Proposal (Online)	To be notified later.
Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified later.
Also if necessary for further negotiation through offline for final rate.	To be notified later.



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Bidders Should be Submitted:

- Proof of EMD Deposits.
- PAN & GSTR Certificate .
- Up to date Trade License & P. Tax Certificates.
- Last 3 Yrs. Income Tax Return receipts with Balance Sheet.
- Other certificates if any.

Eligibility of Participants:

- The applicant firm should be a Cost Accountant/Chartered Accountant Firm as formed as per the statute of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India with valid and updated certificate of practice granted to it by The Institute of Cost Accountants of India/The institute of Chartered Accountants of India.
- The applicant firm should be a Cost Accountant/Chartered Accountant firm engaged in preparation of Annual Accounts of Municipalities (ULB).
- The intending bidder shall have minimum 5 years of experience in preparation of Annual Accounts in Purohisab Software of municipalities (ULB) and should have done minimum **15 nos ULB's** Accounts in Purohisab Software over the years.
- The bidder should produce the Work Completion Certificate/Credential Certificate from at least 15 Municipalities (ULB).
- The bidder firm shall have experience in preparation of Annual Accounts of at least **Two** Government Department or Organization except ULB.
- The applicant firm should have minimum 5 partners.
- The bidder firm shall have at least **Rs. 40 lakh** turnover in previous 3 financial years.
- The bidder firm should have GST Registration and should have filed ITR in preceding 3 years.
- The bidder firm should be situated in West Bengal and having its registered office in Kolkata.
- The firm should have well established infrastructure and requisite supporting hands to carry out the work and sufficient solvency to undertake the work.

EMD & Security deposit : **Rs 5,000.00 (Rupees Five Thousand only)** as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder. Balance Earnest Money beyond **Rs 5,000.00** (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of “ Chairman, Barasat Municipality”, from any nationalized bank payable at The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit. 10 % Security deposit (Including 2% EMD) will be refunded after liability period as to be counted from the date of issuance of AOC by the Tender Inviting Authority.

Validity of Bid : A Bid submitted shall remain valid for a period of **60 calendar days** from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.



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Withdrawal of Bid: A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

Acceptance of Bid : Tender Inviting Authority does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.

The right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).

The Bidders are instructed to scan the documents in Multipage PDF Format and the scanning properties must be in (100 to 150 DPI/PPI in Grey or Color).

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All Documents in Original to be produced in due course of time as & when asked by the Tender Inviting Authority.

**Chairman
Barasat Municipality.**

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Dated- 28/02/2025

Copy forwarded for information to :-

- The Executive Officer, Barasat Municipality.
- The Finance Officer, Barasat Municipality.
- Accounts Department.
- In-Charge, IT Cell with request to upload the same in the Municipal's website.
- Notice Board, Barasat Municipality.
- Guard file.

**Chairman
Barasat Municipality.**