

GOVERNMENT OF WEST BENGAL  
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT  
Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> Floors), HC-7, Sector-III  
Salt lake, Kolkata-700106



### NOTICE INVITING TENDER

**Tender Notice No.: 7465- PRD-24099(11)/1/2020-Sanitation Date :09.12.2022**

#### **DECLARATION OF INTENT:**

The West Bengal State Rural Development Agency(WBSRDA), an agency under this Department invites offer from bonafide CAG empaneled Auditor/Chartered Firm for audit of State HO and all Districts (including all implementing units under Districts) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the compilations & preparation of Accounts of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under Swachh Bharat Mission (G) for the F.Y -2021-22 on the basis of the (all) District / Siliguri Mahakuma Parishad and GTA (Darjeeling) Audit reports /UC/ASAs.

:

#### **1. IMPORTANT POINTS OF REFERENCE**

1	Name of the Client	Mission Director, SBM-G & Additional Secretary Panchayats & Rural Development Department, Joint Administrative Building (6 <sup>th</sup> to 10 <sup>th</sup> Floors), Salt Lake, Block – HC-7, Sector – III, Kolkata – 700 106
2	Name of the work	Engagement of bonafide CAG empaneled Auditor/Chartered Firm for audit of State HO and all Districts (including all implementing units under Districts) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the compilations & preparation of Accounts of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under Swachh Bharat Mission (G)
3	Date of pre bid meeting	NA
4	Date of Issue of Notice and Website for downloading the Eol Document	13.12.2022
5	Last Date and Time for submission of Eol	22.12.2022 at 5.00pm
6	Date & Time for opening of Eol	23.12.2022 at 12.00pm
7	Technical Presentation by the Agency	NA
8	Opening financial bid	To be notified
9	Mode of Submission	<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>



10	Place of Opening of EOI	Jt. Administrative Building, HC- 7, 8 <sup>th</sup> Floor, Sector-III, Salt Lake, West Bengal, Kolkata-700106
11	Name of the Contact person for any clarification (up to during working hrs)	Shri Partha Misra, Computer Operator

## 2. Scope of Tender work:

Bonafide CAG empaneled Auditor/Chartered Firm for audit of State Head Quarter, Panchayats & Rural Development Department, Government of West Bengal, Joint Administrative Building, 8<sup>th</sup> Floor, Salt Lake, Sector-III, Block HC-7, Kolkata-700106 and all Districts (including all implementing units under Districts) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the compilations & preparation of Accounts of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under 1. Swachh Bharat Mission (G) , 2.Extra Budgetary Resources(EBR), 3.Performance Based incentive Grant (PBIG), 4.Ganga Action Plan(GAP), 5.Swachh Bharat Kosh Trust(SBKT), 6.Construction Toilet in ICDS Centre fund, 7.WBSRDA(TSC Account.

**3. Location:** i) **State HQ** , at Joint Administrative Building (8<sup>th</sup> Floor), HC-7, Sector-III, Salt lake, Kolkata-700106 ii) All Districts(Zilla Parishad Office and including all implementing units under Districts), Siliguri Mahakuma Parishad and DRDC, GTA , Darjeeling.

## 4. Eligibility for participation:

- 1) Chartered Firms with ten years' experience
- 2) Having Head Office in West Bengal (preferably Kolkata) with 5 Partner as on the date of advertisement
- 3) Experience as Statutory Auditor in Government Organisation, PSU for minimum five years.
- 4) The Firm should have valid Peer-Review Certificate from the ICAI as on the date of advertisement
- 5) The Firm should be empanelled with the "Comptroller and Auditor General of India in Major Audit for the Financial Year 2022-23"
- 6) The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board (PCAOB) / National Financial Reporting Authority (NFRA) and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she –Has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India, or is one against whom disciplinary.
- 7) The audit firm is not the one, whose contract was terminated for professional misconduct or whose contract was not renewed by the auditee for poor performance during the last ten years.
- 8) Minimum annual average turnover Rs. 20 lacs for the last three consecutive financial year (2019-20, 2020-21 and 2021-22).

## 5. General Guidance for e-tendering:

Intending tenderers desirous of participating in the e-tender are to log on to the website <https://www.wbtenders.gov.in>.



## 6. Collection of Tender Documents

Tenders are to be submitted online and intending tenderers have to download the tender documents from the website mentioned in clause 5, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

## 7. Registration of Agency:

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRT. DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

## 8. Submission of Tenders

### 8.1 General process of submission

All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked in the tender, through the above website within the stipulated date and time as given in the tender. Tenders are to be submitted in two folders at a time for the work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/ percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/ corrigendum related to the tender and upload the latest documents as part of the tender.

### 8.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

#### A. Technical File (Statutory Cover) containing

- i. Application for Tender – (Vide Form – 1) (to be submitted in “Forms” folder)
- ii. Notice inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed (to be submitted in “NIT” folder)
- iii. Average annual turnover from contracting business – Scanned copy of Summary statement of budget for a period of last three years, i.e.; 2021-22, 2020-21 & 2020-19 (Vide Form-2) (to be submitted in “Forms” folder)

(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant)

- iv. Declaration of not having common interest in the same serial – (Vide Form-3). (to be submitted in “Forms” folder)
- v. Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also. Completion Certificate from the concerned authority of the projects



- / works, which is applicable for eligibility in this bid.
- vi. Auditors Organization and Experience (FORM 5A & 5B).
  - vii. A proposed roadmap of the activities to be undertaken under SLRM in rural areas during the first 18 months mentioning the activities, budget, timeline and measurable outcomes (FORM 6).
  - viii. Team Composition, Task Assignments and Summary of CV Information (Form-7)
  - ix. Curriculum Vitae (CV) for Proposed Team (FORM 8)

(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)

**Note: Tenders will be summarily rejected if any item in the statutory cover is missing.**

**B. My document (Non-Statutory Cover)**

SL No.	Category Name	Sub-Category Description	Document Name
			(For details see cl. 6 A-2 of Section – A of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 GST/IT Registration Certificate
			3 I.T.R. Acknowledgement Receipt
			4 I.T. PAN Card
B.	COMPANY DETAILS	COMPANY DETAILS	1 Necessary documents satisfy the minimum eligibility criteria as per Section(B)
			2 Latest Firm Constitution Certificate
			3 Partnership Deed
			5 Details of Structure and Organization
			6 Proof of office address in West Bengal
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1 Authenticated copy
		PAYMENT CERTIFICATE	2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1 Details of Structure and Organization
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder

## 9. Financial Proposal

The financial proposal should contain the following document in one cover (folder)

- i) Bill of Quantities (BOQ): The Tenderer is to quote the amount in rupees (above or below) online through computer in the space marked for quoting rate in the BOQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the Agency)

The rate should be quoted inclusive of Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess, as may be applicable.

## 10. Submission of original copies of documents of Tender



- i. **Place of submission:** The tender documents should be submitted in a sealed envelope in the **Office of the Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative Building, 8<sup>th</sup> floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106.**
- ii. **Time of submission:** The tender documents should be submitted in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided later in clause 1. If the bidder fails to submit the original copies within the due time his tender will not be opened and his bid will stand rejected.

## 11. Eligibility Criteria

**Any Financial proposal submitted will come under the purview of consideration only if all the criteria 11(a), 11(b) & 11(c) mentioned below are fulfilled.**

- a. Bonafide CAG empaneled Auditor/Chartered Firm, having experience of completion of similar type of work during the last 5 financial years.
  - i. Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion Certificates should clearly contain the name, Designation, Address and contact no of the Officer issuing the credential.
- b. Average annual turnover from contracting business as stated in clause 8.2 A(iii) & Form-2 should be at least 20 lakhs for last three consecutive financial years ( 2018-19, 2019-20 & 2020-21).
- c. The bidder or any of their constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or recession will be considered as disqualification towards eligibility.
- d. Tender issuing authority may relax stipulations contained in clauses above in exceptional cases, in the interest of culminating / maturing tender process at the first call, subject to satisfaction of that authority on the competency of the bidder(s) for which such relaxation has been made, upon recording reasons of such relaxation.

## 12. Key Deliverables:

Bonafide CAG empaneled Auditor/Chartered Firm for audit of State HO and all Districts (including all implementing units under Districts(All) / Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along will make compilations & prepare Accounts of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under 1. Swachh Bharat Mission (G) , 2.Extra Budgetary Resources(EBR), 3..Performance Based incentive Grant (PBIG), 4. Ganga Action Plan(GAP), 5. Swachh Bharat Kosh Trust(SBKT), 6.Construction Toilet in ICDS Centre fund, 7.WBSRDA(TSC Account).

### 12.1 For District level Audit :

1. Audit of F.Y 2021-22 should be done as per guidelines of SBM(G). A copy of Guideline is available in the website of Ministry of Drinking water and Sanitation (mdws.nic.in)
2. Closing balance of District Audit 2020-21 & Opening balance of District Audit report 2021-22 should match.
3. District Audited expenditure should be reflected in the Utilisation certificate & ASA.
4. Closing balance of District Audit Report /U.C and ASA should match.
5. All formats (Annexure -1XA to 1XG and Annexure-II& III) Should be prepared and duly signed by the Auditor. Format will be given after acceptance of the workorder.



6. Auditor should report to Additional Executive Officer ZP/ Additional District Magistrate –in Charge, Sanitation programme of All Zilla Parishad, Siliguri Mahakuma Parishad and Project Director, DRDC,GTA for preparation District report. He will give all support for preparation of District Audit report.
7. Gram Panchayat, Block level fund received and expenditure should reflect the District Audit
8. Block wise Statement as per parity of the district Audit ( Like- Opening Balance , Fund received , Interest received , Misc. Fund received total availability (-) minus Expenditure , Closing Balance) should attached in the Audit report.
9. For preparation of district level Audit, related information available at District Sanitation Cell / Block level/ Gram Panchayat Level.
10. After completion of District Audit report, District UC and Audited Statement of Accounts Auditor and Additional Executive Officer Zilla Parishad / Additional District Magistrate–in Charge, Sanitation programme and Project Director, DRDC,GTA will signed the report.

#### 12.2 For State Level Audit

1. Audit of F.Y 2021-22 should be done as per guidelines of SBM(G). A copy of Guideline is available in the website of Ministry of Drinking water and Sanitation (mdws.nic.in)
2. Closing balance of State Audit 2020-21 & Opening balance of State Audit report 2021-22 should be matched.
3. State Audited expenditure should be reflected in the Utilisation certificate & ASA.
4. Closing balance of State Audit Report /U.C and ASA should match.
5. All formats (Annexure -1XA to 1XG and Annexure-II& III) Should be prepared and duly signed by the Auditor. Format will be given after acceptance of the workorder.
6. All information of District Audit should reflect in the State Audit .
7. Districtwise Receipt & Payments , Income & Expenditure and Balance Sheet with annexure should be attached in the State Audit report( All funds)
8. State level information will be available at State Sanitation Cell and WBSRDA of this Department.
9. The rate to be quoted should be exclusive of all charges.
10. The assigned work is to be completed on or before 31.01.2023.

### 13. Important Conditions:

#### 13.1 Penalty for suppression / distortion of the facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Panchayats & Rural Development Department, Government of West Bengal.

#### 13.2 Taxes & duties to be borne by the Firm/Auditor

Income Tax, GSTN/IT, Sales Tax, Service Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the Firm/Auditor and the rate should be quoted inclusive of all these charges.



### 13.3 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly within the local conditions prevailing at study area by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation and communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. And no claim, whatsoever, will be entertained on these accounts afterwards. In this connection intending tenderers may contract the office of the **Office of the Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative Building, 8<sup>th</sup> floor, HC – 7, Sector III, Bidhannagar, Kolkata – 700106, Phone: 033-23343392** between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

### 13.4 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

## 14. Opening and evaluation of tender

### 14.1 Opening of Technical Proposal

- i. Technical proposals will be opened by Mission Director , SBM(G) & Additional Secretary , P& RD dept or his authorized representative electronically from the website stated in Clause 5.
- ii. Cover (folder) for Statutory Documents (vide Clause 8.2 A) would be opened first and if found in order, Cover (Folder) for Non-statutory Documents (Vide Clause 8.2 B) will be opened. If there is any deficiency in the Statutory Documents, the committee will have the discretion to reject the tender.
- iii. Intending tenderers may remain present if they so desire at the Office of Mission Director , SBM(G) & Additional Secretary , P& RD dept
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, by the Tender Accepting Authority.
- v. The tenderers for which the technical proposals are found to be in order shall only qualify for opening of financial bid.

### 14.2 Provision for appeal and its disposal

- i. Intending tenderer not satisfied with the decision of the Tender Accepting Authority (TAA) may prefer in appeal to the **Secretary, Panchayats and Rural Development Department, Joint Administrative Building, 6<sup>th</sup> floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106, West Bengal** in writing (through facsimile / e-mail or speed post) within two working days after the date of uploading of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
- ii. The Appellate Authority will dispose of such appeals by hearing the aggrieved tenderers as well as consulting with the Tender Accepting Authority within a reasonable time and the tenderer will be communicated accordingly.



#### **14.3 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Committee will be opened electronically from the web portal stated in Clause 5 on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the Agency present at that time.
- iii. After evaluation of Financial Proposal, by the Committee referred in Point 10.1.i the final summary result will be uploaded in the website, which inter-alia will contain name of Agency and the rates quoted by them against each supply.
- iv. The Tender Accepting Authority, if required, may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

#### **15. BID EVALUATION PROCESS**

The Evaluation of the tender will be done by a committee. The detail of the process is described below:

The evaluation of the proposal shall be carried out in two stages. In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e., when the required bid formats have not been submitted), or proposals not responding to the TOR fully and properly will be summarily rejected as non-responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

##### **15.1 Financial bid evaluation**

The Technically Qualified Bidders shall only qualify for opening of Financial Proposal.

Financial Proposals of all Technically Qualified Bidders will be opened for which intimation will be given to all qualified Bidders who so desire can remain present.

The financial proposal should contain the following document in one cover (folder).

- A) Minimum rate to be quoted of Rs. 3,00,000/- (Rupees three lakh) only plus taxes as applicable. Offer from firms quoting below the minimum rate shall be rejected.

##### **15.3. Financial Terms and condition :**

- a) For preparation of District Audit at district level Fooding and lodging will provided by the District Authority.
- b) Movement from District Head Quarter to Block level, District authority will arrange vehicle.
- c) On conducting period of District Audit and State Audit any type Information Technology( Like Desktop , Laptop, Pen-drive , Internet Dongal) will not be provided from District Level Authority and State Level Authority.
- d) One Workstation will be provided at District Level and State Level Authority on conducting period of Audit.
- e) On conducting period of State Audit Fooding and lodging will not be provided by the State Authority.

#### **16. Contract period:**

Total contract period shall be 2 months from date of Work order received. All formats shall be given with work order.



**Acceptance of Tender:**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

**16.1 Execution of Formal tender after acceptance of tender**

The tenderer, whose tender is approved for acceptance, shall within 7 days of the receipt of "Work Order" (WO/SO), will have to execute 'Formal Agreement' with the Tender accepting authority in quadruplicate copies.

**17. Payment:**

After completion of the Audit work bill should be submitted in favour of Mission Director, SBM(G) Panchayats & Rural Development Department after that payment will be made. No advance will be given before completion of the work

**18. Important Conditions:****18.1 Completion Certificate**

Completion Certificates for fully (100%) completed works during the current financial year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

**18.2 Penalty for suppression/ distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Panchayat and Rural Development Department, Government of West Bengal for a period of 3 (Three) years.

**18.3 Taxes & duties to be borne by the agency/institute/organization**

Income Tax, GST, Sales Tax, Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy/ cess will have to be borne by the contractor and the rate should be quoted inclusive of all these charges.

**18.4 Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration of all factors and difficulties likely to be involved in the execution of work in all respect including transportation and delivery of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of **Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative**



Building, 8<sup>th</sup> floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106, Phone: 033-23343392  
E-mail: sbmg.prd-wb@bangla.gov.in between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

**18.5 Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

**19. Sub-Contracting of work:**

Sub-contracting of the work or any part thereof awarded under the terms of contract shall not be permitted in any form. Sub-contracting will lead to termination of contract in addition to any other action taken for violation of Terms & Conditions.

**20. Force Majeure:**

The tenderer shall not be considered in default, if delay in execution of work occurs due to causes beyond his control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the contract may be extended for a length of time equal to the period of force majeure or at the option of the Mission Director, SBM(G), Panchayats and Rural Development Department, Joint Administrative Building, 6<sup>th</sup> floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106, West Bengal, it may be cancelled. Such cancellation would be without any liability whatsoever on the part of Society.



**Mission Director, SBM (G) &  
Addl. Secretary to the Govt. of West Bengal**



**FORM – 1**

**APPLICATION FOR TENDER**

**To**

**Mission Director, SBM(G)**

**Panchayats and Rural Development Department,**

**Kolkata – 700106, West Bengal.**

**NIT No: .....**

Dear Sir,

Having examined the Statutory, Non Statutory & NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. 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 \_\_\_\_\_ 201\_\_\_\_\_

Full name of applicant \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address :

Telephone no(s) (office); \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E mail ID : \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder



**FORM – 2**

**Certificate regarding Summary Statement of Yearly Turnover from of CA Firm**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....

..... Do the three consecutive years or for such period since inspection of the Firm, if it was set in less than such three year's period.

SL. No.	Financial		Remarks
	Year	Turnover rounded up to Rs. In lakh (two digit after decimal)	
1.	2021-22		
2.	2020-21		
3.	2019-20		
Total			

Average Turnover: in Rs.

**Note :**

1. Average turnover is to be expressed in lakh of rupee, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year 2021-22.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

\_\_\_\_\_  
Signature of the bidder



FORM - 3

Declaration against Common interest

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf

..... do hereby affirm that

..... Bidding against NIT No. ....

SL. No. .... do not have any common interest either as a partner on any partnership firm / joint venture as a

Proprietor / Owner of any other firm who is participating in the tender for the work I/We want to participate.

Date:

.....  
Signature of bidder



**FORM 4**

**STATEMENT OF COMPLETION OF SIMILAR WORKS**

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Total Value of Project	Whether Completion Certificate has been received (Yes /No)
	Name of Organization	Nature of Organization (Govt./ Semi-Govt./				

**Note:** The Work Order and Completion Certificate for each of the similar works enlisted here should be annexed.

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Signature of Bidder



## ANNEXURE I: LIST OF WORK

### NOTICE INVITING TENDER

Tender Notice No.:

Sl. No	Name of Work	Amount put to Tender	Earnest Money Deposit	Cost of Tender Paper	Time allowed for completion of work	Eligibility of criteria
1	2	3	4	5	6	7
01		Rs. 3,00,000	Nil	Nil	Two Month from issuing the Work Order	As per Clause 11

Mission Director, SBM (G) &  
Addl. Secretary to the Govt. of West Bengal



FORM 5

**Form 5: Auditors's Organization and Experience**

**A. Participating Bidder's organization/firm**

- 1 Name of firm
- 2 Permanent address
- 3 Name of the principal officer and designation
- 4 Date of establishment
- 5 Office in West Bengal (HQ / Regional Office, if any)
- 6 Numbers of Permanent staff (Management /Technical)
7. Legal status
8. Research infrastructure available with the firm
8. Financial position of the organization in the past 3 years (attach copies of audited report of accounts of the past 3 years)

Financial Year	Total turnover
2021-22	Rs
2020-21	Rs
2019-20	Rs

[Provide here a brief description (about 2 pages) of the organization of the Consultant and, if applicable, each joint venture partner for this assignment.]

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**Signature of Bidder**

**B. Participating Bidder's Experience**

[Using the format below, provide information on each assignment your firm has undertaken in the past that are relevant to the current topic of study.

Arrange assignments with the newest first. Use not more than 10 pages.]

1. Assignment name:
2. Name of Client/sponsor:
3. Location: (State/ District):
4. Duration of assignment (months):
5. Start date (month/year):
6. Completion date (month/year):
7. Approx. value of the contract (in INR):
8. Name of joint venture partner or sub-Participating Bidders, if any:
9. Name of senior regular full-time experts of the firm involved and functions performed  
(indicate most significant profiles such as Project Director/Coordinator, Team Leader):
10. Narrative description of the study conducted:
11. Publications/reports produced out of the study:

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**Signature of Bidder**



## ANNEXURE - 2

**Tender Inviting Authority-** Mission Director, SBM(G), Panchayats and Rural Development Department, Kolkata – 700106, West Bengal.

**Nature of Work-** Engagement of state level support organization for solid and liquid waste management initiative in Rural areas.

**NIT no.:**

**Bidder Name:-**

This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filing the relevant columns, else the Bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.

SL. No.	Description of Work	Area of work	Unit	Rate in figures To be entered by the Bidder Rate quoted must be inclusive of all taxes	
				Figures	Word
1.	Audit of State Head Quarter and all Districts (including all implementing units under Districts (All) , Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal along with the compilations & preparation of Accounts of the State level Audit report / Utilisation Certificate and Annual Statement of Accounts (ASA) of different funds under 1. Swachh Bharat Mission (G) , 2.Extra Budgetary Resources(EBR), 3..Performance Based incentive Grant (PBIG), 4. Ganga Action Plan(GAP), 5. Swachh Bharat Kosh Trust(SBKT), 6.Construction Toilet in ICDS Centre fund, 7.WBSRDA(TSC Account).	Districts (All) , Siliguri Mahakuma Parishad and GTA (Darjeeling) in West Bengal	1 No		

### **Additional Terms & Conditions**

Notwithstanding anything contained in the form in which the contract is executed, the following shall constitute terms and conditions of contract and shall be binding on the contractor.

1. All correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made with the Mission Director, SBM (G) Panchayats & Rural Development Department, Govt. of West Bengal. If any correspondence of above tender is made with Officers other than the Mission Director, SBM (G), P&RD Department for speedy execution of works, the same will not be valid. In case of dispute, the decision of the Mission Director, SBM (G), P&RD Department shall be final and binding.
2. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
3. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Mission Director, SBM (G), P&RD Department or his authorized representative shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
5. The Tender Inviting Authority of the Society shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
6. No Price preference will be applicable to W.B. Govt. Undertaking, as per Finance Dept. G.O. No. 8648-F(Y), dated 12<sup>th</sup> October 2012.
7. Imposition of any duty/ tax rules etc whatsoever of its nature (after work order/ commencement and completion of the work) is to be borne by the tenderer.
8. No mobilization/ secured advance bill will be allowed.
9. GST/ Sales Tax, Cess, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
10. All accessories will have to be arranged by the contractor at his own cost.
11. In case any clarification is required, the interpretation of the Mission Director, SBM (G), P&RD Department will be final.
12. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.
13. The undersigned reserves the right to cancel the agreement at any point of time during the



execution of the assignment if any terms & conditions are violated by the Organizations/ Institutions/ Agencies/ Firms.

14. The successful tenderer will not assign any or part of the work(s) to any other Organization/ Agency.

15. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non-receipt of Government sanction.

16. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.

17. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.

18. Statutory Deduction: Income Tax, GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.

19. During the inspection/ visit by the undersigned or by his representative, if the quality of assignment is found not up to the standard (pre-fixed), the Organization/ Agency is bound to rectify the quality up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Government of West Bengal.

20. Minimum wage rule of the Government should strictly be followed.



**Mission Director, SBM (G) &  
Addl. Secretary to the Govt. of West Bengal**