



Memo No. 662 /SMP/XXXXIII-12/16

Dated 02 / 05 / 2017

Notice for Inviting Quotation No.-01/Audit/MNB (SMP)/17-18 (2nd Call)

Sealed quotation in two bid systems (Technical Bid & Financial Bid) is hereby invited from resourceful & bonafide reputed Chartered Accountant Firms having valid CAG Empanelled, Income Tax & Service Tax etc. registration having three years experience and reputation and expertise in conducting of Institutional Financial Audit of Public Sector / Govt. /Statutory bodies. Firms having at least 2 (two) Chartered Accountants and annual turnover of Rs 10,00,000.00 or more in each year for last three financial years may submit their bid in the enclosed proforma(s).

Important dates:

- 1) Quotation in prescribed proforma mentioning Technical Offer in Part - I and Financial Offer in Part - II in separately sealed envelope may be dropped in the tender box placed at District Water & Sanitation Cell, Siliguri Mahakuma Parishad during office hours and latest by 3pm of 8th May, 2017 (Monday).
- 2) Sealed quotations will be opened on 8th May, 2017 (Monday) at 3:30pm. Intending Participants /firms may remain present while opening quotations. The technical offer will first be opened and after evaluation the financial bids of the selected qualified bidder, which are found to be technically qualified to undertake the job, will then be opened.

Terms & Conditions:

1. Volume of transaction for the financial year 2016-17 is Rs. 2138.5732 lakhs and the total no of Programme Implementing Agency / unit involved in the MNB are 05 (five) mentioned here below which would be audited simultaneously by at the earliest as per SBM(G) guideline & orders.

Name of the Units/ PIA:

- a) 04 (Four) Panchayat Samity viz. Matigara, Naxalbari, Khoribari & Phansidewa Panchayat Samity.
- b) Office of the District Water & Sanitation Cell, Siliguri Mahakuma Parishad.

2. The applicant should state the quoted rate (inclusive of all expenses like material cost, labour charge, transport charge, taxes etc.) clearly in gross for auditing total 05 (five) units involved with the Swachh Bharat Mission (Gramin) for completing the task as specified.

3. Audit report will have to be submitted to the Additional Executive Officer, Siliguri Mahakuma Parishad within 15 (fifteen) days from the date of receipt of work order.
4. The willing Participant is of liberty to visit the worksite on any working day during the office hours. No claim other than quoted rate will be entertained later on in this regard.

5. The authority reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever thereof.
6. The authority is not bound to select the agency / person quoting lowest rate to offer executing the agreement, rather technical / financial resource, experience, reputation etc. will also be considered.



**Additional Executive Officer
Siliguri Mahakuma Parishad**

Memo No. 662(18)/SMP/XXXXIII-12/16

Dated 02 / 05 / 2017

Copy forwarded for information and with request to kindly arrange to display on your Notice Board for wide publicity to:

- 1) The Sabhadhipati, Siliguri Mahakuma Parishad.
- 2) The Sahakari Sabhadhipati, Siliguri Mahakuma Parishad.
- 3) The Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling.
- 4) The Adhyaksha, District Panchayat Council, Siliguri Mahakuma Parishad.
- 5) The Karmadhyaksha, Purta Karya Paribahan, Janaswastha O Paribesh Sthayee Samity, Siliguri Mahakuma Parishad.
- 6) The Commissioner, Siliguri Municipal Corporation, Siliguri.
- 7) The Project Director, Dist. Rural Development Cell, Siliguri Mahakuma Parishad.
- 8) The Secretary, Siliguri Mahakuma Parishad.
- 9) The Sub-Divisional Officer, Siliguri.
- 10) The Financial Controller & Chief Accounts Officer, Siliguri Mahakuma Parishad.
- 11) The Block Development Office, Matigara / Naxalbari / Kharibari / Phansidewa Development Block.
- 12) The Sub-Divisional Information & Cultural Officer, Siliguri.
- 13) The Post Master, Siliguri Head Post Office, Siliguri.
- ✓ 14) Smt. Anghriya Basu, Tathya Mitra Kendra, Siliguri Mahakuma Parishad with a request to put the Notice in the S.M.P. website.
- 15) The Office Notice Board, Siliguri Mahakuma Parishad.



**Additional Executive Officer
Siliguri Mahakuma Parishad**

**PROFORMA OF APPLICATION FOR EMPANELMENT OF CHARTERED
ACCOUNTANTS IN NBA CELL, Siliguri Mahakuma Parishad.
Technical Offer - Part I**

Questionnaire to be filed in by the "Chartered Accountant Firm"

1. Name of the Firm :
2. Address with phone no. & e-mail :
e. Permanent :
f. For Communication :
3. Date of Registration of Firm :
4. Whether Proprietary/Partnership :
5. Name of the Partners :
6. Registration of Firm with ICAI :
(Attach copy of Certification)
7. PAN of Firm (Attach copy of PAN) :
8. Qualification of Partners :

Name of Partner(s)	Basic Qualification	Year of Registration in CA Foundation/CA Course	Registration Date & No. as Associate Member of ICAI	Additional qualifications, if any.
(1)	(2)	(3)	(4)	(5)

9. Experience of Firm (Attach photocopies of documents for proof for work exceeding ₹ 10.00 lacs in each case during last 3 F.Y.) :

Name & Address of the Institution for which you have worked	Documents in favour of experience	Nature of work performed	Specific Certificates regarding details of work	Period of Work		Remarks specifically with reference to work conducted and litigation etc.
				From	To	
(1)	(2)	(3)	(4)	(5)		(6)

10. Turnover of the Firm in last three Financial Years

7. 2014-15	8. 2015-16	9. 2016-17

11. No. of Article Clerk :
12. No. of Paid Assistants :
13. No. of CA's & Staff that will be assigned for NBA audit work. :
14. Whether your firm has been Disqualified / Terminated / black listed/debarred by any of the Govt./PSU's/Statutory bodies :

We, the Partner of M/s.....(Name of the Firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and anything found incorrect may result in the cancellation of our firm's name from the Panel of Chartered Accountants of NBA Cell, Siliguri Mahakuma Parishad.

(Signature of the Applicant)

Date:

Place:

Note: All points must be answered.

Professional Fee / Financial Offer - Part II
Questionnaire to be filed in by the "Chartered Accountant Firm"

1. Name of the Firm :
2. Address with phone no. & e-mail :
 - e. Permanent :
 - f. For Communication :
3. All INCLUSIVE Professional Fees :
(including material cost, labour charge,
transport charge, taxes, refreshments
etc.) for Complete Assignment.

Payment Terms:

The contract fees shall be realized on the completed work duly certified by the authority.

Date:
Place:

(Signature of the Applicant)