West Bengal Pharmaceutical & Phytochemical Development Corporation Limited

(A Government of West Bengal Undertaking)

Regd. Office : Ilaco House, second floor, 1,B.T.Maharaj Sarani, Kolkata-700 001

Phones : (033) -40051863

E-mail No. wbppdcl@gmail.com

E-TENDER NOTICE

No. WBPPDCL/Tender/Accounts/13/24-25 **Date: 12.04.2024**

West Bengal Pharmaceutical & Phytochemical Development Corporation Limited, a Government of West Bengal Undertaking, invites e- Quotation(s) from the C. A. Firm/Agency for the following work:

AUDIT FOR PREPARATION OF ANNUAL ACCOUNTS

Tender No.	Sl. No.	Description of Work	Year	EMD
WBPPDCL/Tender /Accounts/13/24-25	1.	For inviting 'Expression of Interest' from reputed registered C. A. Firm / Agency/Consultancy Firm for 1. Maintaining Daily/ Monthly Accounts including checking up of Cash Vouched, Payment Voucher, Sales Bill, all Stock items, Purchase Bill etc. 2. Monthly GST Return, TDS, Income Tax Return, Professional Tax Return, Preparation & Participation of e-tender etc. 3. Preparation and finalisation of yearly Annual Account including Trial Balance, Profit & Loss Account and Balance Sheet etc.	Working Period: From 01/04/2023 to 31/03/2024 & 01/04/2024 to 31/03/2025.	Rs. 30,000/-

Working Period may be extended.

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1) **WBPPDCL is inviting this e-tender to quote rate of the above mentioned work for the year From 01/04/2023 to 31/03/2024 & 01/04/2024 to 31/03/2025.**
2) **Consultancy Firms / C. A. Firm having at least three Partners/Directors and with a minimum 03 years experience in rendering similar work in Manufacturing and Sales sector. Registered C. A. Firm would be preferred.**
3) **At least 03 (three) nos. of e-quotation are required for this work to avoid cancellation of this e-tender.**

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1. General Instructions:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate & Earnest Money Deposit (EMD) of above-mentioned amount will be deposited in favour of "**W. B. Pharmaceutical & Phytochemical Dev.Corp. Ltd.**" online through e-procurement portal https://wbtenders.gov.in by selecting desired mode of payments. The word "authority" means West Bengal Pharmaceutical & Phytochemical Development Corporation Ltd. or WBPPDCL in short.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in within the scheduled date/time mentioned below. All papers must be submitted in English language.

3. Date and Time Schedule:

Sl. No.	Particulars	Date & Time (IST)
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	18.04.2024 at 11.00 am.
2	Documents download/sell start (Online)	FREE download after upload.
3	Documents download/sell end date	Till online bid submission closing data & time.
4	Bid submission start Date (On line)	From Publishing Data.
5	Bid submission closing Date/Time (On line)	26.04.2024 at 5 pm.
6	Bid opening date for Technical Proposals (Online)	27.04.2024 at 2 pm.

4. Eligibility for Quoting/bidding:

Consultancy Firms / C. A. Firm having at least three Partners/Directors and with a minimum 03 years experience in rendering similar work in Manufacturing and Sales sector. Registered C. A. Firm with GST No. would be preferred.

5. Submission of Tenders:

The tender is to be submitted in a two Bid System (check list given at the bottom): [A] Technical Bid:

(a). Statutory Cover Containing the following documents:

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1. COVER"A":

"BID A": PART I

One folder for earnest money deposit with copy of the Demand draft/Pay order should be uploaded.

"Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

"BID A": PART II

NON-STATUTORY cover will include the following documents:

Sl. No.	Category	Sub-Categor	Sub Category Description (copy)
A	Certificates	A1. Certificates	PAN Card of the Authorized Signatory
			Professional Tax Registration Certificate
			GST /TIN/Registration Certificate, C. A. Firm/Agency/Consultancy Firm
			Copy of NIT signed by the tenderer.
B.	COMPANY DETAILS		Name & Address, Registration Number of C. A. Firm/Agency/Consultancy Firm
C.	CERTIFICATES & LICENSES	C1:	TRADE LICENSE in case of supplier/trader
D	FINANCIAL INFO		GST RETURN OF LAST QUARTER

2. COVER "B":

[B] FINANCIAL BID "B":

(i) BOQ in INR (in excel sheet)

The folder as "Financial Bid" shall contain base price in Indian Rupee including cost of insurance, packing, forwarding, freight charges, and GST-Extra etc as per BOQ.

Submission/sharing of hard copy and/or soft copy of "Bid B" by email to any email id of WBPPDCL or anybody related to it or its officials is totally prohibited and "Bid B" should only be submitted on line through NIC portal https://wbtender.gov.in.

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6. Evaluation of the tenders

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the essential & other requirements will be identified and only their "Bid B" i.e. Financial bid will be opened. The "Bid B" of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items. However, inspection of work may be undertaken at a later stage after opening of Financial Bid.

The "Bid B" (Financial Bids) of only these tenderers passing the essential and other requirement test will be opened then subject to verification of hard copies.

If found s u i t a b l e in the context of above prequalification etc., the Tenderer quoting the lowest rate will generally be considered as successful. Price comparison will be made on the basis of "Total value with taxes and other charges" payable at destination.

Authority will also reserve the right of selecting more than one Tenderer at the approved rate if so decided for ease of work.

However, the authority will reserve the right to reject any tender without assigning any reason and will also reserve the right to select any bid other that the lowest bid.

7. Earnest Money Deposit (EMD):

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Govt., Earnest Money in the to be deposited through NEFT/ECS and net banking.
The details are given below.

In one BOQ whatever be the number of items (one or more), the total EMD value is fixed at the amount mentioned at the top.

The earnest money is to be deposited within the time schedule mentioned in this NIT. The onus of proving that a Tenderer is exempted from Earnest Money Deposit will lie on the Tenderer and it must be proved by submission of valid documents.

The earnest money of the Tenderer will be liable to be forfeited if the Tenderer withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement or refuses to comply tender terms for any or all of the items accepted within the time specified when requested to do so or fails to do within the stipulated time.

The Earnest Money of the unsuccessful tenderers will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender whichever is later against the specific prayer of Tenderer. For the successful tenderers, the EMD will be refunded after compliance of the work.

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Earnest Money Deposit

The details are noted below:

Name Of The Bank	Branch	A/C No.	IFSC
State Bank of India	Brabourne Road	11000009422	SBIN0030146

8. RATE:

Rate of the above mentioned work for each of 04 (four) Financial Years should be quoted separately.

The rate is to be quoted in Indian Rupees (INR) excluding GST, etc. which shall be quoted separately in the template for Bill of Quantities (BOQ). , Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities. **Rates are to be quoted as per uploaded BOQ format only.**

9. WORK ORDER:

Work Order for the aforesaid work will be issued to the successful tenderer after the completion of tender procedure. The successful Tenderer will have to complete the work within the specified time schedule that had been assured at the time of selection as tenderer.
In case of any dispute arises between the parties, will be settled by Arbitrator, under the Arbitration and Conciliation Act, 1996 as amended in 2015.

Any litigation, if, arises will be settled under the jurisdiction of Calcutta High Court.

10. Withdrawal/Cancellation Policy of Tendering Authority*:*

The Tendering Authority reserves the right to withdraw any item from the tender at any stage. The selection of such audit, if already made in favour of any Tenderer, shall be treated as cancelled.

The Tendering Authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

The Tendering Authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

11. Important Instruction with regard to submission of tender.

The rate should be quoted in Indian Rupees (both in figure and words) for the particular work only as mentioned in the appropriate column of the BOQ (Alternative offer will not be accepted).

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12. PAYMENT TERMS:

Payment terms (10 days) subject to completion of work for every month.

13. Validity Period of Agreement.

Rates will remain valid up to 12 (twelve) months from the Date of issue of **WORK ORDER.** Any litigation, if arises, will be under KOLKATA JURSDICTION.

14. Any modification/amendment/extension of date/change of schedule/other clauses/details of the tender will be published in the Government of West Bengal tender portal https://wbtender.gov.in with supporting advertisement in the website of the authority http://www.wbppdcl.com/tender.html and office notice board but *WITHOUT ANY advertisement in newspaper or other media.*

15. Penalty: Bidders may be black listed & Penal action for financial compensation may be taken by the Authority against the bidder in the following events:-

a) If bidder failed to complete the scheduled work within the stipulated time.
b) If bidder failed or disagreed to complete work as per his quoted price/rate.
c) If bidder violated terms & condition other than serial no a,b,& c as mention above.

16. INQUIRY:

For any inquiry, the interested quotationers may send e-mail to wbppdcl@gmail.com or visit our website: http://www.wbppdcl.com/tender.html or f e e l f r e e to call 033-40051863, 09830805314, 09433758671 well ahead of closing hours mentioned above.

Authorised Signatory
Animesh Dutta (Nodal Officer, e-tender)
Accounts Section
WBPPDCL

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CHECK LIST

Sl. No.	**Items**	Pl mark		Page no.
1.	Application submitted in Annexure I & Copy of NIT signed by tenderer.	Yes	No	
2.	Copy of PAN Card, GST registration, P.TAX of the Company, Registration No. of C. A. Firm/Agency/Consultancy Firm.	Yes	No	
3.	EMD ONLINE PAYMENT	Yes	No	
4.	Returns of GST for the latest quarter submitted	Yes	No	