



NOTICE FOR TENDER

Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts through **TALLY System with Bank reconciliation** & other Statutory Compliance on behalf of West Bengal Nursing Council.

Due Date & time for submission:

up to 13:00 hrs. On 19.12.2023

Due date & time of financial bid opening:

at 14:30 hrs. on 20/12/2023





WEST BENGAL NURSING COUNCIL

Notice for tender for engagement of reputed chartered Accountants firms for audit of Accounts with **Bank reconciliation** & other Statutory Compliance on behalf of West Bengal Nursing Council.

Important points to note

TENDER FOR CA FIRM DOCUMENT NO.	WBNC/ACCTT/CA- 2024
TENDER INVITED FOR	Appointment of C.A. firm for the F.Y.2018-19,2019-20,2020-21,2021-22,2022-23
VALIDITY OF THE BID	Three years
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	04/12/2023(11 HRS)
PERIOD OF DOWNLOADING BIDDING DOCUMENT	04/12/2023
CLARIFICATION START DATE	04/12/2023
CLARIFICATION END DATE	18/12/2023
START DATE & TIME FOR SUBMISSION OF BID	04/12/2023(11HRS)
END DATE & TIME FOR SUBMISSION OF BID	18/12/2023 UPTO 14 HRS
TIME & DATE OF OPENING OF TECHNICAL/FINANCIAL BID	20/12/2023 AT 2.30 p.m.
DATE & TIME FOR INTERVIEW	ELIGIBLE BIDDERS WILL BE INFORMED SEPARATELY BY MAIL& BY PHONE
TIME & DATE OF OPENING OF FINANCIAL BID	ELIGIBLE BIDDERS WILL BE INFORMED SEPARATELY BY MAIL& BY PHONE
PLACE OF OPENING OF TECHNICAL BID & FINANCIAL BID	WEST BENGAL NURSING COUNCIL.PURTA BHAWAN 3 RD FLOOR,ROOM NO.302,DF BLOCK,SALT LKE CITY,KOLKATA-700091
FOR FURTHER DETAILS PLEASE CONTACT	MOB NO.9064250165/ 9163936399/9830233403

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WEST BENGAL NURSING COUNCIL
PURTA BHAWAN, 3RD FLOOR, ROOM NO. :302,
DF BLOCK, SECTOR -I, SALT LAKE CITY, KOLKATA-700091
PHONE NO.(O33) 23212059
E-MAIL ID: wbnc_22302059@ymail.com

Notice for tender for engagement of reputed chartered Accountants firms for audit of Accounts with **Bank reconciliation** & other Statutory Compliance on behalf of West Bengal Nursing Council.

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Srabani Mandal
04/12/2023
REGISTRAR

WEST BENGAL NURSING COUNCIL

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WEST BENGAL NURSING COUNCIL

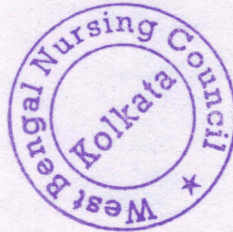
Notice for tender for engagement of reputed chartered Accountants firms for audit of Accounts with total **Bank reconciliation** & other Statutory Compliance on behalf of West Bengal Nursing Council.

NOTICE INVITING TENDER ON QCBS BASIS

1. West Bengal Nursing Council an autonomous organization intends to engage reputed Chartered Accountant firms (already on the panel of C & AG and RBI) for Audit of Accounts and other statutory Compliance on behalf of West Bengal Nursing Council, for the financial Year 2018-19 (Extendable on yearly basis for the residual period on satisfactory performance).
2. The detailed TENDER document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for TENDER and be obtained from Registrar, West Bengal Nursing Council, Purta Bhawan, 3rd Floor, Room No. 302, salt Lake City, DF Block, Sector –I, Kolkata-900091. OR may be download from official website at www.wbnc.in on or before 18/01/2024 upto 14 hrs. The proposal may be submitted to the (TENDER) at the office of West Bengal Nursing Council. W.B.N.C. reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.
3. The Tender document consists of two volumes –I Technical Bid and Volume –II Financial Bid.
4. The complete Tender document shall be submitted to the Registrar, office of West Bengal Nursing Council, Purta Bhawan, 3rd Floor, Room No. 302, Salt Lake City, DF Block, Kolkata-700091. as Tender offer on or before the due date and time of submission.
5. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in section II volum-I Technical bid and bidders are advised to submit below mention documents to qualify for the award of the contract.
 - a.) The bidder should submit declaration on Rs.100/-stamp paper stated that the bidder has not been black listed /debarred by any Govt. Dept./agency/Reserve Bank of India, Nationalized Bank, or any Public Sector unit or any other body recognized by the Govt. of India.
 - b) Self-attested copies all the documents required to meet the eligibility criteria, as per format –I & format – III along with relevant documents, in the Tender Document-Technical Bid and shall be submitted.
 - c.) The Tender Shall be submitted in two-cover system. All pages of TENDER document duly filled and signed by the authorized signatory along with all supporting documents as mentioned in Volume-I Technical Bid (duly signed) should be submitted in a sealed envelope duly super scribed as Technical Bid. The covers shall be super scribed clearly whether it is “**Technical Bid**” or “**Financial Bid**”. Both the envelopes, after being sealed properly, shall be put in to a third envelope, which should be properly sealed before it is sent/submitted. The third envelope will contain both technical and financial bids separately duly sealed and super scribed as Tender for engagement of reputed Chartered Accountant firms and addressed to the Registrar, West Bengal Nursing Council, Purta Bhawan, 3rd Floor, DF Block, Sector-I, Salt Lake City, Kolkata-700091.



- d). West Bengal Nursing Council do not bind to accept any tender and reserve the right to accept or reject any tender without assigning any reason thereof.
- e). Registrar West Bengal Nursing Council reserves the right to cancel the tender process at any stage without assigning any reason thereof.
- f). The last date of submission of bid will be 18/12/2023 at 11:00 hrs. Unless otherwise notified. In case of changes in the schedules, Registrar, WBNC will notify the same only through WBNC website i.e. www.wbnc.in.
- g) Bidders are requested kindly see the WBNC website i.e. www.wbnc.in regularly for any update/information/corrigendum.
- h) If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.





Eligibility Criteria

1) The Bidders/Applicants should fulfill the following eligibility criteria:

Srl. No.	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a Chartered Firm /LLP of Chartered Accounts registered in India having an experience of 10(Ten) years. The experience will be considered from the date of Registration of C.A. Firm with ICAI.	Certified copy of CA Partnership Firm Registration / LLP with Institute of Chartered Accountants of India.
2	CA Firm shall have following experience: Having experience of minimum 05 nos. annual accounts/Audits works with central govt. organization, State Govt. organization, and Autonomous Body,	Copy of award Letter issued by Govt.organization and Autonomous Body must be submitted in Technical Bid . A summary list of work experience.
3	The Bidder should have minimum 02 (Two) full time qualified CA"s as partners with 3 years' experience	List of partners along with the resume giving the brief details of relevant experience and the membership No.Experience of partner other than the present firm shall be indicated separately.





4	Having preferable experience of minimum 01 (One) no.(one) special Audit/ investigation with Govt.organization & Autonomous Body.	Copy of award letter issued by Government organization, Autonomous must be submitted with technical Bid.
	Total(A)	
5	Interaction with Management Committee (B)	Bidder will be required to present himself/herself before the committee
	Total Marks(A) + (B)	
	Other Criteria's	
1	The Bidder should have registered office in Kolkata	Proper documentary evidence
2	The Bidder should not have been barred/Black listed/disqualified by Autonomous Body/statutory Body in India	Declaration on Rs.100/- Stamp Paper.

Note:

- If the Bidders not meeting the above minimum mandatory qualification & Criteria in all categories shall be treated as rejected and not be considered for any further evaluation.
- Technical Bid of only those bidders will be evaluated whose eligibility Criteria Documents are found in order.
- Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
- Self-declaration needs to be signed by authorized signatory(s).

2.INTERVIEW

- Eligible bidders will be called for interview on a date which will be intimated by mail.
- Only eligible professional, as per tender criteria, is required to attend the same.

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Financial Bids shall be opened only for technically qualified bidders.

The price shall be and inclusive of all applicable taxes & duties except as applicable.

The bidder shall quote the price in Indian rupees for the entire work as per Financial Year.

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Chartered Accountants Firm shall be for one financial year i.e.2018-2019 and the same can be extendable for another four (2019-20,2020-21,2021-22 & 2022-23) financial years on satisfactory performance on the same rate on yearly basis.

Further, in case of non-satisfactory performance during the currency of contract or any change in work, the contract may be terminated by W.B.N.C. by issuing Notice.

The Director of W.B.N.C. reserves the right to cancel the tender at any time without assigning any reason thereof.

2. Submission of EMD/Bid security

Bidder has to submit EMD of Rs.100/- (Rupees Hundred) only by S.B.I. Draft, In favour of West Bengal Nursing Council, payable at Kolkata.

3. Submission of Tender

COVER- I DETAILS: TECHNICAL BID

The following documents shall be submitted with Technical Bid:

Srl no.	Particulars	Page no. of enclosed documents
1	Copy of the entire set of Tender documents including duly signed and sealed by the authorized signatory in all pages, as a acceptance of Tender document along with the term & conditions of Tender Documents	
2	Copy of the Certified copy of Registration with Institute of Chartered Accountants of India.	
3	Copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
4	Copy of the CA Partnership firm Registration	
5	Copy of Proof of execution of services/other credentials(e.g. appointment letter, Certificate of completion indicating services provided etc) and document proof showing annual Budget/turnover of Rs.50 cr.or more of the organization as per eligibility criteria No.2	



	Particulars	Page no. of enclosed documents
6	Copy of audit Balance sheet & Profit And Loss Account duly certified.	
7	Declaration about Blacklisted/Non-Blacklisted company Rs.100/- stamp paper & notarized, as per format VI	
8	Copy of PAN,TAN,GST No. and TDS GST No. of firm/LLP	
9	Copy of GSTR 3B for last quarter	
10	Copy of 26AS for the Assessment Year 2020-21,2021-22 & 2022-23	
11	Copy of Unconditional letter of Acceptance as per Format-11	

4. EVALUATION PROCESS:

1) A proposal shall be considered responsive if-

- a) It is received by the proposed due Date & Time.
- b) All required documents including tender documents Stamped & Signed by the Authorized Person.
- c) It contains the information and documents as required in the Tender document.
- d) It contained letter of Un-Conditional Acceptance of Company's letter Head. Letter of Power of Attorney in the name of the person signing on behalf of the authorized Person.
- e) It provides the information in reasonable detail. The WBNC, reserves the right to determine whether the information has been provided in reasonable detail.
- f) There are no significant inconsistencies between the proposal and the supporting documents.
- g) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
- h) The WBNC reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the WBNC, in respect of such Tenders.
- i) The WBNC, would have the right to review the Technical Qualification and seek clarifications or other seek necessary documents through email wherever necessary.

2) The committee will examine and seek clarification, if any and list out the firms, which are found technically qualified for financial bid

3) The Fax/E- mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through registered Post/Courier or through directly at WBNC, Purta Bhawan, 3rd Floor, Room No.-302, Block-DF, Sector-I, Salt Lake City, Kolkata-700091. Prior to closing time and date of the tender will be taken as valid. Delayed by post/Courier is not the responsibility of WBNC, applications received after due date due to any reason shall be liable to be rejected in all manners.



- 4) The decision of WBNC in all matters regarding appointment of CA firm will be final and binding on the applications. No correspondence or personal enquiries shall be entertained by the WBNC in this regards.

5) OPENING OF TENDERS

- a) The financial Bid shall be opened on 19/12/2023 at 2.30 P.M.
Purta Bhawan, Room No.-302, DF-Block, Sector –I, Salt Lake City, Kolkata-700030.
- b) The Financial Bid of those bidders who are technically qualified, shall be opened (Eligible Bidders will be informed separately by E-mail)
- c) WBNC reserves the right to extend the date of receiving/opening of the bids
- d) WBNC, reserves the right to call for any other details or information/documents from any of the bidder(s)

6) Selection Criteria

The Final selection of the successful bidder from the technically qualified bidders be done by considering the financial bid only.

6.NOTES:

- a) The Financial Bid as per Format V has to be submitted in separate envelop with technical bid.
- b) WBNC, reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- c) WBNC reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- d) If there is a discrepancy between word and figures, the figures written in words shall prevail.





7. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of Business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full name of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of attorney in the name of the person signing on behalf of the Auditor shall be furnished along with the other.

The Auditor's(Bidder's) name stated on the proposal shall be the exact legal name of the firm.

Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

8. REJECTION OF OFFER/CANCELLATION OF CONTRACT.

If the firm/LLP/organization gives wrong information in its offer, WBNC, Reserves the right to reject such offer at any stage or to cancel the contract, if awarded,





GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2(two) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through e-mail without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the WBNC, shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by WBNC by issue of addendum/corrigendum.

Addendum/Corrigendum, if any, will be hosted at WBNC Website and shall become a part of the tender document. All Tenders are advised to see the WBNC Website for addendum/Corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tender reasonable time in which to take the addenda /corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by WBNC.

1. REJECTION OF BID

- i. WBNC Reserves the right to reject the conditional or incomplete offer.
- ii. WBNC also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for WBNC action.

2. WORK NOT TO BE LET OUT

Sub-contracting, in part or full, of the assignment awarded to the successful Bidder is not permitted.

3. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the CA Firm shall at all times remain the legal and absolute property of WBNC, and the engaged CA firm shall have no rights to use the information for any purpose other than that expressly authorized by WBNC.

4. Termination of services

The engagement of Consultant/auditor can be terminated by the Registrar of WBNC, without assigning any reason, whatsoever, at any time during the contract period.



8 SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the WBNC.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputes issues shall be settled by arbitration.

9. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
10. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation/placement of order. Such Bidder will be debarred from bidding in future.
11. Bidder shall have proper infrastructure including lap-top, internet connection, stationery, etc. to carry out work when they are required to work in WBNC premises. WBNC shall be provided only necessary furniture and electric connection to the CA firm when they are required to work in WBNC premises.
12. The soft copies of the data/information pertaining to conducting Statutory Compliances and audit as well as the printouts of the data/information provided during the contract period, shall be the property of WBNC, and the CA firm shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of WBNC at any stage.
13. All the above terms & Conditions and guidelines as mentioned, would be treated as terms and conditions of the contract.





Format-I
Tender Application & Technical Information
TENDER NO WBNC/ACCTT/CA/DT.....
WEST BENGAL NURSING COUNCIL

From

.....
.....

To
The Registrar,
WEST BENGAL NURSING COUNCIL
PURTA BHAWAN, DF-BLOCK,
SECTOR -I
SALT LAKE CITY,
KOLKATA-700091.

Tender No.

Dated:

Subject: Submission of Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts with Bank Reconciliation Other Statutory Compliance on behalf of WEST BENGAL NURSING COUNCIL.

Dear Sir,

Being duly authorized to present and act behalf of..... (hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Srl.No.	Particulars	Page No. of submitted documents
1	Self-Attested copy of the Certified copy of Registration with Institute of Chartered Accountants/Cost Accounts of India	
2	Self-Attested copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
3	Self-Attested copy of Payroll listing for the qualified CA to fulfil the eligibility criteria no-3	
4	Self-Attested copy of proof of execution of services/other credentials (e.g. appointment letter, certificate of completion indicating services provided etc) and Audited P & L of the client as per Eligibility Criteria No.2	
5	Self-Attested copy of audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment order (if any) for the respective years are to be submitted	



Srl.No.	Particulars	Page No. of submitted documents
6	Declaration about blacklisted on Rs,100/- stamp paper & notarized as per format –V11	
7.	Self-Attested copy of PAN,TAN,GST No.and TDS GST NO.of the firm/LLP	
8	Self-Attested copy of filed Format-I, Format-II, and Format-III	
9	Self-Attested copy of entire Set of Tender documents including Price Bid,duly signed and sealed by the authorized signatory in all pages	
10	Self –Attested copy of Unconditional letter of acceptance as per Format-II	
11	Self-Declaration on letter head of company providing list of partners or paid C.A.'s	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding documents and Amendment/addendum to the Bidding Documents, If any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

Signature of the bidder or Authorized Signatory.

Name of the Bidder.....

Company Seal.....





FORMAT-II

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To
The Registrar,
West Bengal Nursing Council,
Purta Bhawan, Room No.-302,
DF Block, Sector – I,
Salt Lake City,
Kolkata-700091

Sub:- Acceptance of WBNC, Tender notice conditions.

Sir/Madam,

“Notice for Tender for engagement of reputed Chartered Accountant firms for Audit of Accounts with Bank reconciliation, other statutory Compliance of WBNC for the financial year **2018-19, 2019-20, 2020-21, 2021-22 & 2022-23.**”

Tender ID: WBNC/Acctt/CA/2023

Sir/Madam,

I/we have read all the clauses, terms and conditions of tender by WBNC, for **“Appointment of Chartered Accountants Firm for Audit of Accounts with Bank reconciliation and other work related to this”** and accept them unconditionally. I/we understand that in case of conditional offer my/our tender shall be summarily rejected.

The required Bid Security Declaration undertaking for this work has also been submitted and the signed copy of Bid Security Declaration Undertaking is enclosed herewith.

Date:

Sincerely yours

Place:

(Signature of the Tenderer with rubber stamp)





Format: III

TECHNICAL BID

1	Name of The Firm	
2	Complete Postal Address:	
3	Pin code/Zip code	
4	Contact Information Office Phone Number Residence Phone No. Mobile Number E-Mail Name & Designation of Contact Persons	
5	Year of establishment (Enclose the Copy of the registration Certificate	
6	Nature of Business	
7	Details of Partners with professional qualifications	
8	Registration Details (attach proof) firm/LLP Registration Number & Date Income Tax PAN & TAN: GST Registration No.TDS- GST Registration No. Others if any:	





12	Debarred/Black listed by CBI/CVC/any other Government agencies:-	
13	Bid Security Declaration in lieu of EMD	
14	Bank Account Particulars: Name of the A/C Holders complete Bank Account No. Account Type(SB/CA) Name of the Bank Branch & Address Branch contact Phone No. 11 digit IFS code	

I /We hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.

Name, Seal & Signature of the Authorized signatory.





Format-IV

Financial Bid in respect of West Bengal Nursing Council

(To be filled by the bidder)

Name of job/services: Engagement of Chartered Accountant Firm

Name of Organization: West Bengal Nursing Council

TENDER NO : WBNE /ACCTT/ CA/05/2023-24/

Name of Bidder:

srl	Description of work	Unit	Amount(In Rs.)
1	Statutory Audit (with bank reconciliation) Fees through TALLY system	Annually	
	Total Rs. In word		

Note: The above rates shall be exclusive of GST.

Signature	
Name of Signatory	
Designation of signatory	
Official seal	

Evaluation criteria for Financial Bids:

- 1.1 The bids should be unconditional. Conditional bids would be summarily rejected.
- 1.2 Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only.
(The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- 1.3 Evaluations of bids shall be done on the basis of rates quoted in the financial bid separately.
- 1.4 If some discrepancies are found between the rates given in words and figures the rate as quoted in words shall be adopted.
- 1.5 If any tie price bids received from different bidders, then it shall be at the discretion of the Registrar (West Bengal Nursing Council) to select the suitable bidder.



Format-V

SELF DECLARATION

I/We, name of the firm..... declare that we have conducted following statutory audit/Internal audit/Statutory Compliances/works of Central Govt /State Govt/PSU/Autonomous Body as per detail given below:

Srl No	Name of the organisation	Financial year in which work conducted

Authorized Signatory(Partner):

Name & Seal of the Firm:

Date:

Place:



Format-VI

**Declaration about Blacklisting/non blacklisting
(On Rs.100 stamp Paper)**

We hereby declare that we have not been black listed/debarred by any Government department/agency/Reserve Bank of India, Nationalized Banks, or any Public Sector Unit or nay other body recognized by Government of India.

Authorized Signatory(Partner):

Name & seal of the Firm:

Date:

Place:

