



# State Agricultural Management and Extension Training Institute

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## Agricultural Training Centre

**Ramakrishna Mission Aashrama, Narendrapur, Kolkata: 700 103**

(A Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal- 711 202)

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No. ATC/NDP/ 118/25 /2022-23

Dated: 21/05/2022

### NOTICE INVITING TENDER

E-Tenders (Electronic Tenders) are invited in prescribed format from the CAG empanelled registered Chartered Accountant Firms/Other Entities (with at least two full time FCA/FICWA as partners), for the engagement for conducting Statutory Audit of Receipts & Payment Accounts, Income & Expenditure Accounts, Balance Sheet, Necessary Schedules etc. and related Statements of **23 ATMA districts, 347 blocks, SNC and SAMETI and the audit work for a small project (DAESI) at 8 Nos. different ATC / SCTC (Fulia, Kalyani, Burdwan, Chinsurah, Paschim Medinipur, Malda, Coochbehar & Narendrapur) separately, of Total transaction around Rs. 80.0 Crore** Centrally (from state) disbursed under ATMA scheme (A Govt. Agricultural Scheme), in the State of West Bengal for the financial year 2021-22 as per Terms & Conditions furnished below. They must have experience of at least five years in preparing conducting audit in Govt. offices/Projects in Social Sectors having expenditure of **Rs. 10 Crore or more per annum** and they must have received an average **fee of Rs. 10.00 Lakh or more** per annum, as professional income.

The Bids are invited in two parts as under: -

- The Techno Commercial Bid consisting of all technical details along with commercial terms and conditions.
- Price or Financial Bid indicating total price for the service / documentation of the system in the Technical Bid.

**Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>**

### INSTRUCTION RELATED TO TENDER DOCUMENTS: -

For participating in the tender the bidders will have to be enrolled & registered with the Government e-Procurement system through logging on to website <https://wbtenders.gov.in> using the option ---'click here to enroll'. Possession of valid Class II / Class III Digital Signature Certificate (DSC) in the form of smart card / e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through this website. DSC can be obtained from the authorized certifying agencies, details of which are available in the website <https://wbtenders.gov.in>

### REQUEST FOR TENDER DOCUMENT: -

Intending bidders can search and download NIT and other tender documents electronically by logging onto the website <https://wbtenders.gov.in> using his DSC. This is the only mode of collection of Tender Documents.

**The E-Tenderers' are required to submit two types of bids viz. Technical & Financial (SOQ) in formats, prescribed in Annexure-1, Annexure-2 & Annexure-3 separately.**

This E-Tender is governed by the following **Terms and Conditions:-**

- E-Tender must be submitted through the website <https://wbtenders.gov.in> using his DSC. Technical bid for preparing conducting Audit of ATMA and Financial bid for rate of fees for conducting Audit of ATMA (SOQ) to be downloaded from the notification in the website

(<https://wbtenders.gov.in> & [www.sametiwb.org](http://www.sametiwb.org)).

2. Any EMD amount received after the fixed date & time will not be considered.
3. In addition, it may be noted that incomplete Technical and/or Financial Bids in any form will be out rightly rejected.
4. The term full time partner / employee does not include those persons who are:
  - a. Partners in other firms.
  - b. Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice.
  - c. Partners who earn more professional income from other sources than their income from the firm.
  - d. Partners who earn less than Rs 20,000/- p.m. on an average as partner's salary & share of profit from the firm.
5. The E-Tender must be submitted in the prescribed format given in the attachment (Annexure – 1, Annexure – 2 Annexure – 3 and SOQ). Only the E-Tenders in the prescribed format accompanied with all requisite documents would be considered.
6. The firm should have experience of conducting of statutory audit of Government of West Bengal for at least 2 financial year w.e.f. last 5 years, preferably such project should have covered most of the districts of West Bengal.
7. All full time partners should invariably sign the undertaking appended as Annexure to the Tender. Similarly, all the full time CA/FICWA employees of the firm/organization should sign in the column provided at Annexure to the Technical Bid.
8. Details of experience of the firm/organization for **the last 3 years** in the following proforma. (**average turnover Rs. 40,00,000/- and above** should be mentioned)

Name of the area / Govt.	Name of the Govt. Department / Project in Agriculture / Social Sector	Years of Accounts a) 2020-21 b) 2019-20 c) 2018-19 d) 2017-18 e) 2016-17	Fees charged for each of the assignments in each year	Nature of Special Assignment	Name of the Full Time Partner / Employers who supervised the works or signed the financial statements and who is still working in the firm

9. **EMD and SECURITY DEPOSIT:**

- (a) Earnest Money Deposit of Rs. 15,000=00 of in the form of Bank Draft drawn on a Nationalized Bank in favour of the “**Ramakrishna Mission Ashrama, Narendrapur, OTP**”, payable in Kolkata shall be submitted along within stipulated time. Scan copies of demand draft for earnest money deposit (if applicable) should be uploaded as Statutory Documents / Technical File in the website (<https://wbtenders.gov.in>). If any Firm is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- (b) The EMD of the successful tenderer will be retained and converted into part of security deposit.
- (c) EMD for unsuccessful tenderer(s) will be refunded after completion of Tender process or in the event of cancellation of such process.
- (d) No interest will be payable on EMD and Security Deposit.

10. **OPENING AND SCRUTINY:**

- (a) E-Tenderers may remain present at the time of opening of the E-tenders.
- (b) Technical Bid not accompanied by copies of any/all of the following documents will be rejected :-

i)	The E-tender documents must be signed only by the Authorised partner of the firm. Copy of letter of authorization for signing E-tender documents with necessary seal and signature shall be submitted.
ii)	Every correction in the E-tender documents shall be attested by the Authorised partner of the firm.
iii)	At least five years' experience documents to be submitted for preparing conducting

	audit in Govt. offices/Projects in Social Sectors having expenditure of <b>Rs. 10 Crore or more Per Annum</b> and they must have received an average <b>fee of Rs. 10.00 Lakh or more Per Annum</b> , as professional income.
iii)	Details of experience of the firm/organization for <b>the last 3 years</b> in the following proforma. ( <b>average turnover Rs. 40,00,000/- and above</b> should be mentioned)
iv)	ANNEXURE-1, ANNEXURE-2, ANNEXURE-3 and SOQ must be submitted
v)	CAG empanelment number along with document must be submitted
vi)	A tentative plan of work must be submitted (day wise & district wise)
vii)	Earnest Money Deposit of Rs. 15,00,000/- of in the form of Bank Draft drawn on a Nationalized Bank in favour of the <b>Ramakrishna Mission Ashrama, Narendrapur, OTP</b> , payable in Kolkata shall be submitted along within stipulated time. E-Tenderers claiming exemption from payment of Earnest Money and/or Security Deposit shall submit the requisite document duly authenticated.
viii)	Valid Trade Licence.
ix)	Valid P. Tax clearance certificate.
x)	A copy of Constitution Certificates of firm issued by the ICAI containing inter-alia.
xi)	Date of formation of the firm(s)/organisation(s) with full time FCAs / FICWAs.
xii)	Details of partners / Employees as on 1 <sup>st</sup> January 2022, date of joining the firm(s)/organization(s), date of becoming <i>FCA / FICWA</i> , their other interest, if any, <ul style="list-style-type: none"> <li>• A copy of the latest partnership deed in the case of partnership firms. Letter of authorization for signing Tender documents.</li> <li>• A copy of the acknowledgement of the IT return of the firm/organization and of all full time partners for last available year and a copy of computation of income of full time partners.</li> <li>• A copy of financial statement of the firm / organization along with schedules for the preceding financial year.</li> </ul>

- (c) The Financial Bids of only the technically qualified bidders will be opened by the E-tender committee in presence of willing E-tenderers. E-Tender Committee will recommend for acceptance or rejection of the E-tender to the E-Tender accepting authority. **Financial Bid (SOQ) will contain total fees including GST & others**, offered with detailed break-up.

11. **PERFORMANCE OF WORK :**

The entrusted work for preparing Final Accounts and **audit are to be completed within 50 working days from the date of placing order.** The plan of work for conducting the audit work, details given in the first paragraph of the notice, must be submitted.

12. **PENALTIES FOR NON-COMPLIANCES, VIOLATIONS AND NON PERFORMANCE:**

If successful bidder refuses to accept the offer the earnest money will be forfeited, otherwise the said amount will be converted as a part of security money. If the entrusted work is not completed within due time or defective accounts are submitted both, the EMD / Security Deposit will be forfeited and the firm will be black listed for three years debarring it from participation in any E-tender of the Institution.

13. **LEGAL TERMS AND COMPLIANCES:**

- a) The successful E-tenderer, after acceptance of the rate communicated by the Director SAMETI, Narendrapur shall execute an agreement in the prescribed format covering all the terms & conditions on a non-judicial stamp paper (purchased in the name of the E-tenderer) of Rs.10/= at the cost of the E-tenderer within three days from the date of receipt of the letter of acceptance, excluding the date of receipt of the latter. If the successful E-tenderer fails to execute agreement within this period, his EMD will be forfeited and the firm will be black listed for three years for participation in any E-tender of this institution.
- b) In respect of any dispute arising out of implementation of this Tender, the decision of the E\_Tender Accepting Authority shall be final.
- d) E-Tender will remain valid for one year from the date of execution of the agreement which can be extended for a further period of three months observing Govt. Rules.
- e) For any legal remedies, the Courts at Kolkata shall only have the jurisdiction.

14. **RIGHTS RESERVED:**

The E-Tender Accepting Authority reserves the right to accept or reject any E-tender even after opening of Technical Bid or Financial Bid without assigning any reason whatsoever and does not bind itself to accept the lowest Tender.

15. **MODE OF PAYMENT:**

No advance payment will be made.

Payment will be made after submission of the required Final Accounts/Audit Report of all sections and duly acceptance of the same by the Competent Authority / Authorities.

16. **GENERAL CONDITIONS:**

- a) If the lowest acceptable rates of two or more E-tenderers become identical, the Authority will have the right to select one on the basis of ---
  - Experience of Audit of ATMA Scheme
  - Experience on Govt. Audit with in last 5 years
  - Maximum numbers of District cover by the Audit Firm.
  - The length of experience and larger number of full time FCA / FICWA as partners.
- b) E-Tenderer should quote the rates in figure as well as in words.
- c) Every page of the E-tender paper along with all tender documents must be signed by the Authorised representatives of the firm.
- d) Successful E-tender will produce all original documents before execution of agreement.
- e) Final acceptance of E-tender will depend on the recommendation of the E-Tender Committee and acceptance by the E-Tender accepting authority.

17. **PLEASE NOTE**

- a) Audit of Accounts works to be done for 347 ATMA blocks, 23 ATMA districts, State Nodal cell (SNC) and SAMETI and the audit work for a small project (DAESI) at 8 Nos. different ATC / SCTC (Fulia, Kalyani, Burdwan, Chinsurah, Medinipur, Malda, Coochbehar & Narendrapur)
- b) Audit works must be completed within 50 working days from the date of service order, as specified in the appointment letter.
- c) The place of the audit work will be mainly be at the 23 district head quarters (In some cases Sub-divisions / ATC) and SAMETI.
- d) CAG empanelment number along with document must be furnished along with rate quotation
- e) **Two copies of the following audit report of each (given below) must be submitted to the Director SAMETI, along with another one copy of each to the concerned office (District, Block, ATC etc.) within stipulated time.**
  - (i) Consolidated Audit Report of the blocks under each district. Report of individual blocks should be presented separately along with the consolidated report.
  - (ii) Individual ATMA district Audit Report (block consolidation + District HQ activity)
  - (iii) SNC Audit Report
  - (iv) SAMETI Audit Report
  - (v) Consolidated Audit Report of 23 ATMA Districts
  - (vi) Overall consolidated Audit Report of the whole ATMA scheme of the state
  - (vii) Audit report of Additional State Share related to ATMA Scheme.
  - (viii) Audit report of individual DAESI course of the ATC's / SCTC
- f) **Total Fees & others**
  - **The Minimum Audit Fees :: Rs. 3,80,000.00 (Rupees Three Lack Eighty Thousand Only) (including GST & Others)**
  - Travelling & Food and lodging arrangement to be made by the audit firm by their own. However accommodation at district level may be arranged on request on payment basis.
  - Previous experience of ATMA audit (detail: name of the office, year, approximate amount of transaction audited), if any must be mentioned. (See Annexure-I)

- Furnish document of credential in favour of carrying out the workload in specified time.
- A tentative plan of work must be submitted.

**18. DATE & TIME SCHEDULE: -**

SL	DESCRIPTIONS	DATE	TIME
1	Tender opening date	24/05/22	04:00 P.M.
2	Tender Submission start date	24/05/22	04:00 P.M.
3	Tender Submission closing date	08/06/22	02:00 P. M.
4	Last date for submission of EMD (Details given in Clause '9')	07/06/22	02:00 P. M.
5	Bid opening date for technical proposals (online) (Technical Bid)	10 /06/22	02:00 P. M.
6	Uploading list for technically qualified bidder	Online	
7	Bid opening date for financial proposals (Online) (Financial Bid)	To be notified later	
8	Acceptance & issue of Work Order	To be notified later	

*Ambar Chugh*

Director, SAMETI

**ANNEXURE – I**

**TECHNICAL BID FOR PREPARING FINAL ACCOUNTS / CONDUCTING AUDIT**  
**Tender for short listing Chartered Accountant Firms / Other Entities**  
**For preparing accounts / conducting Audit of ATMA**

Status of Firm                      Partnership        Other Statutory Bodies   

1. a) Name of the firm/ organisation (in Capital letters) \_\_\_\_\_  
b) Address of the head Office \_\_\_\_\_  
(please also give telephone no. \_\_\_\_\_  
and e-mail address) \_\_\_\_\_  
c) PAN of the firm/ organization \_\_\_\_\_  
d) TAN of the firm / organization \_\_\_\_\_
2. ICAI registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No \_\_\_\_\_
3. Detail of CAG empanelment
  - a) CAG empanelment number with date :
  - b) Date of constitution of the firm / organization:
  - c) Date since when the firms has four full time FCAs/FICWAs
4. Full-Time Partners / others of the firm / organization as on 01-01-2022 (Please fill up)

Sl. NO.	Years of continuous association in the firm / organization	Number of FCA	Number of ACA
a)	Less than one year		
b)	1 year or more but less than 5 years		
c)	5 years or more but less than 10 years		
d)	10 years or more but less than 15 years		
e)	15 years or more		

5. Numbers of Part Time Partners / others if any, as on 01-01-2022 \_\_\_\_\_
6. Number of full Time CA /ICWA Employees \_\_\_\_\_  
as on 01-01-2022 (please fill up Annexure)
7. Number of staff employed full time with the firm/ organization
  - a) Articles Clerks \_\_\_\_\_
  - b) Other Staff (with knowledge of book keeping and accountancy) \_\_\_\_\_
  - c) Other professional Staff (Please specify) \_\_\_\_\_

8. No. of Branches (Please fill up Annexure) \_\_\_\_\_

9. Details of experience: -

- i) Period;
- ii) Name of the organization
- iii) Nature of Works (Accounts / Audit) and
- iv) Amount of expenditure involved

10. Fees earned by the firm/ organization from

April 2017 to March 2022 in respect of : PSU / Companies / Banks/ autonomous  
Private sector body

- i) Statutory / Branch Audit /  
6 monthly Audit Review
- ii) Internal / Concurrent Audit

Total of (i) and (ii) above

11. Whether there are any court / arbitration / any other legal case against the firm / organization

(If yes, give a brief note of the case indicating its present status) Yes / No

12. Whether the Firm has done any audit work of ATMA scheme previously? (Furnish detail)

Year of Engagement	Years of accounts (Audited) of ATMA Scheme	Details of employer (please attach copy of letter of employment)	Level of work (Block/ District/ State-SNC/ SAMETI)	Amount of transaction audited	Amount of fees charged

Seal and Signature of the E-Tenderer

**ANNEXURE – 2**

**Undertaking**

We the following partners / others of M/S .....do hereby jointly and severally verify and declare –

- I. That the particulars given are complete and correct and that any of the statements made or the information so furnished in the application form is later found to be incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the relevant Act and regulations framed there under.
- II. **That the firm/organization or any of its proprietor or partners has not been debarred or cautioned by ICWA/ICWAI or any other professional body during the last three years.** (if debarred, give details);
- III. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be as practice under the relevant provisions of CA/ICWA Act.
- IV. That the constitution of the firm/organization as on 1st January of the last available year shown in the tender is same as that in the constitution certificate issued by the ICWAI/ICWA, where applicable.

Sl. No.	Name of the partner/ Others	Membership registration no	PAN	Dates of payment of the fees for 2020/21 as for membership/ for issue of certificate of practice	Signature of partner/Others

(Seal of the Firm/ Organization )

Place :

Date :

Enclosures : ..... Pages

.....

For office use only

Whether firm/ organization has prepared Final Accounts / Conducted Yes / No

Audit in Govt. Offices / Projects in Social Sector

Checked by

Verified by

Updated by





➤ **Details of Full Time CA/ICWA Employees**

Sl No	Name	Membership No.	Whether FCA/ACA/FICWA/AICWA	Date of joining the firm/organization as full time employee	Whether has ISA(Information systems Audit/CISA or any other equivalent qualification, specify the qualification )(if yes please attach a copy of the certificate)	Signature of the Employee

➤ **Details of Partners & Full Time CA/ICWA Employees / others**

Sl No.	Name	Membership No	Whether Full Time Partner / Part time Partner / Full Time CA/ICWA Employee

➤ **Particulars of Branches (including foreign branches if any )**

Sl No.	Station at which located	Complete address with Pin & Telephone no.	Name of the partner/other in charge of the branch	Date of opening the branch	Region	Whether included in the last year application (Yes/No)

**Note: Particulars furnished in respect of no. of personnel and other items should be related to West Bengal**

Seal and Signature of the E-Tenderer