

West Bengal State Micro Small Enterprises Facilitation Council
(Constituted u/s 20 of Micro, Small and Medium Enterprises Dev. Act, 2006)
New Secretariat Buildings, (9th Floor)
1, K.S. Roy Road, Kolkata - 700 001.

No. D/1126/FC/25

Date: 02-09-2025

Notice for Inviting Expression of Interest for engagement of Chartered Accountant for matters related to the West Bengal State Micro Small Enterprises Facilitation Council.

1. Quotations are hereby invited through the e-tender portal from bona fide Chartered Accountants / Chartered Accountant Firms for matters related to the West Bengal State Micro Small Enterprises Facilitation Council, hereinafter called the WBMSEFC.
2. Rates inclusive all items (including all taxes) must be quoted (both in figures & words) for case-to-case consultation. No extra charges like conveyance, TA etc. will be paid.
3. Rates are to be quoted on per-case basis.

SCOPE OF WORK :

1. To examine all the Cases (past and present) filed with the WBMSEFC and advise the Council on matters of interest, taxation, commerce and accounting.
2. Any other related work assigned by the said Council from time to time.
3. Calculate the interest accrued upon dues to applicant/petitioner units wherever and whenever applicable.

ELIGIBILITY:

The minimum eligibility criteria will be as follows:

1. The applicant must have exposure to Taxation Laws and must have worked with the Government of West Bengal / PSUs / Large Sized Limited Companies for a minimum period of 3 years in the preceding 10 years as a consultant or similar nature of work.
2. Applicant must be familiar with and well-versed in various industrial accounting systems.
3. The applicant must be familiar with all the Commercial Laws/Industrial Laws/ Companies Act/ Direct and Indirect Taxes in the domain of the Government of India as well as the Government of West Bengal.

4. In addition to the above the applicant must satisfy the following mandatory criteria:

Sl. No.	Particulars	Eligibility Criteria	Supporting Documents to be submitted along with Application
01	Registration	Registered with the Institute of Chartered Accountants of India, having CoP (Certificate of Practice)	Registration Certificate and Certificate of Practice.
02	Base office location	The applicant should have a full-fledged working office in Kolkata or suburbs	Address Proof of the office
03	Year of Registration	On or before 01.01.2015	Registration Certificate as above
04	Experience	For CA/CA Firms: Out of the 10 preceding years the applicant should have experience in Tax, Audit matters in Govt. organization / PSU / Large Sized Limited Companies for a minimum period of three years.	Copy of relevant certificate or document from the concerned organization
05	Whether the applicant holds any appointment in any establishment in the Govt / PSU / Private sector. / CA Firm / Audit Firm and if so, the nature of such appointment -- full-time or part-time.		
1. Supporting documents as above are to be submitted. 2. The applicant not fulfilling any of the above eligibility criteria need not apply			

PERIOD OF CONTRACT:

Initially, the consultants will be engaged for one-year w.e.f. date of order which may be extended for a further period of two years on a year-to-year basis, on the same rate, terms & conditions subject to satisfactory performance.

BIDDING:

Bids are to be submitted in two parts i.e. Techno Commercial Bid & Price Bid.

1. Submission of Bids:

- 1.1. The offer is to be submitted in two parts. The first part "Part-I, Techno Commercial Offer", should contain the detailed technical and commercial terms of the offer, but should not contain the price. The second part "Part-II, Price Bid" should contain the price offered.
- 1.2. Both parts are to be submitted in the designated e-tender portal.
- 1.3. The offers may be submitted as per the tender schedule given at the end of this document.
- 1.4. The offer should be submitted strictly as per the terms & conditions laid down in the EOI document.
- 1.5. The EOI should be addressed to the Chairman, West Bengal State Micro Small Enterprises Facilitation Council, New Secretariat Buildings, (9th floor), 1, K.S. Roy Road, Kolkata – 700 001

2. Techno Commercial Bid (Part – I):

- 2.1. Techno-commercial bid should be submitted only in the format as indicated in this Bid Document.
- 2.2. Self-attested copies of testimonials and documentary evidence in support of experience and other credentials for Evaluation are to be uploaded. Evaluation will be made on the basis of eligibility criteria.
- 2.3. Evaluation will be made based on eligibility criteria.

3. Price Bid (Part-II):

- 3.1. Price Bid should be submitted only in the format as indicated in this Bid Document as Annexure- 2.
- 3.2. Selection of the Consultant will be done on the basis of the i. e. L-1 price.

3.3. In no case the rate should exceed Rs. 2,500/- per case, irrespective of the number of invoices involved for a single case.

4. No Conditional offer will be accepted.

EVALUATION OF BID:

1. Award of contract will be made to the qualified applicant, who has offered the lowest price in the offer. This will be evaluated separately for the assignment mentioned above.
2. In case of a tie, the applicant with longer experience will be preferred based on the year of practice.
3. The decision of the Chairman, WBMSEFC shall be binding on all the participants.

PAYMENT TERMS:

Monthly payment will be made along with taxes and duties (as applicable) based on the rate awarded, subject to fulfillment of other terms and conditions of the contract and a list of "deliverables".

OTHER TERMS AND CONDITIONS:

Disqualification:

The applicant would be disqualified while selection or during its ongoing work if:-

- a) The applicant has been cautioned or any action has been taken against the applicant or its firm or any of the partners by ICAI or any other such authority.
- b) Any court case or arbitration relating to disciplinary matter is pending against the applicant or its firm or any of the partners.
- c) Any action/disqualification or any similar action taken by the Central Government / any State Government, government organisation, PSU in relation to performance, professional misconduct, unethical activities or financial transactions.

Indemnity:

The chartered accountant shall defend, indemnify and hold during and after the term of the contract from any liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising and resulting from the non-compliance or violation of any law by him / her.

Jurisdiction of Courts:

Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of the Courts of Kolkata only.

Disclaimer:

The WBMSEFC reserves the right to accept or reject any or all responses and to request additional submission or clarification from the applicant(s) or any other concerned organization at any stage or to cancel the process entirely without assigning any reason.

Termination:

1. The WBMSEFC may without prejudice to any other remedy/claim for breach of contract, terminate the contract in whole or part by giving not less than 15 (fifteen) days written notice of default to the consultant.
2. The engagement/empanelment of the Consultant shall be completely at the discretion of WBMSEFC.
3. Sub-contract of the work is not permissible.
4. No document presented by the applicant after the closing date and time of the Bid will be taken into account by the Evaluation Committee unless otherwise called for during technical scrutiny by the tender committee as clarification. This, however, will have no bearing on the price quoted in the price Bid.

Important Information

Date & Time Schedule

Sl. No.	Particulars	Date
1.	Date of Publishing (Online)	10-09-2025 at 12:00 Noon
2.	Documents download start date (Online)	10-09-2025 from 12:00 Noon
3.	Documents download end date (Online)	03-10-2025 up to 05:00 PM
4.	Bid submission start date (Online)	10-09-2025 from 02:00 PM
5.	Bid submission closing	03-10-2025 up to 05:00 PM
6.	Bid opening date for technical proposals	09-10-2025 at 12:00 Noon
7.	Date of intimation for technically qualified bidder	13-10-2025
8.	Date & place for opening of financial proposal	Will be informed later.

Format for Technical Bid

1. Name of the Applicant :

2. Registration No. of the Individual/ Firm : (Institute of Chartered Accountants of India)

3. Date of Registration :

4. PAN No. :

5. Details of Head Office at Kolkata :

Declaration:

I,, in Resident Individual /Partner capacity of do hereby declare that the particulars and details furnished in this application above are true to the best of my knowledge belief and information.

Place:

Date:

Name & Signature of Individual
Applicant/ Partner of Firm under seal

Format for Financial Bid

PARTICULARS	Amount (Rs.) per case inclusive of GST*(to be shown separately)
	(To indicate both the figures and words, in case of variation in the amount, in word will be considered)

*GST as applicable will be paid extra.

Note: The above rate is all inclusive charges, no TA/DA and out of pocket expenses will be paid separately.

Signature and Seal of Applicant

Date:

Seal:

MANDATORY DECLARATION ON DISQUALIFICATION

(Notarized Affidavit)

With respect to the Tender Notice No. dated
this is to declare the following :

- a) that the applicant or its firm or any of the partners has never been cautioned by ICAI or any other such authority;
- b) that no action has ever been taken against the applicant or its firm or any of the partners by ICAI or any other such authority;
- c) that no court case or arbitration relating to disciplinary matter is pending against the applicant or its firm or any of the partners;
- d) that no action / disqualification / any similar action has ever been taken by the Central Government / any State Government, government organisation, PSU in relation to performance, professional misconduct, unethical activities or financial transactions.

Signature and Seal of Applicant

Date:

Seal:

Signature Not Verified

Digitally signed by BISWAJIT MANDAL
Date: 2025.09.10 09:13:27 IST
Location: West Bengal WB