

**Notice inviting e-tender No. WBHDCL/NIT-428/2023-24 Dated: 01/03/2024**

**Notice Inviting Tender (NIT)**  
**FOR**  
**Engagement of Firm for Preparation of**  
**Fixed Asset Register for WBHDCL**  
**(MANJUSHA)**

**Subject: Engagement of Chartered Accountant / Cost Accountant Firm for Preparation of Fixed Asset Register for West Bengal Handicrafts Development Corporation Limited (MANJUSHA)**

West Bengal Handicrafts Development Corporation Limited (WBHDCL) invites sealed tenders under two cover systems (i.e. Technical & Financial) from experienced firm of Chartered Accountant / Cost Accountants for preparation of Fixed Asset Register up to 31.03.2024.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website [www.manjusha.in](http://www.manjusha.in) (Link: <https://www.manjusha.in/>). The same is also available in the WB Tender Portal (<https://wbtenders.gov.in>).

Any Amendment/Corrigendum/Addendum shall be published on <https://www.manjusha.in> and <https://wbtenders.gov.in> portal. Each such Amendment/ Corrigendum/ Addendum shall become part of the original tender document. Change in date of submission and opening of bids if any shall be placed on the Corporation's website and **WB Tender Portal**. Corporation reserves right to extend the deadline for the submission of bids and accept or reject any tender without assigning any reason.

The last date for submission of Tender is **21.03.2024 at 5:00 p.m.** The technical Bids will be opened on **27.03.2024 at 3:00p.m.**

**TWO BID SYSTEM** shall be followed for this tender. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. WBHDCL (MANJUSHA) will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF FIRMS FOR PREPARATION OF FIXED ASSET REGISTER**

### **1.1 Introduction**

The Terms of Reference comprises of two parts:

- i. Analysis of Professional Achievements and Experience/ Technical Competence – Technical Bid
- ii. Financial involvement- Financial Bid.

### **1.2 OBJECTIVES**

A fixed asset register is an accounting system which lists all the Fixed Assets of an organization. The financial values of the assets are recorded and depreciation is calculated to get the latest picture of all Fixed Assets.

The objective of the current assignment is to seek a professional assistance in developing and maintain Fixed Asset of WBHDCL (MANJUSHA). The Firm has to ensure that all the assets owned by and assets in operation for the purpose and activities of the Company are recorded, documented in the Books of the Institute as on the given date. In addition to that it must ensure that the values are derived by applying Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters. Also depreciation is charged as per the Schedule II of the Companies Act 2013 in concurrence with the Comptroller and Auditor General of India. Total value of Fixed Assets shown in the Balance Sheet has to be justified with the physical existence of the individual items or with necessary documentary existence. The firm should physically verify the asset, and prepare the list of Assets location-wise.

### **1.3 SCOPE**

The selected firm has to cover all the Emporiums and Head Office of the Corporation. The selected firm is to ensure that all the assets existing physically and supported by entries in cashbook as well as in the general ledger. In conducting the assignment, specific attention should be given to the following:

- The selected firm should verify physically assets of all Emporiums and Head Office of the Corporation.
- The firm should check and compile the Fixed Asset Register as per the Generally Accepted Accounting Principles, Accounting Standards, Common Formats of Accounts as per Schedule III of the Companies Act, 2013 and amended from time to time and applicable other statutory parameters.
- The firm will prepare Emporium wise list of fixed asset with segregation of usable and unusable item.
- The firm must ensure that, the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
- The selected firm must ensure that the value of the Asset Register is in agreement with the asset value shown in the Balance Sheet of the Corporation.
- The selected firm has to make satisfactory reply of any query raised by the C & AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off

of assets and any other matter included in the final scope of work.

- The firm will need to maintain the Fixed Asset Register for a period of 1 (one) year from the date of initial preparation.

#### **1.4 LOCATION OF THE ASSETS**

The assets are located in the Head Office and the 19 Emporium of the company which are located as shown below : Asansol, Balurghat, Baharampur, Bolpur, Bardhaman, Bankura, Bansdroni, Behala, Durgapur, Dhakuria, Haldia, Lake Market, Madhyamgram, Manicktala, Malda, New Delhi, Raiganj, Salt Lake, Suri and other places of West Bengal and India.

#### **1.5 TYPE OF ASSETS**

Land, Building, Apparatus and Equipments, Furniture and Fixtures, Air Conditioners, Vehicles, Electrical Installations, Workshop Apparatus, Internet facilities, Internal Telephones, EPABX Systems, Computer, Software.

#### **1.6 STEPS OF WORK**

- Physical stock taking has to be carried out in a preplanned manner in every emporium and head office.
- Data collected have to be reconciled with the available records.
- The final list is to be prepared in discussion with the Corporation's officials.
- The job is to be completed within Three (3) months from the date of Issue of Work Order.
- The asset register is to be prepared as per the prescribed format given in 1.3.
- Depreciation will be calculated as per Schedule II of the Companies Act, 2013.
- Any other work depending as per requirement.
- This list is not exhaustive but only indicative.

#### **1.7 DELIVERABLES & TIME FRAME**

- Department wise list of Usable items
- Department wise list of Unusable items
- Consolidated list of items
- Valuation of each item of assets
- Prepare Fixed Asset Register as per approved format as on 31.03.2024 both hard and soft copy
- Maintain the Fixed Asset Register for one more year
- Train WBHDCL staff to prepare, maintain and modify the fixed asset register
- Provide free and unconditional use of the software used, if any

#### **1.8 COMPLETION TIME:**

Work has to be completed within Three (3) months from the date of issue of the work order.

#### **1.9 PRE-QUALIFICATION CRITERIA**

The Chartered Accountant/Cost Accountant firms are eligible for the bidding process must satisfy the following eligibility criteria:

- i) The firm should be based in West Bengal or should have a branch in West Bengal.
- ii) The firm should have at least 3 (Three) partners.
- iii) The firm should be registered with The Institute of Chartered Accountants/Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration.
- iv) Notarised Affidavit for not being black listed by any Government / Private Institution in Non-judicial stamp paper.
- v) The firm should have been in operation for at least 10 years after its registration.
- vi) Average Annual receipt towards professional and consultancy fees of the firm in the last 3 financial years ending on March 31st 2023 must be at least Rs. 25 lakh.
- vii) The firm should have experience in preparation of Fixed Asset Register of PSUs/ Govt. Organization during last preceding five (5) years.
- viii) The Tender will be evaluated by Tender Evaluation Committee of WBHDCL (MANJUSHA). The method of evaluation for Technical and Financial Bids is given below. The selection of firm will be made based on combined scoring of Technical and Financial scores giving weightage of 70% and 30% respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 42 marks out of 60, shall be taken up for financial evaluation. In case of non- fulfillment of any pre- qualification criteria, technical bid of the respective bidder shall be rejected.

**The prospective bidders may note that only on fulfillment of above pre-qualification criteria, the technical bid may be considered for evaluation.**

#### **1.10 PAYMENT TERMS**

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- i) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Corporation. No price variation would be allowed during the contract period.
- ii) TDS under Income tax will be deducted at applicable rates.
- iii) The corporation reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Corporation will be the final in this regard.
- iv) The Service Provider will raise the bill in duplicate on completion of the work. Payment will be made only after certification by the Corporation officials.

#### **1.11 PERIOD OF VALIDITY OF BIDS:**

The bids shall be valid for a minimum period of 365 days (three hundred sixty-five days) from the date of opening of Technical Bid.

## **1.12 ACCEPTANCE OF BIDS & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with the Internal Tender Committee, WBHDCL(MANJUSHA), who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of WBHDCL (MANJUSHA) to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

## **2. SUBMISSION AND EVALUATION OF THE TENDER**

### **SUBMISSION OF TENDER**

The interested firms meeting the pre-qualification criteria are required to submit their Tender through online. The Tender should contain the following documents:

**2.1 Pre qualification-cum-technical bid in Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **Rs. 30,000.00**.

All the pages of the Tender document including the annexes and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm.

**2.2 Pre- Bid Meeting held on 06.03.2024 at 3:00 pm.**

**2.3 Last Date of Submission of Tender on 21.03.2024 at 5:00 p.m**

### **2.4 Date of Opening of Tender**

The tender will be opened for Technical Evaluation on **27.03.2024 at 3:00p.m**. The date of opening of financial bids will be communicated later.

### **2.5 Evaluation of Bid**

The Tender will be evaluated by Tender Evaluation Committee of WBHDCL (MANJUSHA). The method of evaluation for Technical and Financial Bids is tabulated below. The Firm selection will be made on combined scoring of Technical and Financial giving weightage of 70 and 30 respectively.

#### **2.5.1 Technical Proposal**

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 42 marks out of 60, shall be taken up for financial evaluation. In case of non- fulfillment of any pre- qualification criteria, technical bid of the respective bidder shall be rejected.

The Financial bids of those firms will be opened who secured at least 42 marks out of 60 marks in The Technical Bids.

Allocation of marks for Technical competencies and on Financial Bid will be as under for evaluation of The Firm.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Allocation of Marks</b>	<b>Remarks</b>
<b>01</b>	<b>Experience of Firms</b>			
	10 Years	5	1	
	>10 Years to 15 years		3	
	> 15 Years		5	
b)	<b>Average Annual receipt of the Firm</b>	10		
	Rs.25 Lakhs		6	
	> Rs.25 Lakhs to Rs.50 Lakhs		8	
	Above Rs. 50 Lakhs		10	
c)	<b>Experience of handling same type of work</b>	30	5 each	
	Within a period of preceding 5 years i.e. ending the Financial year 2022-23, year wise experience will be counted.			
	<b>Sub Total (01)</b>	<b>45</b>		
<b>02.</b>	<b>Key Experts and Manpower</b>			
a)	<b>Number of Partners' in the</b>	5		
	3 Partners		3	
	> 3 Partners		5	
b)	<b>Number of Full Time staff on the roll of Establishment</b>	10		
	Up to 10 Staff		5	
	>10 to 20 Staff		7	
	>20 Staff		10	
	<b>Sub Total (02)</b>	<b>15</b>		
03	<b>Total Marks of Technical Evaluation (01+02)</b>	60		
04	<b>Score on Financial Proposal</b>	40		
05	<b>Combined Score (03+04)</b>	100		

### 2.5.2 EVALUATION OF FINANCIAL PROPOSAL

The lowest evaluated financial proposal will be given maximum score of 42. The score of other firms would be calculated as per the formula:

$$F \text{ (Other than lowest bidder)} = (\text{Price Quoted by Lowest Bidder} / \text{Price Quoted by the bidder}) \times 40$$

Total amount of the price bid will be taken for evaluation

### 2.5.3 AWARD OF CONTRACT:

Contract will be awarded to the bidder whose composite evaluated score stands highest. In case of tie in the Composite Evaluated Score, the firm, quoted the lowest amongst them will be eligible for contract.

**Date and Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time in IST</b>
<b>1.</b>	<b>Date of uploading of NIT &amp; other documents (online) Publishing Date</b>	<b>01.03.2024 at 6:00 P.M</b>
<b>2.</b>	<b>Documents download start date (online)</b>	<b>01.03.2024 at 6:00 P.M</b>
<b>3.</b>	<b>Bid submission start date (online)</b>	<b>01.03.2024 at 6:00 P.M</b>
<b>4.</b>	<b>Pre Bid Meeting</b>	<b>06.03.2024 at 3:00 P.M</b>
<b>5.</b>	<b>Bid Submission closing date (online)</b>	<b>21.03.2024 at 5:00 P.M</b>
<b>6.</b>	<b>Bid opening date for Technical Proposals (online)</b>	<b>27.03.2024 at 3:00 P.M</b>
<b>7.</b>	<b>Date of uploading list of Technically Qualified Bidder (online)</b>	<b>To be notified later</b>
<b>8.</b>	<b>Date of opening of Financial Proposal (online)</b>	<b>To be notified later</b>