

MOTHER DAIRY CALCUTTA
P.O - DANKUNI COAL COMPLEX, DIST. - HOOGHLY, PIN - 712310

Tender No - WBMDC/PUR/23-24/TENDER-005

Date : 27.06.2024

E – NOTICE INVITING TENDER

A. PREFACE

Mother Dairy Calcutta invites e-tenders in prescribed forms for Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust for two years. (Submission of Bid through online).

B. SCHEDULE

SI No.	Nature of the work	Eligibility For Participation	Earnest Money Deposit	Bid Validity	Time allowed for completion	Cost of Tender Document	Estimated Tender Value
1.	Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust for TWO years	Bidders should have sufficient working experience in any Govt. / reputed organization of similar nature of work and should be supported by current certificate issued by competent authority / photocopy of work order / photocopy of job completion certificate etc.	Rs 9000.00	120 days	02 years	Rs 525.00 (including GST)	Rs 4,47,458.00 excluding GST.

C. APPLICATION

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate as per Time Schedule stated herein under Sl. No - D. Necessary Earnest Money & Tender Fee will have to be paid **ONLINE** in favor of '**MOTHER DAIRY CALCUTTA**' payable at Kolkata.

- a. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the **website** <http://wbtenders.gov.in>.
- b. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the TECHNICAL Document of the tenderer is found qualified by the 'Tender Committee'. The decision of the 'Tender Committee' will be final and absolute in this respect.
- c. The tenderers shall adopt the item service charge and are required to quote their rate item-wise as specified in tender schedule (B.O.Q).
- d. The acceptance of lowest tender is not obligatory and the authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- e. Conditional and /or incomplete tender will be rejected summarily.
- f. This notice shall form part of terms & conditions of the tender and the tenderer is bound to abide by them.
- g. The firm who submitted false credentials / set back from the work after bidding lowest rate and acceptance / withdrawn from the job / not completed the work after token start earlier in this organization should be barred from participating in the tender.

h. Firms black listed by any Govt. / Semi-Govt. organization are not eligible to participate in the tender. Contractors shall give an undertaking in this regard.

i. Contractors should not have a conflict of interest.

j. Duly attested / certified copies of the following documents are to be enclosed in the tender along with the e-application with authorized address & contact details of the tenderer. The originals are to be shown on demand.

GST Registration Certificate

PAN

Current IT Return

Valid Trade License

ICAI No

CAG empanelment no

Partnership Deed (for Partnership Firm) or Articles of Association and Memorandum (in case of Company)

Credentials

k. In the event of the application being submitted by a Firm, it must be signed separately by each Member of the Board of Directors / Partners or in the event of absence of any Partner, it must be Signed on his / her behalf by a person holding a Power of Attorney authorizing him / her to do so.

l. Tenderers are requested to submit their e-tender forms along with all relevant documents as mentioned above. Tender will be treated as invalid if any of the required documents is not enclosed.

m. Chief General Manager reserves the right to place order(s) on one or more bidder(s) for required quantity and may accept any or reject any or all tenders without assigning any reason whatsoever.

D : IMPORTANT INFORMATION

Date & Time Schedule

Sl. No	Particulars	Date & Time
01.	Date of uploading of Tender Document online (Publishing Date)	29.06.2024
02.	Documents download start date (Online)	29.06.2024
03.	Documents download end date (Online)	16.07.2024
04.	Bid submission start date (Online)	29.06.2024
05.	Pre-bid meeting at Dankuni office (1 pm)	09.07.2024
06.	Bid submission Closing (Online) (at 2 pm)	16.07.2024
07.	Bid Opening date (Online) (at 2 pm)	18.07.2024

Chief General Manager

INSTRUCTION TO BIDDERS

General guidance for e-Tendering

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> .

ii. Digital Signature certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

v. Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal

The Technical proposal should contain scanned copies of the following in two covers (folders) -

(a) Statutory Cover Containing the following documents

(1) COST OF TENDER AND EMD

Cost of tender and EMD as prescribed in the **TENDER DOCUMENT** against each of the serial of work in **favor of Mother Dairy Calcutta, payable at Kolkata.**

(2) Tender Document

(3) N.I.T.

(NIT, Tender Document, and All Corrigendum, if any, downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

(b) Non-statutory Applicable Cover Containing the following documents

- i. Professional Tax (PT) deposit receipt challan , Pan Card, IT Receipt , GST Registration Certificate / GST Return Receipt
- ii. Registration Certificate under Company Act. (if any)
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any)

N.B. : Failure of submission of any of the above mentioned documents as stated in Sl. No. (a) and Sl. No. (b) will render the tenderer liable to be rejected for both statutory & non statutory covers.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
01.	Certificate(s)	Certificate(s)	GST & Service Tax Registration Certificate & Acknowledgement. PAN Tax (Challan) Latest IT Receipt IT Receipt for Assessment year 2023-24
02.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.

INSTRUCTION OF ONLINE PAYMENT OF EMD & TENDER FEE FOR PARTICIPATING e-TENDER

The following steps are to be followed -

1. Open www.wbtenders.gov.in
2. Right Hand Side----- Last Option----- Click on Bidders Manual Kit
3. Down load the pdf file and read it carefully before starting your bid.
4. There are two online payment option—a) Net Banking (ICICI Bank) b) NEFT
5. If anyone choose NEFT option for online payment, it is mandatory to start your bidding process at least four bank working days before the date of closing tender. Otherwise you have only option to pay online payment through Net Banking.

Signature Not Verified

Digitally signed by MRIGABANANDA
MONDAL
Date: 2024.06.28 14:57:52 IST
Location: West Bengal-WB

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, District – Hooghly, Pin - 712310

Tender for Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust for TWO years

PUR/TENDER-005/PFT/KD/

Date : 27.06.2024

e-Tenders are invited for "**Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust**" for **TWO** year. Contract may be extended for one more year, if required. Interested bidders are requested to download all the tender documents from 'wbtenders.gov.in' from **29.06.2024 to 16.07.2024**. Tender fee & EMD will have to be paid online for participating. Tender offer may be uploaded till 2 pm on **16.07.2024**. Tender will be **opened** on 18.07.2024 at 2 pm at the address mentioned above.

The Tender fee of **Rs. 525/-** (including GST) & EMD of **Rs 9,000/-** should be paid online in favour of 'MOTHER DAIRY CALCUTTA' payable at Kolkata.

Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason what-so-ever.

Chief General Manager

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PUR/TENDER-005/PFT/KD/

Date : 27.06.2024

Mother Dairy Calcutta, a Project under ARD Department, Govt. of West Bengal is interested to engage for TWO years (may be extended for one more year) a reputed firm of Chartered Accountants / Cost Accountants for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust. The Firm should depute one (and the same) competent Representative / Professionally qualified person on all working days (Monday to Saturday, from 09.00 am to 05.00 pm) for carrying out the jobs as mentioned below.

Scope of Work

1. Opening and maintaining PF accounts of employees. As on 01.04.2023 no. of employees / PF members is 95.
2. Carrying out monthly cash-flow projections forestall future asset-liability mismatch.
3. Filling online monthly and annual returns and submitting periodic reports to EPFO.
4. Maintaining mandatory registers.
5. Keeping track of interest and redemption proceeds on a monthly basis.
6. Reconciling monthly Subsidiary General Ledger (SGL), Demat and Bank accounts (TB, Bank Book, BPS, Cash flow etc).
7. Inviting quotations from brokers, helping in evaluating bids, and carrying out the buying process.
8. Preparing agenda and minutes of monthly Trust meetings.
9. Preparing annual accounts of 2023-24.
10. Maintaining contact with the Regional Provident Fund Commissioner's office at Howrah.
11. Keeping abreast of changes in EPFO rules.
12. Issuing annual account slips to the members.
13. Scrutinizing applications from members for part withdrawals and disbursing the permissible amounts.
14. Disbursing PF accumulations to members on death, retirement, resignation etc.
15. Carrying out miscellaneous operations related to all the above subjects.
16. Clear back log of monthly return.
17. Preparation of monthly accounts within 10 days of the following months.
18. Update the GL Accounts for the years 2020-21, 2021-22 and 2022-23 as per audited accounts.
19. Pending entries for provisions, bank transactions etc to be updated.
20. Preparation of accounts, cash flow statement, BRS
21. Getting the audit done
22. Preparation & filing of Statutory Returns
23. Doing related other miscellaneous job in PF Trust Fund

Interested bidders are requested to attend the pre-bid meeting which will be held on **09.07.2024** at 1 pm at Mother Dairy Calcutta premises at Dankuni.

Interested Firms may submit their offer online along with their profile & credentials, latest by **16.07.2024** till 2 pm.

Essential condition for filling the Tender Form

1. Bidders are requested to submit the General Terms & condition, Essential Condition and quote professional fees duly signed on all pages with official seal as a token of their acceptance.
2. Offer(s) should be submitted in the enclosed Offer Form only.
3. The intending bidders must have the following documents and specific experience of handling PF accounting, filing return, statutory compliances, cash flow management, reporting of non-compliance regarding investment etc in PF Trust of a large manufacturing company / Govt undertaking. They are requested to enclose self-attested photocopies of these documents along with the quotations –
 - i) Copy of GST registration certificate
 - ii) Copy of PAN
 - iii) Income Tax Return & Assessment order for last three assessment years
 - iv) Current and Valid Trade License
 - v) Valid Registration with PF, ESI & Workmen Compensation Act
 - vi) Valid registration with ICAI
 - vii) Valid CAG empanelment No
 - viii) Partnership deed / Incorporation certificate
 - ix) Experience of working with PF Trust Fund of Govt. Undertaking in manufacturing sector for at least 2 (two) years duly supported by certificate issued by competent authority / photocopy of job completion certificate etc
 - x) Prior knowledge of surrendering the PF Trust to EPFO is preferable.
4. Any over-writing / use of whitener in the tender offer will not be accepted and such offers will be straightway rejected.
5. Estimated Tender Value is **Rs 4,47,458.00** for 02 years, excluding GST. (Basis – current monthly charge x 24).
6. Quoted rate should be kept valid for entire execution of the order. No escalation of rate on any ground what-so-ever will be allowed during the contract period.
7. Offers submitted by Fax, e-mail etc. shall not be accepted.

Order may be placed to successful bidder within three months from the due date of tender and may have to be extended further, if required by Mother Dairy Calcutta. The Chief General Manager reserves the right to accept / reject any or all offer(s) / whole tender without assigning any reason whatsoever and also reserves the right to amend / alter the contract during the contract period if needed.

General Terms & Conditions

1. Bidders having similar working experience with reputed organization(s) for at least 2 (two) years will be preferred. Such experience should be supported by certificate issued by competent authority / photocopy of job completion certificate etc.
2. Prior knowledge of surrendering the PF Trust to EPFO is preferable.

3. The EMD of the successful bidder shall be converted into and retained as Security Deposit for the due performance and observance of various terms and conditions of the Work Order to be issued. The said Security Deposit is liable to be forfeited in case of any breach of terms of the said Work Order. Security Money will not bear any interest.
4. The Dairy Administration reserves the right to terminate this contract by giving 30 days clear written notice for any reason whatsoever.
5. The Firm shall obtain all necessary licenses such as Trade License, Professional Tax Clearance certificate and other licenses as required to run this business and shall be entirely responsible for the payment of dues to its persons as per regulation in force, and for complying with all the statutory obligations like ESI & Workmen Compensation Act as applicable from time to time and will keep Mother Dairy Calcutta indemnified for and in respect of all its acts or omissions.
6. The work shall be carried out according to the instruction given by the authorized representative of the Dairy.
7. Payment shall be made on actual execution of the job on quarterly basis. It will be released within 30 days after submission of bill duly certified by the competent authority.
8. The Firm is required to execute an undertaking that the persons engaged by it are in its pay-roll and it will withdraw all those persons as soon as the order will be ceased for the reason what so be.
9. Under any circumstances the firm shall not sub-late the work to any individual / Firm / company etc. at any time within the contract period.
10. The Firm reserves the right to terminate the contract by giving 60 days of clear written notice.
11. It is hereby made clear that this contract is a commercial contract by and between the Dairy and the firm. There will be no employer-employee relationship between the Dairy and firm. So under no circumstances its employees will be the employees of the Dairy and therefore, it or its employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.
12. If at any time any personnel deployed by the firm is found involved in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from the firm and also penalize it as mutually agreed.
13. If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-II, Sector-III, Salt Lake City, Kolkata - 700 106. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under of any enactment or statutory modifications thereof for the time being in force.

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

OFFER FORM

Ref. - PUR/TENDER-005/PFT/KD date 27.06.2024; due date 16.07.2024

We have read out the details of the terms and conditions of the tender & the jobs to be performed. We are interested to take up the job. Our total fees / charges is mentioned below -

Deliverables / Job Descriptions	Estimated Rate	Quoted Rate	Quoted Rate
Miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust	Rs. 223729.00 per year	Rs per year	Rs for 2 years
Applicable GST		%

In words : Rupees for 02 years, excluding GST.

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Signature of bidder with official stamp