



# Panihati Municipality

Panihati, North 24 Parganas

Pinno.-700114

Phone: 2553-2909/2563-4457

Fax: 2553-1487

Website-[www.panihatimunicipality.in](http://www.panihatimunicipality.in)

EmailID- [panihatimunicipality@yahoo.co.in](mailto:panihatimunicipality@yahoo.co.in)

Memo No.-PM/Acct/2024-25/787

Date-18/12/2024

## **NOTICE INVITING QUOTATION**

**Quotation No.PM/Acct./IT/24-25/02**

Sealed **percentage rate Quotation** in printed form are hereby invited from the bonafide Chartered Accountant firms under valid registration of the Institute of Chartered Accountant of India for **preparation of Annual Accounts for the financial year 2020-2021** as per Accounting Standard issued by the Institute of Chartered Accountant of India as well as common format approved by the Comptroller and Auditor General of India in respect of Office of the Municipal Councilors of Panihati, an urban local body established on the 1<sup>st</sup> April, 1900 under UD&MA Department, Government of West Bengal.

**The fund wise separate and one consolidated Receipts & Payments Accounts, Income and Expenditure Accounts with schedules, Balance Sheet with schedules incorporating all the fund Accounts, will have to be prepared by them for the office of the Municipal Councilors of Panihati.**

The aforesaid work should be started within seven days from the date of issuance of order for preparation of Annual Financial Statement and must be completed within **thirty working days**.

The notice inviting Quotation contains

Name of the Work	:	preparation of Annual Accounts for the Financial Year 2020-2021 in respect of office Of the Municipal councilors of Panihati
Estimated Amount	:	Rs 80,000 (Rupees eighty thousand)
Period of completion of annual accounts	:	30 working days for the financial year 2020-2021

DATE & TIME SCHEDULE:

Sl.No.	Particulars	Date & Time
01	Publishing Date of Quotation Notice	19 <sup>th</sup> December, 2024 at 11:00 AM
02	Quotation Document submission start Date and time	19 <sup>th</sup> December, 2024 at 11:30 AM
03	Quotation Document submission closing Date and time	27 <sup>th</sup> December, 2024 at 11:00 AM
04	Quotation opening Date and Time	27 <sup>th</sup> December, 2024 at 11:30 AM

B. 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 one has applied severally in a single job his/her applications will be rejected for the job.

C. An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons by any Govt. Dept.

D. Subletting of contract is prohibited.

E. Eligibility Criteria for participation in the quotation :/documents to be submitted for Technical Bid

1. Self-attested copies of PAN Card of Individual/Firm/Company
2. Income Tax Acknowledgement receipt for financial year 2022-23/2023-24,
3. Professional Tax Payment Certificate/Challan Up-to date, for the Year 2024-25,
4. Valid 15-digits Goods and Services Tax payer Identification Number (GSTN) under GST Act, 2017 (Mandatory) & latest GST Return in Form No. 3B (Desirable).
5. Self-attested Copy of Certificate o Practice.
6. The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum of Association (Non- Statutory Documents).
7. Work Order along with Payment Certificate, in technical credential;
8. Registered Partnership Deed, if applicable;
9. The power of attorney for signing the quotation by partner
10. Intended bidder should produce credential of completed annual accounts of any ULBs, Statutory Bodies or similar organizations (Govt. sponsored fully or partly) at least for one Financial Year during last five years proceeding to FY 2023-24.

**F. FINANCIAL BID**

- i) Financial proposals of the bidders, if found technically eligible, will be opened by the Executive Officer, Panihati Municipality, P.O. Panihati, P.S. Khardah, Kolkata-700114.
- ii) After evaluation of the Financial Proposal as well as on the basis of recommendation of Tender Committee, Executive Officer, Panihati Municipality P.O. Panihati, P.S. Khardah, Kolkata-700114 will issue Award of Contract to the selected bidder.

**G. Other terms and conditions:**

1. Intended participate firm should have at least two (2) Chattered Accountants with sufficient experience in firm.
2. Adjustment of price (increase or decrease)–No escalation of cost will be allowed even in extension period of time'
3. No conditional or incomplete quotation will be accepted under any circumstances;
4. In case of quoting rate, no multiple lowest rates will be entertained by the Department;

**H. The Tender Inviting & Accepting Authority through a 'Tender Committee will determine the eligibility of each bidder; the bidders shall have to meet all the minimum criteria.**

- i. The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in Technical Bid;
- ii. Before issuance of the Work Order, the Tender Inviting Authority may verify other original documents of the lowest bidder is either manufactured or false in that case work order will not be issued in favor of the said bidder under any circumstances.
- iii. Tender Inviting Authority may summarily reject the whole Quotation without assigning any reason.
- iv. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of issuance of work order as well as payment, if any. Intending bidders may consider the secretarial quoting their rates.

  
Executive Officer  
Panihati Municipality

Annexure-1

Name of the applicant:

Office Address:

Telephone No. and Mobile no.:

Fax No.:

Email Id:

Name of the Work	:	preparation of Annual Accounts for the Financial Year 2020-2021 in respect of office Of the Municipal councilors of Panihati
Estimated Amount	:	Rs 80,000 (Rupees eighty thousand)
Period of completion of annual accounts	:	30 working days for the financial year 2020-2021

Sl. No.	Description of Document submitted	Details Documents
01.	Certificate of Enlistment	
02.	Permanent Account Number	
03.	Income Tax Acknowledgement receipt for financial year 2022-23/2023-24	
04.	Goodsand Services Taxpayer Identification Number& latest GST Return in Form No. 3B	
05.	Copy of Certificate of Practice	
06.	Updated Professional Tax Chalan	
07.	Work Order along with Payment Certificate, in technical credential	
08.	Registered Partnership Deed, if applicable	
09.	The power of attorney for signing the tender by partner	

Signature of authorised signatory  
(Name of the Applicant)