

Institute of Development Studies Kolkata

DD-27/D, Sector-I, Salt Lake, Kolkata-700064



**Notice Inviting Expression of Interest (EOI)/Bids
For Appointment of Chartered Accountants for
Compilation of Accounts, Filing of Income Tax
Returns of IDSK and Filing of e-TDS Quarterly
Returns for Salary & Non-Salary TDS of IDSK for
the Financial Year 2019-20**

About Institute of Development Studies Kolkata (IDSK)

IDSK was founded by the Govt. of West Bengal in the year 2002 as an autonomous centre of excellence in social sciences and as a registered society. It is fully funded by the Govt. of West Bengal. The annual budget of the Institute for the year 2019-20 is around Rs.300.00 lakh. For selection of Audit Firm for auditing the accounts of the Institute following notice is issued

Notice Inviting Expression of Interest/Bids

No.IDSK/NIT/19/02

Date 03.05.2019

IDSK invites proposals from Chartered Accountants Firms for compilation of accounts and filing of Income Tax returns of IDSK & e-TDS quarterly returns for salary and non-salary TDS for the financial year 2019-20. For details visit our website : www.idsk.edu.in.

Sd/-
Director

Scope of Audit

Compilation of Accounts:

- The Firm compiles the Accounts of Institute of Development Studies Kolkata (IDSK) for the FY 2019-20.
- Prepares necessary Annual Financial Statement i.e. Trial Balance, Income and Expenditure Statement, Receipt & Payment Accounts, Balance Sheet and other Schedules including Bank Reconciliation Statement.

Income Tax Retainer:

- The Firm will file Income Tax Returns of IDSK by 30th September of 2019 and of Subsequent years, if any positively.
- File e-TDS quarterly returns for salary and non-salary TDS.

Criteria of Chartered Accountants Firm to be selected:

- The firm should have the head quarter in West Bengal having its office/Branch at Kolkata.
- The firm must have been **empanelled with the Directorate of Public Instructions (DPI), Govt. of West Bengal** for the year 2018-19.
- The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.
- The firms should have at least 1 FCA (details to be mentioned in Form T-3)
- The firm should have carried out internal audit for at least 2 State Govt. sponsored colleges/Educational Institutions. (details to be mentioned in Form T-4)
- The firm must be at least 5 years old.
- The firm must be able to deploy at least 2 staff for the aforesaid assignments.
- The Authority reserves the right to cancel/reject any or all tender without assigning any reason thereof.

Selection of Chartered Accountants:-

Interested firms shall submit their bids directly to the IDSK in two parts-Technical bids (T-1, T-2, T-3, T-4) and Financial bids (F-1). The bids should be submitted in two separate envelopes marked Technical Bid and Financial Bid and properly sealed.

Financial bids of only technically qualified firms shall be opened by a Committee to be constituted by the IDSK and audit awarded to the lowest financial bidder.

Basic amount of professional fees is prescribed to be Rs.30,000.00 plus GST as applicable. The bidders may quote a fee below or above the basic amount.

Termination / Cancellation of Appointment:

If any of the information/ documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.

The appointment is for the Financial Year 2019-20 and the same may be renewed on a yearly basis subject to satisfactory performance. The maximum period of contract shall be restricted to 3 Financial Years.

However, the IDSK reserves the right to terminate the contract at any point of time for whatsoever reasons.

Manner of Submission of Bids:

- **The Bid documents can be downloaded from the website of the Institute(www.idsk.edu.in)**
- The Bids to be submitted in **two separate covers** super scribing "*Technical Bids for Appointment of Chartered Accountants for Compilation of Accounts, Filing of Income Tax Returns of IDSK, for the Financial Year 2019-20.*"
- And "*Financial Bid for Appointment of Chartered Accountants for Compilation of Accounts, Filing of Income Tax Returns of IDSK, for the Financial Year 2019-20.*"
- **The Information submitted must be written in English, Overwriting and Correction should be avoided.**

The Bids should reach the Institute of Development Studies Kolkata, DD-27/D, Sector-I, Salt Lake, Kolkata-700064 **latest by 5pm of 15.05.2019.**The same will be opened on 16.05.2019 at 2pm.

- For any information about the detailed scope of work, nature of accounts and procedure followed in IDSK, the Chartered Accountants Firms may contact the *Accounts Officer, IDSK Cell No: 8479917925 on any working days.*

1.	Last Date and Time of submission of EOI/Bid	15.05.2019 upto 5pm
2.	Date and Time of Opening Technical Bid	16.05.2019 at 2pm
3.	Date and Time of Opening Financial Bid	16.05.2019 at 4pm

Letter of Transmittal

To
The Director
Institute of Development Studies Kolkata
DD-27/D, Sector-I, Salt Lake,
Kolkata-700064

Dear Sir,

I/We have read various conditions mentioned in the notice inviting expression of interest / bids – vide No.IDSK/NIT/19/02 Dated 03.05.2019. I/We, the undersigned, offer to provide the audit services for IDSK in accordance with your notice inviting EOI. We are hereby submitting our proposal/bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinformation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till 60 days from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

I/We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

I/We understand that IDSK is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I/We confirm that I/We have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Proprietor / Partner
(with seal)

Particular/Details of the Firm

SL. No.	Particulars	Supporting Documents Required to be Submitted Along With This Form
1	Name of the Firm	
2	Address of the Firm Phone No. : Fax No.: Mobile No.: PAN : (Attach copy of the PAN)	
3	Date of Establishment of the Firm	
4	Firm Service Tax Registration No. (Attach copy of STR)	
5	Firm Registration No. with ICAI (Attested copy of certificate of ICAI on 01.01.2019)	
6	Empanelment No. with DPI, West Bengal (Attach copy of document certifying empanelment with DPI, West Bengal)	
7	No. of Years of Firm Existence & date of Establishment of Firm	
8	Details of Partners : (Name, Membership No., Contact No. if any)	

Signature of Proprietor / Partner
(with seal)

Form T-3**A. Details of qualified staff (Chartered Accountants)**

SL. No.	Name of the Staff	Length of Association with the Firm	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience

B. Details of other staff

SL. No.	Name of the Staff	Length of Association with the Firm (in years)	Educational Qualifications	Relevant Experience

Signature of Proprietor / Partner
(with seal)

Form T-4

Brief of relevant experience :-

Experience of Audit in State Govt. Sponsored Colleges/Educational Institutions

Sl. No.	Name of the Auditee Organisation	Turnover of the Auditee Organisation	Type/ nature of assignment	Scope & coverage of the assignment	Duration of completion of assignment	Proof of the letter of work or assignment awarded by the Auditee organisation (enclose the copy of the letter) & mention the fee received

Signature of Proprietor / Partner
(with seal)

Form F-1 (To be submitted in a separate envelope)

Format for Financial Bid

Item or Activity	Fees Amount (in Rupees)
Compilation of Accounts	Rs. (Rupees.....)
Filing of Annual Income Tax Returns of IDSK & e-TDS Quarterly Returns for Salary Non-Salary TDS (four quarters together)	Rs. (Rupees.....)
Total	

Note: GST will be payable as Applicable.

Signature of Proprietor / Partner
(with seal)