

GOLDEN CITY INDUSTRIAL TOWNSHIP AUTHORITY
BAPL PROJECT SITE, ANDAL
DIST.-PASCHIM BARDHAMAN

Memo No GCITA/ Annual accounts/ 24-25/ 185

Dated: 06/08/2024

N.I.Q. No. GCITA/2024-25/113

Date 06/08/2024

Notice Inviting Quotation (NIQ) for preparation of "Accounts and related works" of GOLDEN CITY INDUSTRIAL TOWNSHIP AUTHORITY.

Sealed quotations are hereby invited by Golden City Township Authority (GCITA) from reputed and experienced Chartered Accountant Firms/Cost Accountant Firms formed as per statute of The Institute of Chartered Accountants of India/The Institute of Cost Accountants of India having experience in preparation of accounts of the Urban Local Bodies with Accounting Software (PURO- HISAB) as detailed below in the office of the Golden City Industrial Township Authority, Andal, BAPL Project Site, Andal, Dist.-Paschim Bardhaman , Pin -723321(W.B.) Tender form, Terms and Conditions will be available from the UDMA website (<https://www.wburbanservices.gov.in>) and O/o the GCITA, BAPL project site , The Quotations will be received by this office, Golden City Industrial Township Authority up to 12.00 noon hrs on **22.08.2024** and will be opened on the same day at 1.00 PM hrs in presence of bidders who desire so. Opening date may be changed due to unforeseen reason, if arises.

- A) Scope of Activities :** "Maintaining Accounts across various registers as Fixed Asset, Investments, Stores, Advances, Appropriations, Earnest Money, and Security Deposits (in PURO-HISAB Software) together with Preparation of Monthly and Annual Trial Balance, Bank Reconciliation Statement (both manual and computerized) and other related reports and returns. Generation of Final Accounts, e.g., Receipts & Payments Account, Income & Expenditure Account, Balance Sheet and related Schedules. Preparation of Final Accounts Booklet for submission to Golden City Township Authority (GCITA) for approval of accounts. Preparation of other reports and returns as required of Golden City Industrial Township Authority from 01.04.2023 to 31.03.2024" and or subsequent years and Secondly, preparation of Opening Balance Sheet of the Authority.
- B) The following are the eligibility criteria for bidding:**
- 1) The applicant firm should be a Cost Accountant/Chartered Accountant Firm as formed as per the statute of The Institute of Cost Accountants of India/The Institute of Chartered Accountants of India with valid and updated certificate of practice granted to it by The Institute of Cost Accountants of India /The institute of Chartered Accountants of India.
 - 2) The applicant firm should be engaged in preparation of Annual Accounts of Municipalities (ULB) and should have experience in using PURO-HISAB software.
 - 3) The bidder should have valid PAN.
 - 4) The bidder firm should have GST Registration and should have filed ITR in preceding 3 years.
 - 5) The bidder firm should have valid Trade License.
 - 6) The bidder firm should have its registered office in West Bengal.
 - 7) The firm should have well established infrastructure and requisite supporting hands to carry out the work and sufficient solvency to undertake the work.
- C) General Terms & Conditions**
1. The entire work for a completed Financial Year is to be completed within 30th April immediately following the Financial Year. After satisfactory completion of work at the end of specified time frame, work order will be issued for next Financial Year. Every effort has to be made by the selected Firm to complete the work within specified time frame after the issue of work order. On unsatisfactory performance; the contract will be terminated by the Authority and no work order will be issued.
 2. Bidders will have to quote a consolidated yearly rate for undertaking the work. The rate quoted by the Firm in quotation which becomes the part of the contract, shall deemed to have included all costs of Audit Assistant(s) engaged by it on regular basis at this Authority as well as for supervision charges related to the work. All taxes and duties as applicable will be charged extra. No escalation or revision of rates on any count shall be entertained. Payment will be made after the completion of work in time and necessary

- statutory recoveries shall be made .
3. The intending bidders will have to submit self-attested photocopies of all documents. The originals will have to be produced for verification for the successful bidders only. The originals will be returned after verification.
 4. No Conditional offer will be entertained and shall be deemed as 'informal'.
 5. The right is reserved by the GCITA to revise or amend the bid documents prior to the date notified for submission of quotation, oral so to extend such dates. Such revisions, amendments or extension shall be duly notified, which shall also form as a part of bid documents.
 6. The undersigned will reserves the right for accepting or rejecting the quotation paper without assigning any reason.

D) Submission details regarding NIQ

The quotations should be addressed to the 'the Executive Officer (EO), Golden City Industrial Township Authority, Andal, BAPL Project Site, Andal, Dist.-Paschim Bardhaman , Pin - 723321(W.B.) and the sealed envelope containing the quotation should be superscripted 'preparation of "Accounts and related works" of GOLDEN CITY INDUSTRIAL TOWNSHIP AUTHORITY in reference to NIQ no. GCITA/2024-25/113 Date 06/08/2024 in capital letters. Quotations shall be submitted in the Format at Annexure – I and II and shall be accompanied by the necessary documents (duly attested)

The Quotations will be received by this office, Golden City Industrial Township Authority up to 12.00 noon hrs on **22.08.2024** and will be opened on the same day at 1.00 PM hrs .

The undersigned will reserves the right for accepting or rejecting the quotation paper without assigning any reason.



Executive Officer

Golden City Industrial Township Authority

Memo no. GCITA/ Annual accounts/ 24-25/ 185 /1(8)

Dated: 06/08/2024

Copy forwarded for information with a request for wide publication to:

1. The District Magistrate, Paschim Bardhaman and Chairman, GCITA.
2. The Addl . Secretary to the Government of West Bengal , UDMA Department , Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata – 700064
3. The Commissioner, Durgapur Municipal Corporation
4. The Block Development Officer, Andal.
5. Smt Anju Madeka, President & CFO, Bengal Aerotropolis Projects Ltd.
6. The Software Manager, UDMA Deptt., Govt. of W.B., ILGUS Bhaban, Secor-III, Saltlake.
7. The Post Master , Post Office- Dakhinkhanda / Andal , Dist.- Paschim Bardhaman
8. Notice Board of the office.



Executive Officer

Golden City Industrial Township Authority



ANNEXURE-1

APPLICANT'S PROFILE

(Ref. No. NIQ no.GCITA/2024-25/113 Date
06/08/2024)

1	Name of the firm	
2	Address for correspondence and phone Nos.	
3	E-mail Id	
4	Name of the contact person and Phone No.	
5	Membership No. with Institute of Chartered Accountants of India / Institute of Cost Accountants of India	
6	No. of Certificate of Practice granted by ATCAI and validity period of such certificate [Attach self attested photocopies of documentary evidences]	
7	Year of establishment.	
8	No. of offices in India and abroad (if any) with details	
	Income Tax Permanent Account No.[Attach self-attested photocopy of PAN Card]	
9	Details of organizations in which works relating PURO-HISAB has been done (self-attested photocopies of each work orders and credential certificates to been closed)	
	GSTN No.[Attach self -attested photocopy of documentary evidence]	
	Details of valid Trade License issued by competent authority [Attach self-attested photocopy of documentary evidence]	
12	Requisite supporting hands and infrastructure	

Signature of Authorized Person

Name of Signatory

Address of Firm

Seal of the Firm

ANNEXURE-II
(Ref. No. NIQ no.GCITA/2024-25/113 Date 06/08/2024)

Price Schedule

Name of Work	Amount(Annual Rate) (to be quoted in both figures and words))
Preparation of Accounts and related Works of Golden City Industrial Township Authority	
Preparation of Opening Balance Sheet of Golden City Industrial Township Authority (One Time)	

N.B.-Taxes and duties as applicable is extra.

Signature of the Authorised Person

Seal of the Firm

Name of Signatory

Address of Firm