



# INSTITUTE OF HEALTH & FAMILY WELFARE

(Department of Health and Family Welfare, Government of West Bengal)

29, GN BLOCK, SECTOR – V, BIDHAN NAGAR, KOLKATA – 700 091.

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e-mail: [ihfwkolkata@gmail.com](mailto:ihfwkolkata@gmail.com) Website : [www.ihfwkolkata](http://www.ihfwkolkata)

Memo No. IHFW/12/2010/311

Dated, Kolkata 23/03/2018

Notice inviting E-Tender for selection of bidders for **Auditing of the Accounts** of Institute of Health and Family Welfare, Kolkata commencing from 1<sup>st</sup> May, 2018 for the year 2018-2020 and subsequent period, if any.

(Through Pre-qualification)

(Submission of Bid through NIC e-Tender Portal)

The Director, Institute of Health & Family Welfare having its office at GN-29, Sector V, Salt Lake, Kolkata-700 091 is going for E-Tender in the NIC for selection of bidders for **Auditing of the Accounts** of Institute of Health and Family Welfare, Kolkata commencing from 1<sup>st</sup> May, 2018 for the year from 2018 to 2020 and subsequent period for its extension, if required for a further period as agreed by the authority and selected bidder.

1. **General Instruction:** -

In the event of e-filling, intending bidder may download the tender documents free of cost from the website <http://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Institute website [www.ihfwkolkata.org](http://www.ihfwkolkata.org) and necessary earnest money payable through e-payment i.e. NEFT/RTGS or Net Banking.

2. **Submission of bids:** -

Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed in the website <http://www.wbtenders.gov.in>. All papers must be submitted in English language.

3. **Time schedules for the e-tender:** -

The time schedule for obtaining the bid documents, pre-bid meetings, registration with the tendering authorities and submission of bids and other documents etc. will be as per list provided in clause **16** as given below:

4. **Eligibility for Quoting:** -

The Inviting for bid is opened to all for procurement of the above work having the requisite certificates and credentials as enlisted below.

5. **Eligibility Criteria:** -

The bidder should have entitlement under CAG of India.

6. **Submission of the tenders:** -

The tender is to be submitted in a two bid system on line:

**Technical proposal:**

(a) Statutory cover containing the following documents.

(i) **COVER- A**  
**"BID A"**

A	Certificate of Registration
B	Signed NIT & Application in the prescribed format given in Annexure B

(ii) **COVER - B**  
**"(BID A)" (SINGLE FILE MULTIPLE PAGE SCANNED)**

Essential requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the BIDDER for participation in the tender viz.

A	I.T Returns submitted for the financial year 2014-15, 2015-16, 2016-17
B	S. Tax / GST Returns for the year 2014-15, 2015-16, 2016-17

(b) **Non-statutory/My Space Containing the following documents: -**

Sl. No.	Category	Sub-category description
A	Certificates	PAN Card of the authorized signatory
		Professional Tax registration certificates
		Service TAX registration certificates
B	Company details	Trade License/Enlistment under CAG of India.
C	Credential	Credential certificate of achieving similar nature of service at least in two financial years during the last three financial year by deploying authority.
		As per eligibility criteria
D	Financial Info	1. P/ L & Balance sheet 2014-2015 F. Y
		2. P/ L & Balance sheet 2015-2016 F. Y
		3. P/ L & Balance sheet 2016-2017 F. Y

**Technical qualification criteria are essential and must be met to be qualified in next step (Financial Bid), otherwise financial bid will not be opened and the bid should be treated as "Non-Responsive"**

**Financial Cover: BID B**

The folder as "Financial bid" shall contain

- (a) Rates are to be quoted in Indian currency both in figures and in words;  
(b) Rate quoted by the BIDDER should be inclusive of all taxes and charges along with all other foreseeable incidental ones. The accepted rate shall be valid throughout the period.

**7. Evaluation of the tenders**

(a) During the tender evaluation process, the "Bid A" will be opened first. Those BIDDER who have qualified the essential and other requirements will be identified and only their "Bid B" i.e. financial bid will be opened. The "Bid B" i.e. financial bid of those BIDDER failing to meet the technical and other requirements of participating in the tender will not be opened and rejected. If found suitable in the Context of above pre-qualification etc. the BIDDER quoting the lowest rate will be considered as .successful

(b) Withdraw of tender or any revision thereof after deadline of submission of the tender by the BIDDER will not be allowed EMD of the BIDDER will be liable to forfeiture upon

- (i) withdrawal by any BIDDER at any stage subsequent to the opening of tender  
(ii) failure/refusal to enter into agreement for providing service at accepted rate and terms and conditions within specified time

The tendering authority reserves the right to withdraw the tender at any stage. In such contingency the selection it already made in favour of the BIDDER shall be treated as cancelled. Security deposit will be liable to forfeiture without prejudice to any other action in the event of failure/refusal to provide the service at the contracted rate and terms and conditions

**09. INFORMATION & PARTICULARS :-**

- (i) Total financial transaction amounting to Rs.9.50 Crore (approx.) per to this institute.

**10. Rules & Regulations: -**

- i) Working hour for Audit is normally from 10 a.m. to 05 p.m.  
ii) Audit report in respect of books of accounts must be submitted within a specific time schedule .

**11. Terms & Conditions: -**

- A. Bidders are specially directed to submit the quotations.  
B. The selected bidder is to abide by terms & conditions of the agreement strictly to be executed by the selected bidder with the Institute authority.  
C. The agreement is liable to termination in case of non-fulfilment of the terms of agreement by either side with a notice of one month.  
D. A security deposit for an amount of Rs.20,000.00 (Rupees Twenty Thousand) only in the name of "Institute of Health & Family Welfare, Kolkata" shall be deposited at the time of agreement.  
E. Selection will be made for one year only subject to renewal, if performances are found satisfactory.  
F. The decision of the Director, IHFW regarding acceptance / rejection or otherwise either in part or full shall be final. IHFW may think of re-advertising if none found suitable.

**12. Eligibility Criteria: -**

Self-attested photocopies of valid trade license current professional tax & Income Tax Clearance Certificate, PAN Card and Receipt of deposit of earnest money of Rs.5,000/- (Rupees Five Thousand) only should be submitted along with quotation, Original Certificate may have to be produced as and when required.

Credentials should be submitted along with quotation, only those firms who have experience of at least 5 years for Auditing an account in Institution / Govt. Organization will be allowed to participate in the above-mentioned job / tender.

The authority reserves the right to accept or reject any quotation or a part thereof or all quotations without assigning any reason whatsoever and it is not also obligatory to accept the lowest rate.

**13. LEGAL JURISDICTION:**

The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of the High Court, Kolkata.

**16. Important information:**

1.	Date of uploading in the website: <a href="http://www.wbtenders.gov.in">http://www.wbtenders.gov.in</a>	26.03.2018
2.	Date of uploading in the Institute website: <a href="http://www.ihfwkolkata.org">http://www.ihfwkolkata.org</a>	26.03.2018
3.	Online documents download start date	27.03.2018
4.	Date of holding pre bid meeting in the chamber of the Director, IHFW, GN 29, Sector V, Salt Lake, Kolkata - 700 091	02.04.2018
5.	Bid submission start date (online)	27.03.2018
6.	Closing date & time for submission of E-Tender (online) in the e-tender website of IHFW and NIC Portal.	17.04.2018
7.	Date & time for opening of e tender (on line) in the office chamber of the Director, IHFW (both technical and financial bid	20.04.2018
8.	Date of start EMD pay online through Net Banking or NEFT/ RTGS	27.03.2018

**Help Desk:**

- a. A help desk is formed in the office of the IHFW, Ground floor in the chamber of the Administrative Officer, IHFW.
- b. The interested parties may contact personally or through telephone vide no **033-23574531/ 033-40623009** or mail their queries in the mail address: [ihfwkolkata@gmail.com](mailto:ihfwkolkata@gmail.com)

  
Director, IHFW, Kolkata.  


## Annexure B

(To be furnished in the Company's official letter pad with full address and contact no etc.)

To,  
The Director,  
Institute of Health & Family Welfare,  
GN-29, Sector -V,  
Saltlake,  
Kolkata-700 091.

Sub: Notice inviting **E-Tender** for selection of bidders for **Auditing an account** of Institute of Health and Family Welfare for the period from 1<sup>st</sup> May, 2018 for the year 2018-2020 and subsequent period, if any.

Ref: IHFW/12/2010/311

Dated, Kolkata 23/03/2018.

Sir,

1. Having examined the pre-qualification & other documents published in Notice Inviting Quotation, we hereby submit all the necessary information and relevant documents for evaluation.
2. That the application is made by me / us on behalf of ..... in the capacity of ..... duly authorized to submit the offer.
3. The authorization letter from the Company is to be attached, if required.
4. We accept the terms & condition as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period, if being selected.
5. We understand that: (a) The authority under IHFW, Kolkata can amend the scope & value of the contract bid under this project.  
(b) The authority under IHFW, Kolkata. reserves the right to reject any application without assigning any reason.

Date: -

Signature of applicant including tittle and Capacity in which  
application is made.

Contact no:

Tele:

Mobile:

e-mail address: