



DURGAPUR CHEMICALS LIMITED

(A Govt. of West Bengal Enterprise)

P.O. Durgapur-713215, Dist.: Paschim Bardhaman
AN ISO 9001-2008 & 14001-2004 CERTIFIED COMPANY

Mobile No.: 9800600999
Fax No. : 0343-2556667
E mail: dclpmgr@gmail.com

Ref. No.: PM/DCL/CA/2018-2019

Date: 13.04.2018.

NOTICE INVITING e-TENDER THROUGH E-PROCUREMENT FOR HIRING OF CHARTERED ACCOUNTING FIRM FOR ONSITE ACCOUNTING & TAXATION SERVICES.

1. Online e-tenders are hereby invited by Durgapur Chemicals Limited (DCL) from eligible contractors for providing “**Hiring of Chartered Accounting Firms for onsite accounting & taxation services for a period of one year w.e.f. 01.06.2018 to 31.05.2019 at an estimated cost of Rs. 15 lakhs which may be extended for further period as & when required on the existing Terms & Conditions after satisfactory services**” Prospective Tenderers are advised to get themselves registered with the e-procurement system of the Govt. of West Bengal through respective helpdesk situated in Jalasampad Bhawan, 7th Floor, DVC Study Cell, Salt Lake, Kolkata – 700091. The concerns/bidders fulfilling the requirements as specified under Eligibility Criteria (Annexure III) of this document shall be eligible to apply. The details of work specification, terms & conditions are outlined in the Annexures to this e-tender as under:

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| (a) Annexure - I | Application Form. |
| (b) Annexure - II | Scope of Work. |
| (c) Annexure - III | Eligibility criteria for Technical/Qualifying Bids. |
| (d) Annexure –IV | Format of Technical Bid. |
| (e) Annexure - V | Terms & Conditions. |
| (f) Annexure –VI | Undertaking by the Bidder. |

2. **Mode of Bid Submission:**

- i. Interested bidders should download the Notice Inviting e-Tender (NIT) and Bill of Quantities (BOQ) format from the e-portal www.wbtenders.gov.in and upload their tenders online through the same e-portal. The documents are to be signed digitally using Digital Signature Certificate (Class – II or Class – III) while uploading.

This Notice Inviting e-Tender is also available on the website www.durgachem.com of Durgapur Chemicals Ltd.

- ii. It is Three Covers on-line bidding system. The following Three Covers shall be submitted through online at e-portal by the bidder. Last date and time of submission of bids is **as per Critical Date Sheet. Hard Copy of tender application / any other documents (except Original Demand Drafts against Tender Fee & EMD) shall not be entertained.**

- iii. **Cover – I (Fee Cover):** Containing scanned copy of DD against Tender Fee & EMD / scanned copy of documents for Tender Fee & EMD Exemption:

Tender Fee of Rs. 1200/- including GST (non-refundable) and EMD of value of Rs.50,000/- will be required to pay offline in the form of Demand Draft drawn in favour of Durgapur Chemicals Ltd. payable at Durgapur from any schedule bank (but not Co-operation and Gramin bank) respectively.

Scanned copy of Demand Drafts against Tender Fee & EMD shall be uploaded on www.wbtenders.gov.in. Bidders, who are claiming for exemption from submission of Tender Fee & EMD, shall upload the scanned copy of their registration certificates with the concerned body/necessary documents in support of their eligibility for the same on www.wbtenders.gov.in.

The original Demand Drafts (DD) against Tender fee & EMD shall be submitted to Durgapur Chemicals Ltd. on or before the due date and time as per Critical Date Sheet mentioned hereunder. The Bidders who will not submit the original demand drafts for Tender Fee & EMD by due date & time, their tender application shall be summarily rejected.

- iv. **Cover – II (Pre Qual & Technical Cover):** Containing qualification requirements of Contractors/Firms:

The tenderers shall submit their necessary information on Technical cover by downloading the Notice Inviting e-Tender – **Format of Technical Bid vide Annexure – IV** from the e-portal and fill-up the required information and upload the digitally signed file of scanned documents in support of their meeting each criteria mentioned in the Notice Inviting e-Tender.

- v. **Cover – III (Bill of Quantities- BOQ):** Containing the financial e-bid:

The bidders must download BOQ format from www.wbtenders.gov.in and quote the rates as per requirement of Notice Inviting e-Tender. After quoting the rates the BOQ format should be uploaded with digital signature (class – II or class – III).

3. **Critical Date Sheet:**

Publish Date	13.04.2018
Bid Document Download	14.04.2018 at 10.00 a.m.
Bid Submission Start Date & Time	14.04.2018 at 11.00 a.m.
Prebid meeting (seeking clarifications) Date & Time	19.04.2018 at 11:30 a.m. (Kolkata)
Bid Document Download End Date & Time	30.04.2018 at 10:00 a.m.
Bid Submission End Date & Time	30.04.2018 at 12:00 noon
Last Date & Time of Submission of Original Demand Drafts (DD) against EMD and Tender Fee.	30.04.2018 at 12:00 noon
Bid Opening Date & Time (Cover-II)	02.05.2018 at 2.00 p.m.

In the event of any of the above mentioned date subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

4. The Bidder should clarify any doubt/query regarding Notice Inviting e-Tender from the authorised representative of Durgapur Chemicals Ltd. in the **meeting scheduled on 19.04.2018 at 11:30 a.m. at the Head Office of Durgapur Chemicals Ltd., situated at Kankaria Estate, 6, Little Russell Street, Kolkata – 700 071.**

5. **Opening of Tenders:** The Technical Bid will be opened first in the presence of the Tender Committee Members and Bidders. Financial bids of only technically qualified bidders shall be opened in the presence of the Tender Committee Members. The Bidders, if they wish, can remain present.
6. **Acceptance:** The lowest offer among the technically qualified bidder will be accepted.
7. **Payment Terms:** Within 7 days from the end of every calendar month.

The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.
8. **Fees:** Fees quoted should remain firm during the period of engagement unless specifically agreed to and provided for in the contract.
9. **Delivery:** Each component of service as per the contract shall be delivered in accordance with the instructions and time lines set by management of DCL.
10. **Invoicing:** Monthly tax invoice in triplicate should be sent to Personnel Manager, Durgapur Chemicals Limited, Durgapur – 713215, West Bengal.
11. **Paying Authority:** HOD (Accounts & Taxation), Durgapur Chemicals Limited, Durgapur – 713215, West Bengal.
12. **Award of Contract:** The company reserves the right:
 - a) To accept at its sole and un-fettered discretion, any tender or whole or part or reject any or all tenders without assigning any reasons thereof.
 - b) The company is not bound to accept the lowest tender or assign any reason for non-acceptance of the same.
13. **Validity of Offers:** Tenders shall remain open for acceptance for 30 Days from the date of opening of the Tender. No revision/ Modification in the Tender Rate will be allowed during the validity period of the Tender.
14. **Arbitration:** In the event of any dispute or any difference arisen in respect of the Scope of Work / Terms and Conditions herein contained in connection with the contract the same shall be referred to the award of an arbitrator to be nominated by the Co. (DCL) as sole arbitrator. The award of the sole arbitrator shall be final and conclusive according to the provisions of The Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications thereof shall be deemed to apply and to be incorporated in this contract.
15. **Jurisdictions:** Courts at Durgapur shall have Jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with the contract.

Personnel Manager
Durgapur Chemicals Limited

Copy to:

1. Notice board, Administrative building, Durgapur Chemicals Ltd., Durgapur – 713215.
2. Durgapur Chemicals Ltd. website – www.durgachem.com

To be typed in the letter-head.

ANNEXURE - I

To
The Personnel Manager
Durgapur Chemicals Ltd.,
Hahnemann Sarani, Durgapur,
Pin – 713215, West Bengal.

Subject:

Sir,

Reference: (i) Your e-tender reference no.:
Dated

(ii) Tender Fee-DD No. Dated
for Rs.

(iii) EMD-DD No. Dated
for Rs.

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate exclusive of taxes & duties.

Date:

Yours faithfully,

Place:

(Signature and stamp of the Bidder)
(State legal status, Whether Proprietorship)

To be typed in the letter-head.

ANNEXURE - II

SCOPE OF WORK

Rendering onsite services in respect of Accounting and all type of Taxation Jobs – Direct & Indirect, which includes the following:

- a) Entire Book keeping and Accounting job using the in house ERP facility.
- b) All sorts of accounting and inventory reconciliation.
- c) Active involvement in Annual Accountings finalization.
- d) Ensure all statutory compliances.
- e) Liaisoning with all Govt. Departments on all taxation matters.
- f) Finalisation and filing of tax returns.
- g) MIS Reports.
- h) Inward Bill Processing.
- i) Assistance in Financial Concurrence.
- j) Payroll administration.
- k) Treasury functions.
- l) Compliances under Goods Service Tax Act.
- m) Any other accounting/taxation jobs that may be assigned by the Management of DCL from time to time.

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ANNEXURE –III

ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS

- I) Only Consultancy Firms having at least three Partners/Directors and a minimum of 3 years of experience in rendering similar services in manufacturing sector can apply.
- II) The bidder should have similar experience of providing on site Accounting & Taxation services in any manufacturing sector preferably in State/Central PSUS.
- III)
- IV)
- V) The bidder must have valid Trade License, GST registration and PAN Number.
- VI) The bidder must have annual turnover of minimum Rupees 25 Lakh each from the similar contracts for any of the three Financial Years i.e. 2014-15, 2015-16 and 2016-17. Copies of Profit and Loss A/c, Balance Sheet and Income Tax Returns (ITRs) duly attested by a Chartered Accountant should be attached with the Bid document.
- VII) The bidder should not have been blacklisted by any Govt./Semi Govt. organization/P.S.U. for similar work in the past. An undertaking to this effect must be submitted along with the qualifying bid as per **Annexure VII**.
- VIII) The bidder shall satisfy all the conditions mentioned in detailed in the NIT.

To be typed in the letter-head.

ANNEXURE –IV

TECHNICAL/QUALIFYING BID FORM FOR E-TENDER

1	NAME OF THE CONTRACTOR/BIDDER	
2	TYPE OF ENTRY-PROPRIETORSHIP FIRM/PARTNERSHIP FIRM	
3	ADDRESS FIRM	
4	TEL NO./FAX NO./MOBILE NO.	
5	NAME OF THE CONTACT PERSON	
6	TEL.NO./MOBILE NO. OF CONTACT PERSON	
7	TENDER FEE DETAILS @ Rs. _____	DD NO. _____/Date:
8	EMD DETAILS @ Rs. _____	DD NO. _____/Date:
9	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN THIS REGARD TO BE PROVIDED	
	PAN DETAILS	
	GST REGISTRATION DETAILS	
	TRED LICENSE DETAILS	
10	ANNUAL TURNOVER OF FOUR FINANCIAL YEARS i.e. 2013-14, 201-15, 2015-16, 2016-17. (DETAILS in ANNEXURE IX ALONG WITH COPY OF PROFIT & LOSS A/C, BLANCE SHEET AND INCOME TAX RETURNS OF SAID YEARS)i.e. FOR ASSESSMENT YEARS 2014-15, 2015-16, 2016-17 & 2017-18) TO BE ENCLOSED.	
11	HAS ANY OF YOUR PARTNER EVER BEEN CONVICTED UNDER ANY LAW	YES/NO. If please provide details
12	HAS YOUR FIRM EVER BEEN BLACK LISTED AT ANY TIME IN THE PAST BY ANY ORGANIZATION. (Even if answer is NO, A SEPARATE undertaking as per Annexure – VII must be submitted along with the qualifying bid.)	YES/NO. If please provide details
13	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSURE)	

To be typed in the letter-head.

ANNEXURE –V

TERMS AND CONDITIONS

- i. Minimum Resources to be deployed as below:
 - a) One fully qualified and competent Chartered Accountant with minimum 5 years post qualification experience in similar service in manufacturing sector.
 - b) One suitably qualified and competent in Accounting & Taxation having hands on experience of minimum 10 years experience in similar jobs in manufacturing sector.
 - c) One Senior Supervisor/Partner/director suitably qualified and well conversant with all accounting & taxation matters to guide, train and periodically oversee the tasks assigned to the resources in (a) and (b) above and also assess the job progress.
 - d) Resources should be self-starters and should be in a position to perform independently.
 - e) Resources in (a) and (b) need to be present in the plant from Monday to Saturday (full time) and resource in (c) need to be present one / two days per week. Office timings are from 9:45 A.M. till 6:00 P.M.
 - f) Resource in © above shall conduct fortnightly meetings with the management to review the progress and identify areas of improvement.
 - g) Resources in (a) and (b) will be entitled to 22 days leave over the engagement period. Attendance will be the essence of this engagement and shortfall if any on this count shall be adjusted from the final invoice at the end of twelve months period.
 - h) Unfurnished accommodation to be provided in DCL Township for resources deployed in this engagement during their stay in Durgapur. Recovery will be made as per company rules with respect to electricity consumption and maintenance charges by way of deduction from monthly invoices to be raised on the completion of each calendar month.
 - i) Completion of jobs will be the eventual responsibility of the firm and any additional resource(s) based on workload / exigency shall be deployed at no extra cost.
 - j) Resources offered by the firm shall be vetted by DCL with regard to their suitability and eventful deployment.
 - k) The engagement can be terminated by one month notice from either side.

- ii. Financial Packet: The price should be quoted in the BOQ format which should be downloaded from the website www.durgachem.com and www.wbtenders.gov.in The filled in BOQ should be uploaded with digital signature.

- iii. Durgapur Chemicals Ltd. reserves the right to accept any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof.

To be typed in the letter-head.

ANNEXURE -VI

UNDERTAKING BY THE BIDDER

1. I/We undertake that my firm
M/s.....
has not been blacklisted by any Central Govt. Department/State Govt.
department/Public Sector Undertaking.

 2. I
.....
Son/Daughter/Wife of Shri
.....
... Proprietor/Partner/Director/authorized signatory of M/s
.....
an competent to sign this declaration and execute this tender document:

 3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

 4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under application/appropriate law.

 5. I understand that in case any deviation/wrong statement is found in the tender documents at any stage, my concern/firm/co. shall be blacklisted and shall not have any dealing with Durgapur Chemicals Ltd., in future.
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