WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY

(An Organisation under Department of Non-conventional & Renewable Energy Sources, Govt. of W.B)

Bikalpa Shakti Bhavan, J1/10, EP & GP Block,

Salt Lake Electronics Complex, Sector – V, Kolkata – 700 091

QUOTATION CALL NOTICE

Memo No. WBREDA/326 **Date: 02.07.2024**

Sealed quotations under two bid systems (i.e. Technical and Financial) are invited from reliable and experienced Chartered Accountants Firms[CA Firm] for preparation and compilation of accounts of West Bengal Renewable Energy Development Agency(WBREDA, Registered under Society Act,(1961) initially for the F.Y. 2023-24 which may be renewed to further two years subject to satisfactory performance. The quotation document with complete details of quotation including experience required, scope of work and Terms & Conditions can be down loaded from the website www.wbreda.org

Background

The West Bengal Renewable Energy Development Agency is a statutory board under the administrative control of the Department of NRES, Government of West Bengal.

Accounts of the Agency are not computerized and maintained centrally at its Head Office. A Regional Office is located outside Kolkata but its bank accounts are operated at Head Office. This office maintains one P.L Account at Kolkata Pay and Accounts Office -III, Salt lake and four Bank accounts viz, one Savings Account and one Flexy Account at Union Bank of India /Sector -V, one current account with State Bank of India/Bikash Bhavan. All grants received from Govt. and from other Departments are credited to P.L. Account and also Flexy Account at Union Bank Of India /Sector-V. All statutory payments are made from State Bank of India /Bikash Bhavan. The agency has Term Deposits in different banks with Bank Branch at Salt Lake.

Scope of Work:

The scope of work will include but not limited to the followings:

a. Entry of all the receipt & payment transaction in Tally Prime for the F.Y. 2023-24
b. Preparation and submission of a report, if any change is required in the existing Accounting Policies of the Society and if it is required to take concurrence of the Governing Body.
c. Preparation and submission of the financial statement for the F.Y. ended 31st March 2024.
d. Generation and submission of complete Head of Account wise Ledger.

Completion Time:

Activities	Timelines
Entry of all the receipt & payment transaction in Tally Prime for the F.Y. 2023-24.	Within 40 days from the date of issue of Engagement Order
Submission of Draft Accounts for the F.Y 2023-24.	Within 10 days from the date of completion of receipts and payments entries in Tally.

Important Information

Sl. No.	Particulars	Information
01	Start Date or availability of Quotation document in the official website.	**02/07/2024 at 2.00 P.M**
03	Last date and time for receipt of Quotation at West Bengal Renewable Energy Development Agency	**16/07/2024 Upto 2.00 P.M.**
04	Date and time for opening of Technical Bid.	**23/07/2024 at 3.00 P.M.**
05	Address for submission of Quotation.	**West Bengal Renewable Energy Development Agency, Bikalpa Shakti Bhavan, J-1/10, EP & GP Block, Salt Lake, Sector-V, Kolkata - 700091**
06	Contact Phone No.	**9674810632/9734264350**
07	Website	**www.wbreda.org**

Note: In case the last date for receipt of NIQ happens to be a holiday for WBREDA for any reason, the activity will be held on the immediate next working day at the same time & place.

General Condition of Contract (GCC):

1. Must be registered with the Institute of Chartered Accountants of India and practicing for not less than 05 (Five) years as on 1st April 2024. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
2. The firm must be empanelled with C&AG in major list at least for five years. (Self-Attested copy of latest C&AG Empanelment Letter to be furnished.)
3. Must be having a minimum five years of experience as on 31st March, 2024 in preparation of annual accounts with State Govt. Department/ Statutory Board/Corporation or other PSU under Govt. of West Bengal with annual turnover exceeding Rs.50 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such organization/Bodies along with extract of annual Financial Statements in support of income or expenditures to be furnished)
4. Must be registered under Goods & Service Tax Act.(Self-Attested GST Registration Certificate to be furnished.)
5. The Chartered Accountant Firm must have at least two (02) qualified Chartered

Accountants and the firm should have at least five (05) audit staff/article clerk.

Submission of Proposal

a) The proposal shall be in two parts i.e. Cover – A and Cover – B. Cover-A shall contain technical proposal and Cover-B shall contain financial proposal.
b) Technical and Financial proposal shall be submitted separately in sealed covers with clear inscription as "Technical/Financial Proposal" on the top of the respective cover and both the sealed envelopes shall be sealed in a third envelope with clear inscription on the top as- **"Quotation *for adoption and preparation of account of West Bengal Renewable Energy Development Agency (WBREDA) as per Ind AS for the F.Y. 2023-24 against quotation No.*Memo No. WBREDA/326 Date: 02.07.2024.**

Other Terms and Conditions

1. The quotation paper will not be sent by post.

2. Any study report or other documents, graphics, software or otherwise, prepared by you for the WBREDA under the engagement shall belong to and remain the property of WBREDA. However, you may retain a copy of such document.

3. Chief Accounts Officer of WBREDA shall be the controlling officer of the work for this entire engagement.

4. Accounts Officer, WBREDA shall be the Paying Authority.

5. In case of any query, the bidders may contact through our email- **ddowbreda@gmail.com** or physically at Office of the WBREDA, Bikalpa Shakti Bhavan, J-l/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata-700 091.

6. The Quotation Inviting Authority reserves the right to modify, amend or supplement the document. Any corrigendum, notification concerned to this quotation will be published in the Notice Board and website of the WBREDA **www.wbreda.org** and it will be part & parcel of the quotation. The bidders are therefore advised to follow the website for such corrigendum, notification etc.

7. Fees for this work should be quoted inclusive all charges such as conveyance, fooding & lodging etc. No accommodation will be provided to the team during the period of preparation and compilation of Accounts. GST will be paid extra as applicable.

8. 80% of fees will be paid by RTGS within 30 days from the date of receipt of pre-receipted bill in duplicate and after submission of final statement of accounts in triplicate satisfactorily in line with objective and terms and conditions and 20% of the fees will be paid after adoption in the meeting of Governing Body of WBREDA.

9. No advance payment will be made on any account.

10. The firm shall start providing services (actual engagement of personnel) within 15 days from the date of issue Letter of Award/ Engagement.
11. The work will be conducted during the office hours of WBREDA.
12. Quotation shall be submitted in prescribed/ official quotation only. If submitted in any other form the same shall be summarily rejected.
13. Each page of quotation document is required to be signed by the Nodal Partner of CA Firm. The documents/ certificates in support along with quotation shall be signed by the Nodal Partner.
14. West Bengal Renewable Energy Development Agency (WBREDA) reserves the right to terminate appointment in whole or in part in case of performance found unsatisfactory.
15. The work shall have to be executed as per scope of work, terms and condition mentioned as per WBREDA's General Condition of contract. Conditional offer will not be accepted in any case.

Evaluation and Selection

a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.

b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.

c) Selection will be based on the Quality & Cost. The qualifying score in technical evaluation is 60 out of 100. Format for evaluation of Technical Proposal is given below:-

Criteria for Evaluation of Technical Proposal

Sl. No.	Criteria	Max. Marks
01	No. of years of Registration with the Institute of Chartered Accountants of India: a) Upto 5 years:5marks b) Above 05years,upto 10years:7marks c) Above 10years:10 marks	10
02	No. of FCA Partners: a) Between 2 to3 nos.:8 marks b) Between 4 to10nos.:9 marks c) Above 10 nos.:10marks	10
03	Years of Experience in conducting preparation of accounts with Annual turnover exceeding Rs50 Crores	20
04	Annual Income (last three Financial Years i.e.2021-22 to 2023-24) : a) Between Rs.50 lakh toRs75 lakh:12 marks b) Above Rs.75 lakh, upto Rs100 lakh:15 marks c) Above Rs.100 lakh:20 marks	20

05	Firms having experience in conducting in preparation accounts of State Govt. Organizations or State Autonomous Bodies for at least 5 years in last five Financial Years ending in 2023-24.	40
	TOTAL	**100**

d) Financial Proposals shall be opened in the presence of the technically qualified firms' representatives, who choose to attend in person at the address given below:-

West Bengal Renewable Energy Development Agency, Bikalpa Shakti Bhavan, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Salt Lake, Sector –V, Kolkata - 700091

Date of Opening of Financial Proposals shall be communicated to the technically qualified firms.

e) For financial evaluation, Price excluding GST shall be taken into consideration

Award of Contract

a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.

b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.

c) In case two or more technically qualified firms having same technical scores quote the same lowest price, the firm having the highest average annual income in Last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.

d) Any effort by a firm to influence WBREDA in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.

West Bengal Renewable Energy Development Agency

Profile of the Applicant (To be furnished along with the Technical Proposal Cover "A "on the Letter Head of the Firm)

Sl. No.	Particulars	Details
01	Name and Address of the Chartered Accountants Firm with e-mail address	
02	Date of Registration with Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	**Date of Incorporation/ Registration:** **Date of Opening of Main Office or Branch Office:**
03	Year of empanelment with C&AG.(Self-Attested copy of Latest C&AG empanelment letter to be attached.)	
04	No. of FCA Partners as on1st April, 2024. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)	
05	Name, Designation, Contact No. and Address of the Contact Person/Local Representatives.	
06	Years of experience (as on 31st March, 2024) for preparation and compilation of Annual Accounts with annual turnover exceeding Rs 50 Crores.(Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Organizations.)	**Separate sheet may be attached, if needed comprising of following details:** **1. Name of Client** **2. Date of Contract** **3. Duration of Engagement** **4. Contract Value** **5. Contract Status (Completed/Ongoing)**
07	Firms having experience in preparation of accounts of State Govt. Organizations or State Autonomous Bodies for at least in last five Financial Years i.e.from 2019-20 to2023-24.(Self-Attested copies of Appointment Letters/Agreements /Work Orders issued by such Organizations to be furnished.)	
08	No. of Staff of the Firm (Self-Attested copy of documentary Evidence in this respect to be furnished.)	
09	Date of Registration under Goods & Service Tax Act.(Self- Attested Goods and Service Tax Registration Certificate to be furnished.)	
10	Annual Income of the Firm for last three	

	Financial Years i.e. from 2021-22 to 2023-24. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered except for the F.Y.2023-24.)	
11	Any other details the Firm would like to furnish (Example: Awards &Accreditations.)	

Note: (i) Information may be furnished in separate sheet(s) wherever necessary.

(ii)In case of documents, they should be self-Attested photocopies.

We here by agree with all the terms and conditions of the WBREDA and we here by undertake to abide by same.

Date : Authorized Signatory

Place: (Signature and Seal of the Authorized Signatory)

West Bengal Renewable Energy Development Agency

FINANCIAL PROPOSAL

(To be furnished in Cover"B"on the Letter Head of the Firm)

Name and Address of the Bidder:

Price Details:

Sl. No.	Particulars	Rate Per Annum (Rs.) (Excluding GST)
01	Fees for the scope of work as per WBREDA	
	TOTAL	

The Consolidated fee should be quoted inclusive of TA/DA. No amount pertaining to boarding/lodging will be allowed.

Total Price Excluding GST: Rs ……..……

(in words)
……

……

…….. GST will be paid at the applicable rate.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We here by agree with all the terms and conditions of the WBREDA and we hereby undertake to abide by same.

Date : Authorized Signatory

Place: (Signature and Seal of the Authorized Signatory)

West Bengal Renewable Energy Development Agency

Standard Format for Evaluation of Technical Proposal

Sl. No.	Criteria	Max. Marks	Marks Obtained	Remarks
01	No. of years of Registration with the Institute of Chartered Accountants of India: d) Upto 5 years:5marks e) Above 05 years, upto 10 years:7marks f) Above 10 years:10 marks	10		
02	No. of FCA Partners : d) Between 2 to 3nos.:8marks e) Between 3 to 5nos.:9marks f) Above 5 nos.:10 marks	10		
03	Years of Experience in preparation of accounts with Annual turnover exceeding Rs. 50 Crores	20		
04	Annual Income (last three Financial Years i.e.2021-22 to 2023-24) : d) Between Rs50 lakh to Rs. 75 lakh:12 marks e) Above Rs75 lakh, upto Rs. 100 lakh:15 marks f) Above Rs. 100 lakh:20 marks	20		
05	Firms having experience in preparation accounts of State Govt. Organizations or State Autonomous Bodies for at least3 years in last five Financial Years i.e. from 2019-20 to 2023-24	40		
	TOTAL	**100**		

02/07/2024

Administrative officer cum PRO
WBREDA

Memo No.: WBREDA/326 /1(7) **Date: 02.07.2024**

Copy forwarded to :

1. Notice Board, WBREDA
2. Website, WBREDA
3. OSD & Ex-Officio DIC & CEO, WBREDA
4. Chief Accounts Officer& DDO, WBREDA
5. Accounts Officer, WBREDA
6. Administrative Officer-Cum-PRO, WBREDA
7. Office File

02/07/2024

Administrative officer cum PRO
WBREDA