



Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



No.S -11026(12)/1/2011-SSM/148510

Date: 01/02/2018

EMPANELMENT OF VENDORS FOR APPOINTMENT OF CONSULTING FIRMS FOR PROVIDING ACCOUNTING SERVICE ON GST AND GST COMPLIANCE SERVICE

EXPRESSION OF INTEREST (Eoi)

Scope of work for Providing Accounting Service on GST AND GST Compliance Service:

- Collection of Supplier Details from the concerned Govt. Organization.
- Collection of Invoices of Suppliers from the Govt. Organization every month and within 3rd. Of the month for the previous month.
- Verification of Invoices for Return Filing.
- Reconciliation of Invoices for Return Filing in co-ordination with concerned Govt. Sector Personnel.
- Sending prepared Return files to the concerned Govt. Sector Organization for their approval.
- Filing of monthly GST Return in GST Portal for the Govt. Sector Organization within stipulated period of time every month based on invoices and documentations.
- Generation of Challan for deposit of tax deduction amount by the concerned Govt. Sector Organization.
- Delivery of Filed Return Copies to the concerned Govt. Sector Organization every month .
- Providing E Mail communications for Return Filing.
- Preparing MIS reports regarding Filing of Returns and submission of the same to the concerned Govt. Sector Organization.
- Providing necessary assistance to the concerned personnel of Govt. Sector Organization for reconciliation of supplier ledgers related to tax deduction every month.
- Providing Necessary assistance to the concerned Govt. Sector Organization for any issues related to GST compliance.
- In case of absence of required documentation on part of the Govt Sector Organization for any month, NIL RETURN in GST system will be filed by us for the Govt. Sector Organization for that month.

Eligibility criteria:

Vendors, desirous of getting empanelled with Sarva Siksha Mission, North 24 Parganas should have strong installed base, good market reputation, proven capability, expertise and resources, support and service network in the states of West Bengal, especially in North 24 Parganas. The vendor should be fully legally compliant.



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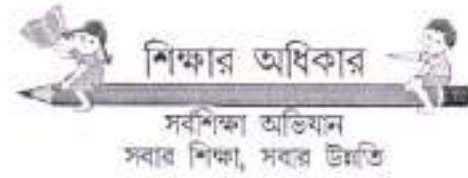


Other Terms and Conditions:

- Applications must be submitted in the below mentioned format on the letter head of the Company/Firms and duly signed by the Authorized representative of the Firms/Institution. Do not delete or add any columns to the format given. Empanelment will be decided by the Bank based on the information submitted. Vendors should ensure that full and factual position is disclosed in the format. Firms who meet the above requirements and are interested in getting empanelled with Sarva Siksha Mission, North 24 Parganas) may submit responses to the EOI which should include the following information:
- Profile of the firms (**Annexure-A**) – in the format given.
- List of major contracts undertaken from July 2017 (GST implementation date) as per (**Annexure-B**) in the format given.
- List of registered offices and branch offices, with addresses, telephone numbers, names of key support staff flagged as (**Annexure-C**).
- List of all service / support staff, across the state and their district-wise distribution, with contact information flagged as (**Annexure-D**).
- Declaration (**Annexure-E**)
- Financial Bid. (**Annexure-F**) to be filled up in the original signed copy of the Tender.
- **Providing Accounting Service on GST AND GST Compliance Service** through franchisees will not be accepted.
- The applicant should have the necessary infrastructure for **Providing Accounting Service on GST AND GST Compliance Service** in the Sarva Siksha Mission, North 24 Parganas which must be evident from the information supplied in (**Annexure – A**).
- Information relating to the Sarva Siksha Mission, North 24 Parganas final decision regarding empanelment will be conveyed directly to the vendors who are empanelled. The Sarva Siksha Mission, North 24 Parganas decision regarding accepting / rejecting the offer for empanelment or cancel the whole process, without giving any reason, will be final and no correspondence / discussion / queries will be entertained in this regard.
- Based on the information thus provided, the Sarva Siksha Mission, North 24 Parganas will short-list firms who prima-facie match up to the Sarva Siksha Mission, North 24 Parganas requirements.
- Interested Firms may submit their responses to EOI in the enclosed format on the company's letter head in sealed cover, through Hand delivery, super scribed "**FOR PROVIDING ACCOUNTING SERVICE ON GST AND GST COMPLIANCE SERVICE**" together with supporting documents / references etc, addressed to: **The District Project Officer, Sarva Siksha Mission, North 24 Parganas, Barasat .**
- **The Technical and the Financial Bid (Two Bid System)** are to be prepared separately by using two separate envelope and the same should be submitted in a single sealed envelope super scribed "Submission FOR PROVIDING ACCOUNTING SERVICE ON GST AND GST COMPLIANCE SERVICE" with a forwarding letter addressed to DPO. Technical Bid must contain the necessary documents (stated in **Schedule – A to Schedule E**) along with Earnest Money Deposit and other related tender papers except Financial Bid.
- **Financial Bid should contain only single rate with specification in the given format (Refer Schedule – F)**
- The intending Bidder shall have to deposit Rs.5,000/- (Rupees FiveThousand only) as EMD. This shall be in the form of account payee Demand Draft on any Nationalized Bank /Scheduled Bank drawn in favour of "Sarva Siksha Mission, North 24-Parganas" payable at Kolkata without which the tender shall be summarily rejected/ No Cheque/Money Order/Cash shall be accepted as EMD.
- SSA does not provide any exemption to SSI Units, Micro & Small Enterprises, Khadi, Handicrafts, Companies, Firm and other such units for payment of earnest money and security deposit, price preference or any other issues etc.



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- The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall be returned within one month from the date of finalization of the tender.
- Tender Papers will be issued till 15.02.2018 (Thursday) upto 4.00 p.m.
- The last date of submission of Sealed Bid Documents containing the Technical & Financial Bid is 16.02.2018(Friday) upto 03.00 P.M. The Technical Bid and Financial Bid will be opened on 19.02.2018(Monday) at 03.00 P.M in the chamber of The District project Officer in presence of the participants & the members of District SSM purchase committee.
- I. T. Will be deducted at source as per Government Rule.
- Earnest Money deposit will be forfeited in following cases :-
 - The Bidder withdraws tender after opening or acceptance.
 - The selected bidder fails to accept order, refuses either wholly or partly the offer that would be made by the DPO, SSM, North 24-Parganas.
 - The selected Bidder fails to deliver the ordered article within stipulated time as mentioned in the work/supply order.
- Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.
- The Department will have the right to call upon information regarding status of work at any point of time.
- If any difference arises concerning the mentioned Agreement of Enlistment, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations or as per West Bengal Government norms.
- The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Authority.
- The Printed rate should be mentioned in both figure and word in Financial Bid form. No erasing / overwriting will be entertained.
- Any of the Bidder, who may desire, may remain present at the time of opening of the technical bid.
- The agency will provide Accounting Service on GST AND GST Compliance Service at District Project Office, Sarva Siksha Mission Office, North 24 parganas) and 57 nos. CLRC's level and School Levels as per instruction stipulated in the work / supply order.
- The rates(s) to be quoted must be inclusive of 1.Registration in GST System as Tax Deductor, (One time) 2. Preparation of Digital Signature (One time) 3. Filing of GST Returns and reconciliation of ledgers(Monthly Basis) 4.Cost of Travelling Allowances (to and fro) for in the district of North 24-Parganas and 57 no. CLRC's 5. Cost of Printing (in Soft Copy and Hard Copy also) 5.Inclusive of Tax and 6. Any other Charge. No extra charges will be entertained.
- The accepted rate will remain valid for one year from the date of acceptance of the rate. The validity may be extended for a further period of another Six Months.
- Bills in duplicate along with signed challans must be submitted to the DPO, SSM, North 24-Parganas after making successful Accounting Service on GST AND GST Compliance Service at District Project Office, Sarva Siksha Mission Office, North 24 parganas) and 57 nos. CLRC's levels and Schools Levels also. District Project Office, SSM will provide service charge totally except school on monthly basis.
- **Financial Bid should contain only single rate for specific services with specification in the given format (Annexure-F) and to be submitted on original. Multiple quotes for similar service will disqualify the bidder.**

Additional District Magistrate (General)
North 24 Parganas



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Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



To,
The District Project Officer,
Sarva Siksha Mission
North 24 Parganas
Barasat

Sub: Submission of Expression of Interest for Accounting Service on GST AND GST Compliance Service

Sir,

In response to the Invitation for Expressions of Interest (Eoi) published on 11.01.2018, for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we provide the following documents in the form of hard copy,

1. Profile of the firms (Annexure-A).
2. Major contracts undertaken during the last three years as per (Annexure-B).
3. List of registered offices and branch offices, with addresses, telephone numbers, names of key support staff flagged as (Annexure-C).
4. List of all service / support staff, across the state and their district-wise distribution, with contact information flagged as (Annexure-D)
5. Declaration (Annexure-E)

Sincerely Yours, Signature of the applicant

[Full name of applicant]

Stamp

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.



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Annexure-A

Sl. No	Bidder's Organizational Contact Details	Reply
1.	Name of Organization	
2.	Type of Organization (Firm/ Partnership / Proprietorship)	
3.	Areas of business	
4.	Date of incorporation / registration	
5.	PAN No	
6.	GST No	
7.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
8.	Address of registered office with telephone no. & fax	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Copy of PAN and GST registration certificate in respect of 5 above.
4. Undertaking in respect of 6 above.

Signature of the applicant
Full name of the applicant
Stamp & Date



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Annexure-B

**FOR ACCOUNTING SERVICE ON GST AND GST COMPLIANCE SERVICE
LIST OF MAJOR CONTRACTS UNDERTAKEN DURING THE LAST ONE YEAR**

Sl.No.	Name and Address of the Client	Period of Work Served	Districts Covered	Value of Work (in Rs.)

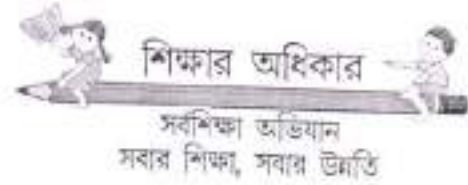
Notes:

- 1) Credentials issued by the clients shall be enclosed.
- 2) The work should have been executed by the firm/company under the name in which they are submitting the applications. In case of recent change in the name of the firm/company, suitable documents are to be produced evidencing the change in the name.

SEAL AUTHORISED SIGNATORY OF THE COMPANY



Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
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Annexure-C

HEAD OFFICE AND BRANCH OFFICE DETAIL

Sl. No	Bidder's Organizational Contact Details	Reply
1.	Name of Registered Head Office	
2.	Address of the Head Office	
3.	Name of Registered Branch Office	
4.	Address of the Branch Office	
5.	Telephone No. of the Branch Office	
6.	Staff strength at Head Office	
7.	Staff strength at Branch Office	

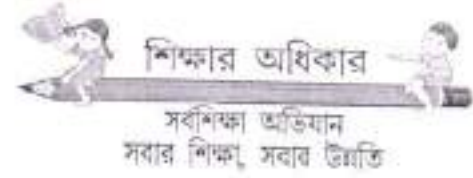
Enclose:-

1. Copy of Certificate of Incorporation at Branch Office.

Signature of the applicant
Full name of the applicant
Stamp & Date



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Annexure-D

LIST OF STAFFS

Sl.No.	NAME OF STAFFS	WORK SERVED	DISTRICTS AND 57 CLRC'S COVERED	PHONE NO
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

SEAL AUTHORISED SIGNATORY OF THE COMPANY



Annexure-E

DECLARATION

We hereby confirm that we are interested in competing for appointment of consulting firms for providing accounting service on GST and GST compliance service.

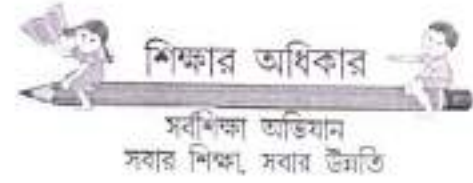
All the information provided herewith is genuine and accurate.

Signature of the applicant
Full name of the applicant
Stamp & Date

Note: The declaration is to be furnished on the letter head of the organization.




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District Project Office
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Annexure-F

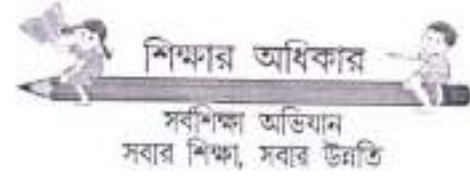
The Service charges and fees related to the scope of works mentioned above are as follows .

Sl. No.	Description of Services	Service Charge/ Fees (Rs.)	Schedule of payment
1.	Registration in GST System as Tax Deductor (District Level)		One time
2.	Preparation of Digital Signature (District Level)		One time
3.	Filling of GST Returns and reconciliation of ledgers (District Level)		Per Month
4.	Registration in GST System as Tax Deductor (CLRC Level)		One time
5.	Preparation of Digital Signature (CLRC Level)		One time
6.	Filling of GST Returns and reconciliation of ledgers (CLRC Level)		Per Month
7.	Registration in GST System as Tax Deductor (School Level)		One time
8.	Preparation of Digital Signature (School Level)		One time
9.	Filling of GST Returns and reconciliation of ledgers (School Level)		Per Month
10.	Application for TAN at CLRC and School Level		One Time


Additional District Magistrate (General)
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Date: 01/02/2018

Copy forwarded for information to the:

- 1) State Project Director, PBSSM with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) The Project Director, District Rural Development Cell, North 24-Parganas.
- 3) Chairman, District Primary School Council with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 4) Karmadhyaksha, Siksha Sthayee Samity, Zilla Parishad, North 24 Parganas.
- 5) Secretary, Zilla Parishad, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Zilla Parishad, North 24 Parganas.
- 6) Nazareth Deputy Collector, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, North 24 Parganas.
- 7) District Inspector of School (Secondary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 8) District Inspector of School (Secondary Education), Barrackpore with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 9) District Inspector of School (Primary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 10) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 11) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the Notice Inviting Tender in the Official Website (www.north24parganas.gov.in) of this district.
- 12) CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
- 13) CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
- 14) CA to Additional District Magistrate (PBSSM), North 24 Parganas for information of the Additional District Magistrate (PBSSM), North 24 Parganas.


Additional District Magistrate (General)
North 24 Parganas