West Bengal Board of Madrasah Education

DD 45 Sector-1, Salt Lake City ,Kolkata -700064
Website :www.wbbme.org
Email: wbbme2011@gmail.com /financewbbme@gmail.com

Memo no. 1088/ADMN/26 Dated: 25.11.26

NIQ No.: WBBME/SECTARY/eNIQ-01/2026-27

NOTICE INVITING TENDER (1st CALL) FOR COMPILATION AND FINALIZATION OF ACCOUNTS OF WBBME FOR THE F.Y. 2000 - 2001 TO 2011-12.(12 Years)

West Bengal Board of Madrasah Education (WBBME), (The West Bengal Board of Madrasah Education Act 1994) and under the administrative control of MA & ME Dept, Government of West Bengal, inviting e-Tender in two bid system for appointment of one experienced practicing CA Firm empanelled under CAG for **Compilation and Finalization of Annual Accounts of WBBME** for the Financial Year 2000-2001 to 2011-2012 (i.e. 12 years) and other allied works relating to Annual Accounts 2000-2001 to 2011-2012 (12 years) including Tally Entry

In the event of e-filling, intending bidder shall download the tender documents consisting of this N.I.T., eligible criteria, Scope of Work, Condition of work, other conditions, guidance to bidder and different Annexure& declaration from the website https://wbtenders.gov.in with the help of Digital Signature Certificate. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website https:// wbtenders.gov.in.

IMPORTANT POINT OF REFERENCE: Date and Time Schedule:

Sl. No.	Particular(s)	Date & Time
1.	Tender Inviting Authority	Secretary,WBBME
2.	Date of Publishing of e-Tender	**25.11.2026, at 2.00 PM**
3.	Documents download start date(*online*)	**25.11.2026, at 2.00 PM**
4.	Documents download end date (*online*)	**01.12.2026 at 05.00 PM**
5.	Bid submission start date (*online*)	**25.11.2026, at 2.00 PM**
6.	Bid Submission closing date (*online*)	**01.12.2026 at 05.00 PM**
7.	Bid opening date for Technical Proposals(*online*)	**03.12.2026, at 05:00 PM onwards**
8.	Date of uploading list for Technically Qualified Bidder (*online*)	**After evaluation of technical bid**
9.	Date & Place for opening of Financial Proposal (*online*)	**To be notified later on**
10.	Date of uploading of list of bidders along with their rates through (online).	**To be notified later on**

Period of contract	Annual Accounts for the Financial Year 2000-2001 to 2011-2012 (i.e. 12 years) and other allied works relating to Annual Accounts 2000-2001 to 2011-2012 (12 years) including Tally Entry
Bid validity period	Eighteen (18) months w.e.f. the date of Appointment
Minimum Bid Value	**54,280/- Per year including taxes as admissible**.
Earnest money	**Rs. Rs. 30,000/- (Rupees Thirty Thousand)**

The average annual Gross Receipts including Govt. Grant of the West Bengal Board of Madrasah Education (WBBME) during the last five financial years, i.e., from FY 2000 - 2001 to FY 2011 - 12, is Rs.**5.00 Crore to Rs.6.00 crore**

The West Bengal Board of Madrasah Education (WBBME) maintains its books of accounts in the Tally Prime accounting software, which is used for recording accounting transactions, maintaining ledgers, generating financial statements, and managing statutory compliance.

A) <u>SCOPE OF WORK:</u>

1) Tally entries of day to dayReceipt, Payment, Journal and Contra vouchers.

2) Monthly Salary Reconciliation.

3) Preparation of rectification journal, provisional journal as per verification, if required.

4) Reconciliation of Banks and preparation of monthly Bank Reconciliation Statement (BRS) is in Tally ERP system and also in manually.

5) Reconciliation of 26AS

6) Calculation and Reconciliation of Fixed Deposit (Principal with Interest).

7) Calculation of Bank Auto Sweep Interest.

8) Checking of Fixed Assets Register (FAR)

9) Calculation of Depreciation and preparation of Asset Schedule.

10) Verification of the transactions particularly in respect of statutory provision of the IT Act and GST Act.

11) Must attend during Statutory Audit and Supplementary Audit for the concerned F.Y.

12) Consultancy towards maintenance of component wise detailed Chart of Accounts (COA) under cloud based Tally software data files.

13) Suggestions for improvement of the existing Accounts Manual in the light of present Accounting system, Bank operation system and Tax procedure in consultation with the management.

** All Reconciliation and Calculation to be done in MS Excel and hard copy must be submitted to the Finance Officer of WBBME

B) CONDITION OF WORK:-

1) The representative of the Firm must be adequately qualified and capable to do the same type of assignment, will visitthe office along with adequate employees of the CA firm at least 2 – 3 days in a week at the HQ of WBBME for monitoring the work allotted. The firm should report the progress of work to the Finance Officer from time to time

2. Earnest Money:

2.1 The Bidder has to make payment of pre-defined Earnest Money of **Rs. 30,000/-** (Rupees Thirty Thousand Only) against the entire period of Twelve (12) years, i.e. from F.Y. 2000-01 to F.Y. 2011-12.

2.2 Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016

i) Net banking in case of payment through ICICI Bank Payment gateway.

2.3 **Refund of EMD**: The EMD of the unsuccessful bidder will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

2.4 No interest shall be paid/payable by the WBBME at the time of refund of 'Earnest Money Deposit' of the bidder.

2.5. **Collection of Tender Documents**

The tenderer can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. Thisis the only mode of collection of tender documents.

C) Eligibility Criteria:

1) The CA Firm should have Headquarter/Branch in Kolkata

2) Minimum standing of the CA firm should be 15 (fifteen) years.

3) The CA Firm should have at least 10 years of experience in compilation &finalization of Accounts of PSU/Statutory Corporation of Govt. of West Bengal or Govt. of India. Preference will be given to the CA Firm having at least 5 years core experience in finalizing accounts of Statutory Bodies/ Corporations

of M.A.& M.E. Dept. Completion Certificates from Work order issuing authority must be submitted with the tender document, if required by Board (Annexed format G).

4) The CA Firm must be empanelled with CAG and having good knowledge of CAG Audit formalities and compliance thereof.

5) The CA firm should have minimum average annual turnover of Rs. 25 Lacs. during last three financial years (F.Y. 2022-23, 2023-24 & 2024-25).

6) Minimum no. of Partners of the CA firm should be **4 (Four)**and the Partners shall possess a Certificate of Practice from the Institute of Chartered Accountants of India.

7) The Individual/Partner/Partners/Firm should not be convicted of any offence or debarred or blacklist or imposed punishment on by any competent court/statutory authority/ICAI/Govt. department/PSU/Corporation, for which a separate declaration is required from the Partners. (Annexed format E)

8) An individual/partners of the firm should not be associated with the Board during a period of two years immediately preceding the date of tender, for which a separate declaration is required from the Individual /Partners. (Annexed format D)

D) Technical proposal / Statutory Document:-

- ✓ The Technical proposal should contain scanned copies of the following documents
- ✓ Bidder's details (Annexure-A)
- ✓ Copy of Firm Registration No. issued by ICAI.
- ✓ ICAI Confirmation for the partners
- ✓ Latest CAG empanelment certificate.
- ✓ Trade License of the firm.
- ✓ Credential certificates as desired along with Works experience (Annexure-G).
- ✓ GST Registration certificate,
- ✓ P. Tax Registration with copy of challan.
- ✓ Copy of Income Tax return.(Last 3 years)
- ✓ Bid Form (Annexure-B)

- ✓ Declaration of True and correct Information (Annexure-C)
- ✓ Self Certificate regarding non-association with WBBME (Annexure-D)
- ✓ Self Certificate regarding blacklisting/non blacklisting (Annexure-E)
- ✓ Financial capability (Annexure-F)
- ✓ PAN CARD

E) General guidance for e-Tendering:

1. Registration of Bidder:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled& registered with the Government e-Procurement System/ Portal **www.wbtenders.gov.in**

2.**Digital Signature Certificate (DSC)**:

Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the CCA (Control Certifying Authority) Govt. of India

3.**Collection of Tender Documents**:

The intending Bidders can search & download N.I.T. and Tender Document(s) electronically from the Government e-Procurement System/ Portal. This is the only mode of collection of Tender Documents. There is no Tender Document Fee with respect to this tender.

4.**Submission of Tenders:**

Tenders are to be submitted online in the website www.wbtenders.gov.in in two folders at a time, one in Technical Proposal & the other in Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of scanned copy duly signed (and stamped) on all pages. The documents will get encrypted (transformed into non-readable formats).

F) Evaluation of bids and acceptance:

1. Technical bids will be opened first by WBBME electronically using Digital Signature Certificate.

2. Technical bids complete in all respect, will only be accepted and qualify for next stage of evaluation.

3. Pursuant to scrutiny and decision of the Tender Inviting Authority or WBBME approved Tender Committee, the summary list of eligible bidders whose Financial bids will be considered, will be uploaded in the web portal.

4. During evaluation, the Tender Committee may summon any of the bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their bids will be rejected.

5. Financial bids of technically eligible bidders only will be opened electronically on the web portal on the prescribed date.

6. The bids will be evaluated on the basis of technical and financial bid for the entire scope of work covered under the bid document.

7. Bid Price of all the bidders shall be compared to determine the lowest valued bid (L1).

8. During the evaluation of the financial bids of the technically qualified bidders, if it is found that more than one bidder quoted the same lowest rate/minimum bid value, the CA Firm having higher credentials will be considered as per Finance Department (Audit Branch, Group T) GO 2320-F(Y) dated 07.06.2022.

9. The Tender Inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all the bids, without assigning any reason whatsoever.

10. The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, West Bengal Board of Madrasah Education does not bind himself to accept the lowest or any other tender.

11. Acceptance of tendered rates will be communicated by E-mail/ Express Letter or Formal Letter of acceptance of tender.

12. The tender documents submitted by a tenderer shall become the property of WBBME and WBBME shall have no obligation to return the same to the bidders.

13. Any change in the name and details of the authorized representative(s)/ Nodal Officer/ Partner/ Relationship Manager of the bidder who would be responsible for taking instructions from WBBME shall be communicated to WBBME within three working days.

14. The "Offer Letter/Work Order" would be awarded subject to the approval of theSecretary of WBBME and "Offer Letter/Work Order" will be issued infavor of the successful bidder.

15. The Tender Inviting Authority reserves the right to reject any or all bids, and to cancel the Tender at any point of time, before the issuance of the "Offer Letter/Work Order", without assigning any reason, and without incurring any implicit or explicit liability.

16. Method of evaluation of Bid and marking will be as follows:

Sl No.	Eligibility Criteria	Marketin
1.	**Standing of the years**	
	Upto 15 years	1
	15-20 years	2
	Above 20 years	3
2.	**Experience in Finalization of Accounts**	
	Upto 10 years	1
	10-15 years	2
	Above 15 years	3
3.	**Experience in Finalization of Accounts of Parastatal of MA & ME Dept.**	
	Up to 3 years	1
	3-6 years	2
	Above 6 years	3
4.	**Average Annual Turnover**	
	25 Lacs – 50 Lacs	1
	Above 50 Lacs	2

The minimum qualifying marks should be 4 for a CA Firm

G) Subletting not allowed:

The successful bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

H) Financial proposal:-

The financial proposal should be submitted only through BOQ. Rate quoted in the BOQ shall be exclusive of all kind of applicable Taxes. The price should be firm, final and irrevocable throughout the contract period.

I) Signing of tender:-

Person or persons signing the tender shall state the capacity he/she is signing the tender. In the case of partnership firms, the names of all the partners should be disclosed but the tender shall be signed by any one (01) partner on behalf of the firm.

J) REJECTION OF BID:

If any or all the Technical documents as sought in clause D are not submitted by the bidder, the bid will be summarily rejected. Further, if any document submitted by the bidder is found to be false/ fabricated/incorrect/mis-informed/incomplete/invalid etc. the bid will also be summarily rejected.

K) DISPUTE REDRESSAL:

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Secretary, WBBME, will be final and binding on both the parties to the contract.

L) COMPLETION TIME SCHEDULE:

The successful bidder shall commence the work immediately upon issuance of the Work Order and shall complete the entire assignment, i.e. for first sixyears (F.Y. 2000-01 to F.Y. 2005-2006) **within 9(Nine) months** from the date of issuance of the Work Order.

The above time schedule shall be strictly adhered to, and time shall be deemed to be the essence of the Contract. Accordingly, the successful bidder shall deploy adequate qualified and experienced

professional manpower and all necessary resources to ensure the timely and satisfactory completion of the work within the stipulated period.

M) SCHEDULE OF PAYMENT OF PROFESSIONAL FEES:

The following payment schedule will be maintained by the Board

i) 80% will be released after submission of draft accounts and completed all parameters that mentioned in scope of work.

ii) 20% will be released after completion of Statutory Audit &CAG Supplementary Auditof Accounts

N) CANCELLATION OF TENDER:

The Tender Inviting Authority, WBBME reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

O) SECURITY DEPOSIT:

Tenderer shall enclose Crossed Demand Draft/ RTGS on any Scheduled Bank in favor of **"WEST BENGAL BOARD OF MADRASAH EDUCATION**"payable at Salt Lake, Kolkata, towards Earnest Money Deposit/ Security Deposit amount **Rs. 30,000/- (Thirty Thousand) only**.

BANK details for RTGS:

a) Beneficiary Name: **WEST BENGAL BOARD OF MADRASAH EDUCATION**

b) A/C No-00000031226884584

c) IFSC-SBIN0016648

d) BRANCH-SALT LAKE AC BLOCK

P) DEDUCTION OF TAXES ETC:

Deduction of Income Tax from the Bidder's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the Bidder as per Govt. Rules.

Q)REMOVAL OF DISCREPANCY:

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

a. Tender Form.

b. Scope of Work

c. General Terms and Conditions.

For any queries or clarification, the Bidders may contact Finance Officer of WBBME on any working day between 11.30 a.m. to 4.00 p.m. till closing date.

Secretary,
West Bengal Board of Madrasah Education

Annexure-A

WEST BENGAL BOARD OF MADRASAH EDUCATION

Tender No.

Bidder's Details

1	Name of the firm	
2	Name and Designation of Authorized Signatory	
3	Communication Address in Kolkata:HQ/Branch	
4	Office Phone No. : Mobile No.:	
5	E-Mail ID :	
6	GST Registration No.: PAN No. :	
7	Particulars Details of the Bidder / Representative	
	Name of Contact Person: Designation: Phone No.: Mobile No. : E-Mail ID :	

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full) :

Name and Title of Signatory:

Annexure-B

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

BID FORM

To
The Secretary,
West Bengal Board of Madrasah Education
DD-45, Sector-1, Salt Lake City,
Kolkata -700064.

Sub: Tender for Hiring Chartered Accountant Firm For Compilation and Finalization of Accounts of WBBME for the financial year 2000-01 to 20011-12.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the tender No_____2026, do hereby propose to execute the job as per scope/condition of work as set forth in your bid documents.

We further declare that the rate should be firm, final and irrevocable throughout the contract period. Rates are valid for a period of **120 (one twenty**) days only for the first four (04) years from the date of opening of financial bid.

We agree that WBBME reserves the right to accept or reject the bid and its decision will be final and binding on Bidder.

Dated, this ……..day of ……2026

Thanking you, we remain,

Authorized Signatory (signature in full) :

Name and Title of Signatory:

Annexure-C

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

Date :

Declaration of True and correct information

I/We,_____Son/Daughter/Wife of _____ Resident of_____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated/ incorrect/mis-informed/incomplete/invalid document would lead to rejection of my tender at any stage.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then WBBME shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Date:

Authorized Signatory (Signature In full):

Name and title of Signatory:

Annexure-D

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

Self Certificate regarding non-association with WBBME

I/We,_____Son/Daughter/Wife of _____ Resident of_____ Partner / Authorized Signatory of the Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby declare that an individual/partners of the firm is not associated in any manner with the Corporation other than on the ground of professional assignment or any of its directors/key managerial personnel/Senior management during a period of two years immediately preceding the date of tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by WEST BENGAL BOARD OF MADRASAH EDUCATION. In addition to the above WBBME will not be responsible to pay the bills for any completed/ partially completed work.

Date:

Authorized Signatory (Signature In full):

Name and title of Signatory:

Annexure-E

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

Self Certificate regarding blacklisting/non blacklisting

I /We, individual/ Partner/ Partner (s) of ……..……hereby declare that the Individual/Partner/Partners/Firm/company namely M/S. …… has not been blacklisted or debarred in the past by any Government Department/ competent court/statutory authority/ICAI/ any kind organization from taking part in Government tenders.

Or

I /We, individual/ Partner/ Partner (s) of ……. hereby declare that the Individual/Partner/Partners/Firm/company namely M/S…….Was blacklisted or debarred by any Government Department/ competent court/statutory authority/ICAI from taking part in Government tenders for a period of ……...……years w.e.f……..…..… The period over on ……. And now the firm is entitled to take part in Government tender.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by the WEST BENGAL BOARD OF MADRASAH EDUCATION. In addition to the above WBBME will not be responsible to pay the bills for any completed/ partially completed work.

Date:

Authorized Signatory (Signature In full):

Name and title of Signatory:

Annexure-F

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

[On the original letterhead of the Bidder]

FINANCIAL CAPABILITY OF BIDDER

Annual turnover details of the Bidder from [insert relevant details]

	Financial Year	Turnover in Indian Rupees
1.	2022-2023	
2.	2023-2024	
3.	2024-2025	

[Extra rows may be added, if required]

*Audited Accounts and tax audit report of the Bidder for each of the above mentioned financial years shall be submitted as supporting evidence.

Date :

Authorized Signatory (signature in full) :

Name and Title of Signatory:

Annexure-G

WEST BENGAL BOARD OF MADRASAH EDUCATION

(Tender No.)

Details of works of similar type executed by the Bidder

Sl. No.	Name of the Company /Firm with full address, phone, fax and name of contact person	Work description	Ref. &Date of the order	Work Order	Date of Start work	Date of Completion of work

1. Copies of completion certificate along with work order should be attached with this information. In absence of documentary evidence, bid is liable to rejected.

2. If required, extra rows or separate sheet may be used to submit the information.

Authorized Signatory (signature in full):

Name and Title of Signatory:

Digitally signed by MUKLESUR RAHMAN
Date: 2026.11.25 13:49:21 IST
Location: West Bengal-WB