

**West Bengal Forest and Biodiversity Conservation Society  
Office of the Chief Project Director, WBFBC Project  
Block: LB-2, Sector-III, Salt Lake City, Kolkata – 700106  
Phone; 033-23352266, Fax: 033-23352264**

**Tender for Selection of *Cost/ Chartered Accountant Firm*, for providing Professional services for maintenance of all Accounting system to the of the offices of the WBFBC Society (PMU , DMUs ,& other sub units) throughout West Bengal on regular basis.**

**Tender Notice No.05 /WBFBCP/2016-17**

**West Bengal Forest and Biodiversity Conservation Society**  
**Office of the Chief Project Director, WBFBC Project**  
**Block: LB-2, Sector-III, Salt Lake City, Kolkata – 700106**  
**Phone; 033-23352266, Fax: 033-23352264**

**Tender Notice No.05/WBFBCP/2015-16**

Memo No: 1612/WBFBCP/1-13/2014

Dated 30th May, 2016

**DECLARATION OF INTENT:**

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the West Bengal Forest and Biodiversity Conservation Project. The Society, intends to engage *bona fide* Cost Accountant Firms/ Chartered Accountant Firm **for providing Professional services for maintenance of all Accounting system to the offices of the WBFBC Project (PMU & DMUs ) throughout West Bengal on regular basis.**

Tenders are therefore invited from *bona fide* Cost Accountant Firms/ hereinafter referred to as "Bidder", having requisite credential and financial capability for execution of works of similar nature.

**IMPORTANT POINTS OF REFERENCE:**

Tender Inviting Authority	The Chief Project Director, West Bengal Forest & Biodiversity Conservation Project or his authorised representative
Name of the Work	<b>Providing Professional services for maintenance of all Accounting system to the offices of the WBFBC Project (PMU &amp; DMUs ) throughout West Bengal on regular basis.</b>
Tender Notice No.	<b>Tender Notice No.5/WBFBCP/2016-17</b>
Publishing Date	30.05.2016 at 16.00 hrs
Last date and time for submission of Bids	08.06.2016 upto 17.00 hrs
Opening of Technical Bids	09.06.2016 at 16.00 hrs.
Place of Opening of Technical Bids	Office of the Chief Project Director, West Bengal Forest & Biodiversity Conservation Project LB-2, Sector-III, Salk Lake, Kolkata-700098
Declaration of the results of Evaluation of Technical Bids	13.06.2016 at 15.00 hrs.
Opening of Financial Bids	13.06.2016 at 16.30 hrs.

Last date of submission of Earnest Money Deposit	08.06.2016 upto 16.00 hrs.
Communication Authority	Appellate Principal Chief Conservator of Forests (General), West Bengal, Aranya Bhavan, LB-10A, Sector –III, Salt Lake, Kolkata 700098

### 1. Other important points specified by the Tender Inviting Authority:

1. Detailed information is given in the Tender Document published in the web site of WBFBC Project.
2. Intending bidders should log on the website [www.wfbfbc.org](http://www.wfbfbc.org)
3. Two – Envelope bid system will be followed—Technical and Financial Bids
4. Financial Bids will be considered in respect of only those bidders who qualify in the Technical Bid. That is, Financial Bids of those who are found ineligible on examination of their technical Bids, will not be opened for consideration.
5. Incomplete tenders or Tender received after due date and time will be summarily rejected.

## 2. TENDER DETAILS

### 2.1 Background of the Project

The West Bengal Forest and Biodiversity Conservation Project is a JICA assisted project launched in 2012-13 by the West Bengal Forest and Conservation Society, a Society of Government of West Bengal registered under the W.B. Societies Registration Act. The objective of the Project is “To improve forest ecosystem and conserve biodiversity by undertaking afforestation, regeneration and wildlife management activities through Joint Forest Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonized socio-economic development of West Bengal”.

### 2.2 Tender Schedule

The schedule given below will be followed during this tender process unless otherwise notified by the Tender Inviting Authority

Start Date of Downloading form	30.05.2016 at 17.00 hrs
Last date and time for submission of Bids	08.06.2016 upto 17.00 hrs
Opening of Technical Bids	09.06.2016 at 16.00 hrs.
Declaration of the results of Evaluation of Technical Bids	13.06.2016 at 15.00 hrs
Opening of Financial Bids	13.06.2016 at 16.30 hrs
Declaration of Final Result	14.06.2016 at 16.00 hrs

### 3. Scope of Work:

**To Provide Professional services for compilation & maintenance of the Accounts to the offices of the WBFBC Society (PMU, DMUs, & other sub units) throughout West Bengal on regular basis.** The Society has three levels of operation-Project Management Unit (PMU) at headquarter, Divisional Management Unit (DMU) at Divisional level and Field management Unit (FMU) at Range level under each DMU.

#### **Area of Work:**

The job of professional services will include the following:-

- i). Compilation of Society Account which includes:-
  - a. PMU Account
  - b. Integration of **DMUs ,& other sub unit** Accounts with PMU Account
  - c. The basic entries of all the accounting documents, viz: credit and debit vouchers at headquarter level.
  - d. Preparation of statutory monthly financial statement like Balance Sheet, Income and Expenditure Accounts, Receipts and Payment Accounts report of PMU after integration of all the accounts of DMUs.
  - e. Scrutiny of Bank Reconciliation Statement (BRS) and Bank Statement of Society
  - f. Any other related work assigned by PMU as & when required.

**4.1. The Tender Document** can be downloaded from the website: [www.wfbfbc.org](http://www.wfbfbc.org)

#### **4.1.1 Due date and Time**

One sealed tender **addressed to the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project**, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid may either be dropped in the tender box in the office of the **Chief Project Director West Bengal Forest and Biodiversity Conservation Project, West Bengal, LB-2, Sector –III, (W.B Milk Federation Society Building) 2nd Floor, Salt Lake, West Bengal, Kolkata- 700106**, Or through Registered post or courier at the above address within the specified date and time as indicated in this notice:

**4.2.1** The sealed tenders must be received within **17.00 hrs. of 08.06.2016**. The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.

**4.2.2** The Tender Inviting Authority may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum to be posted in website and/or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile or through email.

#### **4.3. Eligibility Criteria**

4.3.1 Experience in similar field i.e. Capable of all entries of accounts in similar type of Government organization/ Undertakings/ Society etc.

4.3.2. Valid Certificate of Practice issued by Institute of Cost .Accountants/ Chartered Accountants of India

4.3.3. The bidder should have head office in Kolkata.

***The prospective bidder should annex the relevant credentials to justify its eligibility.***

#### **4.4 Submission of Tender—Two Envelope System**

Submission of bids has to follow two- envelope system. The bid will comprise two parts – Technical and Financial – to be submitted in two separate sealed envelopes and put in a sealed cover, as described in para 4.4.1, and 4.4.2 below.

##### **4.4.1 Technical Bid**

###### **A. Technical Sub-folder 1 containing,**

- i. *Receipted copy of Professional Tax Deposit Challan for March 2015.*
- ii. *Copy of Income Tax PAN Card valid up to the date of opening of the tenders.*
- iii. *IT Return Acknowledgement Receipt for Financial Year 2013-14 (A.Y 2014-15)*
- iv. *Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and (to be submitted in “NIT” folder)*
- v. *Earnest Money Deposit (EMD) - Scanned copy of Demand Draft (DD) / Banker’s Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata. (to be submitted in “EMD” folder)*
- vi. *Scanned copy of Trade Licence of Proprietorship firm*
- vii. *Scanned copy of Trade licence, Registered partnership deed of Partnership firm / Consortiums. Mere application for registration will not be considered.*
- viii. *Scanned copies of Registration Certificate under Company’s Act, Memorandum of Association and Articles of Association, Trade Licence for Limited Companies.*
- ix. *Scanned copy of Society Registration, Audited report, Registration Certificate of Society*
- x. *Certified audit report for the Financial Years 2012-13, 2013-14, 2014-15. The report should reflect the Annual Turnover for these three Financial Years.*

###### **B. Technical Sub-folder 2 containing,**

- i. *Application for Tender - (Vide FORM-1) (to be submitted in “Forms” folder)*
- ii. *Average annual turnover from contracting business- Scanned copy of Summary statement of annual turnover from contracting business for a period of last three Financial Years, i.e; 2012-13, 2013-14, 2014-15 (Vide FORM-2).*
- iii. *Declaration of not having common interest in the same serial- (Vide FORM-3)*
- iv. *Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also. Completion Certificate from the concerned authority of the projects / works, which is applicable for eligibility in this bid.*
- v. *Consultant’s Organization and Experience (FORM 5)*
- vi. *Description of Approach, Methodology and Work Plan for Performing the Assignment (FORM 6)*

##### **4.4.2 Financial Bid**

###### **a. Financial Proposal**

The financial proposal should contain the following document in one cover (folder).

Financial Rate Quote: The intending bidder should quote the rate in the space marked for quoting rate in Annexure –I. The rate, i.e; rates **for Providing Professional services for**

**compilation & maintenance of the Accounts to the offices of the WBFBC Society (PMU , DMUs ,& other sub units) throughout West Bengal on regular basis** (for which Services is intended to be provided). The total estimated cost for 12 months is Rs. 4,50,000.00 (four lakh fifty thousand) only .

The rate should be quoted monthly basis inclusive of Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess, as may be applicable. TDS & other taxes will be deducted from the bill as per rule.

**b. Submission of Earnest Money Deposit**

Earnest Money Deposit (EMD) is Rs. 10,000/- (Rupees Ten Thousand) only.

**Mode of Payment:**

1. One Demand Draft or Banker's Cheque amounting Rs.10,000/- towards Earnest Money Deposit (EMD) should be submitted **on or before 16.00 hrs of 08.06.2016**.
2. The Demand Draft or Banker's Cheque should be drawn in favour of **"West Bengal Forest and Biodiversity Conservation Society"**.
3. Demand Draft or Banker's Cheque may be drawn on any scheduled Bank of India. Payment in any other form eg: NSC, KVP etc will not be accepted.

c. The Financial Bid format is given in Annexure -I

d. The Financial Bid as prescribed in the Tender (Annexure –I ) should be filled up and sealed along with enclosures in a separate cover super-scribed as **"Financial Bid - rates for Providing Professional services for compilation & maintenance of the Accounts to the offices of the WBFBC Society (PMU , DMUs ,& other sub units) throughout West Bengal on regular basis.– Tender Notice No. 5/WBFBCP of 2016-17"**.

e. The address of the bidder should be clearly written on the cover.

**4.4.3 Outer Cover**

Both the sealed Technical Bid cover and sealed Financial Bid cover should be put in a single outer cover, which should be sealed and super-scribed as **"Tender for Providing Professional services for compilation & maintenance of the Accounts to the offices of the WBFBC Society (PMU , DMUs ,& other sub units) throughout West Bengal on regular basis. – Tender Notice No. 5/WBFBCP of 2016-17"**.

The outer cover should be sealed and should contain the following documents:

- a. The present Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. Covering letter of the proposal, to be signed with the Bidder's name and by a representative of the Bidder who is authorized to commit for the bidder to contractual obligations.
- c. Technical Bid as specified in the 4.4.1 of this Tender.
- d. Financial Bid as specified in section 4.4.2 of this Tender and as per Annexure I.
- e. Any other information that is required to be submitted in the proposal process

Note: The address of the bidder should be clearly written in the cover. The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will be summarily rejected.

#### **5. Period of Validity of Proposals**

- a. The offer submitted by the bidder shall be valid till the completion of the assignment.
- b. The Tender Inviting Authority may solicit the bidder's consent for an extension of assignment on same agreed terms and conditions to next subsequent financial years. The request and the responses thereto shall be made in writing.

#### **6. Late Proposals**

Any proposal received at the office designated in this Tender document, after the specified time for receipt of the same will not be considered.

#### **7. Right to Terminate the Process**

The right of final acceptance of the tender is entirely vested with the appropriate authority in the West Bengal Forest and Biodiversity Conservation Society, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.

#### **8 . Bid Opening**

The tenders will be received up to **17.00 hrs, of 08.06.2016**. The Technical Bids will be opened **at 16:00 hrs of 09.06.2016** by the officer authorized by the Chief Project Director of the Project in his office, in presence of such of those Bidders or their authorized representatives who may be present at the time of opening.

**8.1** The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of technically qualified bidders will be prepared by the PMU and displayed on the Notice Board of the office of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project, and also in the website of the Society at **13.06.2016 by 15.00 hrs.**

**8.2.** The Financial Bids of technically qualified bidders alone will be opened at **16:30 hrs of 13.06.2016.**

#### **9 . Tender Rejection Criteria**

Following are the tender rejection criteria:-

- 9.1** The Technical Bid not containing EMD will be summarily rejected.
- 9.2.** Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.
- 9.3** Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- 9.4** Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, the Tender Inviting Authority reserves the right to reject any or all the tenders without assigning any reason whatsoever.

**9.5** Tenders submitted without the enclosures to prove the bidder's experience will be liable for rejection.

**9.6** Tenders submitted without financial statements of the bidder are liable for rejection.

**9.7.** In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this tender document, the tenders are liable for rejection.

**9.8.** Incomplete bid documents, and bid documents submitted unsealed will be treated as non-responsive offer and the tender is liable for rejection.

## **10. BID EVALUATION PROCESS**

The detail of the process is described below:

### **10.1 Evaluation of Technical bids**

The Technical Bid will be examined by a Technical Committee to be constituted by the Chief Project Director, on the basis of the evaluation criteria and the points system specified in the Tender.

**10.2** The details provided in the Technical Bid will be taken as reference for evaluation.

### **10.3 Technical Bid Evaluation Criteria:**

Sl	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
A	Establishment of the Consultant firm relevant to the assignment		Copy of Certificate of Practice
1	Date of establishment (< 2 yrs =0, > 2-4 yrs= 5, >5 years=10)	10	
B	<b>Experience of the Consultant firm in related assignments during the last 6 years.</b>		Copies of the Work Orders
	5 mark for each year	30	
C	No of Qualified CA/ Cost Accountant		Qualification/ Membership certificate
1	(< 1 Nos. =0, 1-2 Nos.= 10, > 2 Nos.=16)	16	
D	No of Tally based Accounting Staff employed		Self Certified List of Employed Staff
1	< 2 – 0 marks, 3-8 – 10marks, >8 -20 marks	20	
E	Experience in similar type of Projects of Government Organisation/ Undertakings/ Society other than Externally Aided Project		Copies of the Work Orders
	6 marks for each Project	24	
	Maximum technical score (St)	100	

10.3.1 The Technical Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.

10.3.2 Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points.

10.3.3 **The bidders, who get a Technical score of 60 or above, will qualify for the evaluation in the financial process.**

## **11. Evaluation of Financial bids**

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- a. The total Financial score for evaluation of financial bids is 100.
- b. The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest Value (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest percentage of the project value as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is 200 and that of L2 is 400, then L1 will be awarded 100 points (maximum) and L2 will be awarded  $(\frac{200}{400}) \times 100 = 50$  points.

### **11.1 Ranking of the bidders**

Being QCBS, the ranking of bidders will be done on 80:20 = Technical: Financial as follows:

**Total Score Secured = 80% of Technical score + 20% of Financial score**

The bidder securing the highest total score will be ranked 1<sup>st</sup> and will be selected for the assignment. The summary result sheet will be published in the web site of WBFBC Project—  
**[www.wbfbc.org](http://www.wbfbc.org)**.

## **12. AWARD OF CONTRACT**

### **12.1 Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Society.

### **12.2 Signing of Contract**

The successful bidder should execute an agreement for the fulfilment of the contract with the Project Management Unit within 3 days from the date of receipt of the Letter of acceptance issued by the PMU. If the same is not executed within 3 days, the tender will be held as non-responsive bidder.

### **12.3 Security Deposit**

- a. The successful bidder shall deposit a refundable security with the Society , **within 7 (seven) days from the date of receipt of the letter of acceptance** issued by the PMU

or prior to signing of the contract, whichever is earlier, for the due performance and fulfilment of the contract by the bidder.

- b. This Security Deposit will be for an amount equivalent to 5% of accepted bid value in the form of Demand Draft drawn in favour of **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata**. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void. The Security Deposit furnished by the bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all reports in required norms.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his Security Deposit mentioned above will also be forfeited to the West Bengal Forest and Biodiversity Conservation Society.

#### **12.4 Issue of Work Order**

After the execution of the agreements specified in the tender document and after receipt of the Security Deposit, the PMU will issue the formal Work Order to the successful bidder.

#### **12.5 Execution of Work Order**

The successful bidder should nominate and intimate to the PMU the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

#### **12.6 Assigning of Tender whole or in part**

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

#### **12.7 Submission of Deliverables**

The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document. If the delivery is not affected as per agreement, the PMU shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

##### **12.7.1. Payment Schedule**

Payment will be released for the completed assignment on monthly basis.

#### **12.8 Termination of Services**

The PMU reserves the right to terminate the services of the firm, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

#### **12.9 . RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):**

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Chief Project Director, West Bengal Forest and Biodiversity Conservation Society, Block-LB-2, Sector-III, Salt Lake City, Kolkata-700 106** giving the reference to the work, Tender Notice

No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all bidders other than the successful bidder in each case may be refunded, after expiry of seven days from the date of issue of work order to the successful bidder. The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

#### **12.10. Force Majeure**

The AGENCY appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Society, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

### **13. OTHER TERMS AND CONDITIONS**

- a. During the execution of the assignment, the PMU reserves the right to issue advice and direction to the implementing firm or request additional information or clarification from the firm. While such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the implementing firm.
- b. All supporting materials (including all data, material, and documentation originated and prepared for the PMU pursuant to this Tender Notice, and including correspondence relating to this Tender Notice) shall, upon delivery to the PMU become the property of the PMU.
- c. The bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- d. The PMU. reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the West Bengal Forest and Biodiversity Conservation Society for good and sufficient reasons.
- e. In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.

**Chief Project Director  
West Bengal Forest and Biodiversity Conservation  
Project**

**FORM-1**

**APPLICATION FOR TENDER**

**To  
Chief Project Director  
West Bengal Forest & Biodiversity Conservation Project  
West Bengal**

**Tender Notice No:- .....**  
**Project Name-**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**FORM-2**

**Certificate regarding Summary Statement of Yearly Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of .....

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1	2009-2010		
2	2010-2011		
3	2011-2012		
4	2012-2013		
5	2013-2014		
6	2014-2015		
Total			

Average Turnover: In Rs

**Note:**

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 6 years is to be obtained by dividing the total turnover by 6.0.

Signature of the bidder

**FORM-3**

**Declaration against Common Interest**

I/We, Shri/Smt. \_\_\_\_\_, the authorized signatory  
on behalf .....  
do hereby affirm that I/We/any of the member of  
.....  
..... bidding against NIT No.....  
Sl. No ..... do not have any common interest either as a partner on any partnership  
firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the  
work I / We want to participate.

Date:

.....  
Signature of bidder

**FORM- 4**

**STATEMENT OF COMPLETION OF SIMILAR WORKS**

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Whether Completion Certificate has been received (Yes /No)
	Name of Organization	Nature of Organization (Govt./ Semi-Govt./ Pvt/ Others)			

Signature of Bidder

## FORM 5

Consultant's Organization and Experience

### **A. Consultants Organization**

[Provide here a brief description (**not more than 2 pages**) of the organization of the Consultant and, if applicable, each joint venture partner for this assignment.

The following information should be clearly mentioned for the purpose of evaluation:

- 1) Date of establishment
- 2) Office in Kolkata (HQ / Regional Office etc.)
- 3) Offices in district HQ in West Bengal, if any
- 4) Numbers of Permanent staff (Management/ Administration/ Finance /Technical)]

### **B. Consultants Experience**

[Using the format below, provide information on each assignment for which your firm and each joint venture partner for this assignment, was legally contracted either individually as a corporate entity or as a lead firm or one of partners within a joint venture, for carrying out consulting services similar to the ones requested under this assignment. Similar services may include Experience in similar field i.e. Capable of all entries of accounts in similar type of Government organization/ Undertakings/ Society etc.

## FORM 6

### **Description of Approach, Methodology and Work Plan for Performing the Assignment**

[Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present their Technical Proposal **(not more than 4 pages, inclusive of charts and diagrams)** divided into the following **two** sections:

- (a) Technical Approach and Methodology,
- (b) Work Plan

**a) Technical Approach and Methodology:** In this section the bidder should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The bidder should highlight the problems being addressed and their importance, and explain the technical approach he would adopt to address them. He should also explain the methodologies he proposes to adopt and highlight the compatibility of those methodologies with the proposed approach.

**b) Work Plan:** In this section the bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

**ANNEXURE 1A**

**Tender Inviting Authority- The Chief Project Director, West Bengal Forest and Biodiversity Conservation Project**

**Nature of Work- Providing Professional services for maintenance of all Accounting system to the offices of the offices of the WBFBC Society (PMU , DMUs,& other sub units) throughout West Bengal on regular basis.**

**Contract No- Tender Notice No.05/WBFBCP/2015-16**

**Bidder Name:-**

**This Form must not be modified /replaced by the bidder and the same should be sealed after filing the relevant columns, else the Bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.**

SL. NO	Description of Work	Supporting Unit	Estimated Rate (in Rs/ per month)	Rate in figures To be entered by the Bidder) Rate quoted must be inclusive of all taxes		Total Amount
				Figures	Words	
1.	Providing Professional services for maintenance of all Accounting system to the offices of the offices of the WBFBC Society (PMU , DMUs,& other sub units) throughout West Bengal on regular basis.	PMU-1 DMU-34 FMUs & other sub units				

