



WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED

(A Wholly Owned Company of Govt. of West Bengal)

An ISO 9001, 14001 and 18001 Certified Company

HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021

Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email: info@wbhdcl.gov.in

Corporate Identity Number U45203WB2012SGC180687

www.wbhdcl.gov.in

Memo No: 342/WBHDCL

Date: 28.03.2017

NOTICE INVITING QUOTATION (NIQ)

Sealed Tenders (Two part system) are invited by West Bengal Highway Development Corporation Limited (WBHDCL) having its registered office at HRBC Bhawan, 4th & 5th Floor Munshi Premchand Sarani Kolkata-700021 from reputed Company Secretaries/Chartered Accountants/Cost Accountants Firm having required credential and suitable experience in work of similar nature in Govt. / Public Sector Enterprises for the following job as per the structured format.

1. **Name of work:** Company Secretarial work- Conversion of Annual Accounts (Statement of Profit & Loss and Balance Sheet with annexures thereto) into XBRL mode and verification and certification of e-Form AOC-4-XBRL for the financial year 2016-2017 within the scheduled time limit.
2. **Period of completion:** The work shall be completed and submitted to WBHDCL within 15 days (fifteen days) from the date of handover of all the required documents to the selected bidder by the Company.
3. **Availability of Tender Paper:** Tender paper can be downloaded from our website www.wbhdcl.gov.in from 28-03-2017 to 06-04-2017
4. **Date, Time and Place of submission of Tender:** Applications in sealed envelope should reach the Company on or before 06-04-2017 within 5.00 pm at the address stated herein below:

The Company Secretary
West Bengal Highway Development Corporation Limited
HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani,
Kolkata 700 021, Tel.: (033) 2262 5267,
Tele-fax: (033) 2262 5266,
E-mail: info@wbhdcl.gov.in
5. **Date & Time of opening of Tender:** Application will be opened on **07-04-2017** at 11:00 AM
6. **Minimum Eligibility Criteria**
 - (i) The firm of Practicing Company Secretaries/Chartered Accountants/Cost Accountants must be registered with Institute of Company Secretaries of India/Institute of Chartered Accountants/Institute of Cost Accountants of India as the case may be.
 - (ii) The firm should have at least 3 years of experience in the given field.
 - (iii) The firm should not have been convicted of any offences or debarred or imposed punishment by any court/statutory authority/ICSI/ICAI/ICWAI.
 - (iv) The firm should have Headquarter/Branch Office in Kolkata.
 - (v) The firm must possess a valid license agreement to use XBRL software.

Proof of experience, proof of firm registration, proof of XBRL license agreement, Copy of PAN and Service Tax registration certificate is to be enclosed to substantiate the abovementioned eligibility criteria. In absence of the supporting documents the offer will be rejected. The documents attached to the offer must be serially numbered and duly signed/self-attested by the proprietor/partner along with the official seal.

7. Contract Period: The validity of the contract would be for a period of one year form the date of acceptance of order. However, WBHDCL will have the option to extend the period of contract by another two years, on year to year basis depending upon the satisfactory performance of work at the same terms and conditions and the quoted rate.

8. OTHER IMPORTANT TERMS & CONDITIONS:

- (i) Only typed quotation shall be considered.
- (ii) Tender form duly filled in and signed by the bidder or his authorized representative on each page with official seal must be submitted along with the quotation.
- (iii) Only eligible Firms are allowed to bid against this tender. Offers of ineligible firms shall not be considered. Tenderer must submit documentary evidence to prove their eligibility.
- (iv) The documents to be furnished should be duly attested with seal as mentioned in Clause 6 above.
- (v) No tender document will be issued or received by post.
- (vi) The management reserves the right to select a firm at its own discretion based upon the criteria as mentioned and their decision shall be binding.
- (vii) The bid shall be submitted in two parts viz. Technical bid (Part I) and Financial bid (Part II) in the following format only:-

➤ **Technical bid (Part I) should contain:-**

- a. Name of the Firm:
- b. Address:
- c. Membership Number:
- d. Certificate of Practice Number:
- e. Telephone & Mobile No., Fax no. e-mail id, website:
- f. Date of incorporation/Registration of Firm:
- g. Total Experience as on 28.02.2017:
- h. Number of years of practice as on 28.02.2017
- i. Experience (in detail):
- j. Income Tax PAN No:
- k. Service Tax Registration No:
- l. The firm/ representatives of the firm must not have been convicted of any offence or debarred or have been punished by any court/statutory authority (*declaration to be given*).

➤ **Financial bid (Part II) should contain**

- a. Fees for Conversion of Annual Accounts into XBRL mode (Statement of Profit & Loss and Balance Sheet with annexures thereto) and verification and certification of e-Form AOC-4-XBRL (inclusive of all taxes) :

- (viii) Both the bids should be submitted in two separate sealed envelopes super scribed as “**Technical Bid for Appointment of Secretarial Auditor for F.Y. 2016-17**” and “**Financial Bid for Appointment of Secretarial Auditor for F.Y. 2016-17**”.
- (ix) Financial bid (Part-II) will be opened only for those bidders who qualify in Technical bid (Part-I) with due intimation.
- (x) WBHDCL reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.
- (xi) VALIDITY of the offer: 90 days.
- (xii) PAYMENT: Payment will be made within 30 days on submission of authenticate Bill/Challan only after completion of the work.