

Memo No. 32/518-RMSA/2019

Date: 30/01/2019

TENDER NOTICE

1. Quotations are hereby invited from the registered Chartered Accountant Firms in sealed envelope to undertake the accounting works of The West Bengal Society for Rashtriya Madhyamik Shiksha Abhiyan. Rashtriya Madhyamik Shiksha Abhiyan will be dissolved and all its assets and liabilities will be subsumed with Paschim Banga Samagra Shiksha Mission and a cut-off date for winding up is fixed at 31/12/2018.

2. **Therefore, the scope of work for the CA Firm shall involve:**

A. Preparation of district wise account from 01.04.2018 to 31.12.2018
B. Preparation of accounts at State Office from 01.04.2018 to 31.12.2018
C. Consolidation of district accounts with State accounts from 01.04.2018 to 31.12.2018
D. Details of fund as on 31.12.2018
E. Make necessary book entry for the transfer of accounts of Rashtriya Madhyamik Shiksha Abhiyan to the Paschim Banga Samagra Shiksha Abhiyan and assist in winding up purpose
F. Preparation of supplementary accounts from 01.01.2019 to the date of dissolution
G. Submission of books of accounts to the Registrar for winding up purpose and
H. Any further assistance as may be required for winding up purpose.

3. The quotation should be addressed to the State Project Director, RMSA and be sent to the Controller of Finance, Rashtriya Madhyamik Shiksha Abhiyan (5th Floor) Bikash Bhawan, Salt Lake- 700 091. The quotation can be dropped on any working day from 11 am to 2 Pm up to 08.02.2018 in the dedicated box at the office of Rashtriya Madhyamik Shiksha Abhiyan (5th floor) and no tender will entertained thereafter and the submitted quotation will be opened on the same day in the presence of the bidders. Following are the documents that need to be enclosed along with the quotation:

- (i) Expression of Interest (Covering letter) in firm's letter head.
- (ii) A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
- (iii) Date of formation of the firms/other organization with a full time FCA.
- (iv) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- (v) Membership certificate along with certificate of practice
- (vi) A copy of the latest partnership deed in the case of partnership firms.
- (vii) A copy of the IT return's acknowledgement along with its partners /Sole proprietor as the case may be for the last three years along with photocopy of PAN Card.
- (viii) GST registration certificate

- (ix) Details of court cases / arbitration cases / or any other case pending against the Firm /organization or any of its partners, if any.
- (x) Details of audit experience of the firm/organization for the last 3 years
4. The quoted charge for undertaking such work will be inclusive of all charges like (accounting charges, travel expenses and GST amount) and no other charges in any form will be paid additionally.
5. 75% of the tender amount will be paid after submission of books of account to the registrar for winding up purpose and remaining 25% of the amount to be paid after acceptance by the books of account by the registrar.
6. The authority reserves the right to reject any or all of the quotations without assigning any reason whatsoever.

Prady
30/1/19
State Project Director
WBSRMSM