



Memo No: 345/A-118/11(Pt.-19)

Date: 09-09-2024

**Notice Inviting Quotation No. 01 of 2024-25**  
**of the Director, Directorate of Brick Production, Housing Department, Government of West Bengal.**  
**N.I.Q. Ref. No. WBHOD\_DBP\_NIQ-01 of 2024-2025**

The Director, Directorate of Brick Production, Housing Department, Government of West Bengal hereby invites offline sealed quotations for the job of preparation of Final Accounts (Proforma Accounts) of Manual Brick Production Units and Mechanised Brick Factory under the Directorate from the financial year 2015-2016 to 2023-2024.

**Name of the work: Preparation of Final Accounts (Proforma Accounts) of Manual Brick Production Units and Mechanised Brick Factory under the Directorate of Brick Production from the financial year 2015-2016 to 2023-2024.**

Sl.	Particulars of the job	Period
1.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet of Manual Brick Production Units in prescribed Proforma of office of the Works Manager, Mechanised Brick Factory, Palta	2015-2016 to 2023-2024
2.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet of Manual Brick Production Units in prescribed Proforma of office of the Deputy Director, Central Division including Assistant Director, Kalyani's office	2015-2016 to 2023-2024
3.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet of Manual Brick Production Units in prescribed Proforma of office of the Deputy Director, Akra Division	2015-2016 to 2023-2024
4.	Integrated Final Accounts (Trading Account, Profit & Loss Account and Balance Sheet) combining the Final Accounts of both the Central & Akra Division	2015-2016 to 2023-2024

**Eligibility of Bidder:** Should have the requisite experience of carrying out such type of job in the past. Photocopies of necessary documents/certificates are required to be submitted at the time of bidding i.e. along with quotation papers and be produced in original to the representatives of The Director, Directorate of Brick Production, Housing Department, Government of West Bengal at the time of opening of the quotation. Firms having experience of carrying out similar type of work in government office would be given preference. Work orders issued by government departments will have to be produced at the time of submission of bids. Suitability of firm for this particular work, will be assessed by the Directorate, on the basis of credentials submitted and the Directorate is not bound to accept the L1 bid. Quotationers may please note this point at the time of bidding.

Requisite documents are as follows:

1. GST certificate.
2. Professional Tax clearance certificate.
3. Income Tax (PAN in the name of the Agency).
4. Trade Licence / Registration Certificate of the firm.
5. Audited company balance sheet for FY 2022-23.
6. Credentials (only performance in any Government organisation will be considered, in that case copy of work order to be submitted).

**Details of various events:**

Sl. No.	Event	Date & Time
1.	Date of publication in the Housing Department Website	11.09.2024
2.	Starting Date of submission of quotation paper	11.09.2024
3.	Closing date of submission of quotation paper	20.09.2024 up to 2:00 PM
4.	Date of opening of sealed quotation	20.09.2024 after 3:00 PM

**N. B.** In case of office remaining closed on the date stipulated above due to unforeseen reasons, then the opening of quotation will be made on very next working day and at the same time.

### Terms and conditions:

1. Notice Inviting Quotation will be uploaded in the official website of Housing Department, Government of West Bengal. Intending participants may take the print out of the same from the website and fill up the bid as per annexed schedule. Notice Inviting Quotation also will be displayed in the Notice Board of the office of the Director, Directorate of Brick Production, P. O. - Barrackpore, North 24 Parganas, Pin: Kolkata - 700 120. Intending bidders can collect the same from the office of the undersigned. No phone calls, mail will be entertained in this regard.
2. Payment for the job done shall be made only after acceptance of the prepared accounts by the competent authority. Payment will be made online only through-respective Treasury. Payment is subject to availability of funds.
3. Any rectification, if required to be done in the submitted accounts, will be done by the agency at the agency's own cost, within 15 (fifteen) working days, as per direction of the Director, Directorate of Brick Production. In case of non-compliance, the security deposit will be forfeited and the agency may be banned from participating in Tenders/Quotations of Directorate of Brick Production, Housing Department.
4. Under normal circumstances, L1 bidder will be considered on the basis of quoted Grand total amount, subject to satisfaction of the authority. However competent authority may not select the L1 bid. Please go through the paragraph **Eligibility of Bidder** above.
5. Income tax @ 2% (two percent), and security deposit @ 8% will be deducted from the bills of the Successful Agency, other taxes if applicable will be deducted as per norms. However, these deductions may change, in case of any changes by the government later. Security Deposit will be released after 365 days following extant norms.
6. The job will have to be completed within 30 (thirty) days of issue of work order.
7. The successful bidder will have to execute a tender agreement on WB Form No. 2911/2911(i)/2911(ii) as applicable, immediately after issue of work order, failing which the NIQ will be treated as cancelled. The documents may be obtained from the concerned office during office hours. The tender agreement shall remain valid for 365 days. All incidental liabilities are to be borne by the firm.
8. During the execution of the work, i.e. preparation of Proforma Accounts, representatives of various offices will be attached with the firm. It will be the responsibility of the firm to convey and explain to the representatives, the procedure followed in compilation, for the understanding of the works carried out.
9. Transportation to and from the office of the Director, Directorate of Brick Production and also to any Division/Sub-Division offices, will have to be arranged by the agency at its own cost. Intending quotationers will have to quote their rate in words and figures distinctly in the enclosed Price Schedule.
10. The accepting authority reserves the right to reject any or all of the Quotations, which will be on Grand Total basis under normal circumstances, without assigning any reason thereof and is not bound to accept the lowest Quotation. The accepting authority also reserves the right to cancel the NIQ at any point of time and stage of tender process. No representation in this connection will be accepted under any circumstances. Earnest money, if deposited will be refunded as per rules.
11. Only successful Quotationers will have to deposit Earnest Money amounting @ 2% of the Gross Quoted amount in the shape of Bank Draft from any authorized Nationalized Bank in favour of the "Deputy Director, Central Division", payable at Kolkata.
12. The entire earnest money of the successful quotationer shall be converted into security deposit. The security deposit will be refunded as per clause 17 of 2911/2911(i)/2911(ii) as applicable.
13. The Quotationers should submit financial bid in a sealed envelope, as per schedule and as mentioned below, mentioning their complete office postal address, email and phone number.
14. **Financial Bid** - It should have details of individual amounts and also the Grand total - as mentioned in schedule/BOQ (AMOUNT IN RUPEES) to be quoted by the bidder.
15. Bank Guarantee, Fixed deposit, IPO or any other financial instrument will not be accepted for the purpose of securities/EMD.
16. Before issuance of work order, original documents of all submitted and desired documents of successful bidder will be verified. In case of any discrepancy, the bid will be rejected and the Earnest Money will be forfeited.
17. Conditional Tender will not be accepted.
18. Each page of the tender documents is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the company and be submitted at the time of submission of Technical Bid.
19. Payment will be made directly to the Bank Account of the successful bidder by means of RTGS (through IFMS portal) from respective Treasury under whose jurisdiction this office falls, as per availability of funds.
20. Any bidder may participate in the tender either as an individual or as a partner in a firm. Under no circumstances the same individual will be allowed to participate from more than one portfolio. In such cases, both the bids will be technically disqualified.
21. During scrutiny or at any stage later, if it comes to the notice of the tender inviting authority that the credential or any other document submitted by the Quotationer is incorrect/manufactured/fabricated, the offer of that Tender/agreement will be outrightly rejected without any prejudice and security deposit will be forfeited. The agency may have to face the consequences as deemed fit by the department.
22. The Department reserves the right to cancel the tender or withhold payment in the event of non-commencement of desired services or unsatisfactory performance by the Quotationer. Quotationer may be black listed by the Government for a period of three years to participate in any type of tender & his security money shall also be forfeited. Quotationers are requested to note this issue before submitting bids.
23. The quotationers before quoting their rates should acquaint themselves with the job mentioned in schedule.

24. All Quotationers or his authorized representative are requested to be present personally during the opening of tender and to sign the Quotation opening register as witness.
25. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement or otherwise the matter shall be referred to the Arbitrator nominated by the Director/Department, shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.
26. All legal matters will be restricted to Kolkata jurisdiction or as directed by the department.  
Quotation must be submitted in the prescribed format only. Supplied by this office free of cost, in sealed cover/envelope mentioning address as per programme given below:

**Note: The accounts mentioned in schedule should be prepared as per presently used prescribed formats.**

*Enclosure: B.O.Q. Cum Schedule for preparation of Final Accounts (Proforma Accounts) of Manual Brick Production Units and Mechanised Brick Factory under Directorate for the financial year 2015-2016 to 2023-2024*

Sd/-

Director

Directorate of Brick Production  
Housing Department

**Memo No: 345/1(4)/A-188/11(Pt.-19)**

**Date: 09-09-2024**

Copy forwarded for kind information to:

1. The Principal Secretary, Housing Department, Government of West Bengal.
- ✓ 2. The Special Secretary, Housing Department, Government of West Bengal with a request to upload this NIQ in the departmental website for wide circulation.
3. The Additional Secretary, Housing Department, Government of West Bengal.
4. The Assistant Chief Engineer and Nodal Officer, Housing Directorate. He is requested to do the needful to publish the same in three daily news papers i.e. one in 'Bengali' one in 'English' and one in 'Hindi'.

Sd/-

Directorate of Brick Production  
Housing Department

**Memo No: 345/2(4)/A-188/11(Pt.-19)**

**Date: 09-09-2024**

Copy forwarded for information and necessary action to:

1. The Deputy Director, Central Division.
2. The Deputy Director, Akra Division.
3. The Works Manager, Mechanised Brick Factory, Palta
4. Office Notice Board for wide circulation.

Sd/-

Director  
Directorate of Brick Production  
Housing Department

Enclosure to: N.I.Q. Ref. No. WBHOD\_DBP\_NIQ-01 of 2024-2025 of the Director, Directorate of Brick Production, Housing Department, Government of West Bengal.

**B.O.Q. Cont Schedule for preparation of Final Accounts (Proforma Accounts) of Manual Brick Production Units and Mechanised Brick Factory under Directorate for the financial year 2015-2016 to 2023-2024**

Sl.	Details/Description of work.	Quantum of work	Rate(Rs.)	GST (%)	Amount (Rs.) inclusive of all taxes.
1.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet in prescribed Proforma for the office of the Works Manager, Mechanised Brick Factory, Palta for the FY 2015-2016 to 2023-2024.	<b>One Job</b>			
2.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet in prescribed Proforma for the office of the Deputy Director, Central Division including Assistant Director, Kalyani under the office of the Deputy Director, Central Division for the FY 2015-2016 to 2023-2024.				
3.	Preparation of Journal, Ledger, Trial Balance, Trading A/C, Profit & Loss A/C and Balance Sheet in prescribed Proforma for the office of the Deputy Director, Akra Division for the FY 2015-2016 to 2023-2024.				
4.	Integrated Final Accounts (Trading Account, Profit & Loss Account and Balance Sheet) combining the Final Accounts of both the Central & Akra Division for the FY 2015-2016 to 2023-2024.				
<b>Total:</b>					

Amount in words:

**Stamp and Initial of the Bidder/Authorised Person**

**Note:** This BOQ should be printed and submitted in the letter head of the bidding firm, having complete postal address, emails and phone numbers for communications.