



Government of West Bengal

Directorate of Forests

**Office of the Principal Chief Conservator of Forests & Chief Executive Officer,
West Bengal Compensatory Afforestation Fund Management and Planning Authority
(WB CAMPA)**

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106

Phone - Fax: (033) 2335 8581/7751, e-mail: wbcampa@gmail.com

Visit us at: www.westbengalforest.gov.in.



**TENDER FOR ENGAGEMENT OF TECHNICAL SUPPORT ALONG WITH
PROVIDING 02 (TWO) TECHNICAL MANPOWER FOR EXECUTION AND
ADVISORY SERVICES FOR BUDGETING DOCUMENTATION,
COMPILATION & CLOSURE OF ACCOUNTS ALONG WITH AUDIT ETC.
AND RELATED MIS WORKS OF CAMPA, WEST BENGAL.**

Tender No. NIT/CAMPA/01/20-21



Government of West Bengal
Directorate of Forests
**Office of the Principal Chief Conservator of Forests & Chief Executive Officer,
West Bengal Compensatory Afforestation Fund Management and Planning Authority
(WB CAMPA)**

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106
Phone - Fax: (033) 2335 8581/7751, e-mail: wbcampa@gmail.com
Visit us at: www.westbengalforest.gov.in.



**Compensatory Afforestation Fund Management and Planning Authority, West Bengal
(WB CAMPA)**

Tender No. NIT/CAMPA/01/20-21

Dated, Kolkata, the 26th June, 2020

Tenders are invited from Chartered Accountant firms / Cost Accountant firms / Other Agencies for providing Technical support along with providing 02 (Two) technical manpower for execution of Data Entry, Documentation, IFMS operations, Filing, Closure, Maintenance and Preparation of Budgetary Documents, Preparing Annual Plan of Operations, Proposal of Financial requirement for Administrative & Financial Sanctions, Monthly Statement of Accounts and Compilation of Accounts and to send the forms to the National CAMPA, New Delhi as per the Compensatory Afforestation Fund (CAF) Act 2016 & Rules made thereunder such as Compensatory Afforestation Fund Rules, 2018 and Compensatory Afforestation Fund (Accounting Procedure) Rules, 2018. Further, it is required to perform Auditing & Taxation (preparing consolidated annexures and also returns of monthly TDS on GST & quarterly TDS on IT), MIS works and advisory services for WB CAMPA at the Head Office, Aranya Bhawan, Directorate of Forests, Kolkata.

The maintenance and preparation of Budget & Accounts will be as per the CAF Act 2016 and Rules made thereunder such as CAF Rules, 2018 and CAF (Accounting Procedure) Rules, 2018 etc. The monthly accounts need to be prepared and compiled from financial data generated from IFMS and also with physical target / achievement of forestry works which is required to be obtained through coordination and correspondence with the field units. The Accounts of the CAMPA in all the 47 Divisions will be maintained in IFMS whereas Tally ERP system will also be used in Head Office, Kolkata. The list of Divisions is annexed herewith. The bidders should have experienced staff who have preferably worked in Integrated Financial Management System (IFMS) and in Tally ERP system. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid.

Jt. Chief Executive Officer, WB CAMPA

1. IMPORTANT POINT OF REFERENCE:

Tender Inviting Authority	Jt. CEO, West Bengal CAMPA
Name of the Work	<p>Providing Technical support along with providing 02 (Two) technical manpower for execution of Data Entry, Documentation, IFMS operations, Filing, Closure, Maintenance and Preparation of Budgetary Documents, preparing Annual Plan of Operations, Proposal of financial requirement for Administrative & Financial Sanction from the Dept. of Forests, Monthly Statement of Accounts and Compilation of Accounts, Auditing & Taxation matters, MIS works and advisory services for WB CAMPA at the Head Office, Aranya Bhawan, Directorate of Forest, Kolkata and to coordinate with the National CAMPA, New Delhi & Divisional units.</p> <p>The maintenance and preparation of Monthly Statement of Accounts will be done as per the CAF Act, 2016 and rules made thereunder such as CAF Rules, 2018, CAF (Accounting Procedure) Rules, 2018 etc. The accounts primarily need to be prepared and compiled from financial data generated from IFMS and also with physical target / achievement of forestry works which is required to be obtained through coordination and correspondence with the field units and then the same is to be compiled in different Forms and which is to be sent to the National CAMPA, New Delhi.</p>
Tender Notice No.	NIT/CAMPA/01/20-21
Date of Publication of Tender	29 th June, 2020
Last date and time for submission of Bids	15 th July, 2020 upto 5.00 p.m.
Opening of Technical Bids	16 th July, 2020 at 12.00 p.m.

Place of Opening of Technical Bids	Office of the Principal Chief Conservator of Forests & Chief Executive Officer, WB CAMPA, Aranya Bhawan, Block-LA-10A, Sector-III, Saltlake City, Kolkata-106.
Declaration of the results of Evaluation of Technical Aspects	17 th July, 2020 at 12.00 p.m.
Opening of Financial Bids	17 th July, 2020 at 3.00 p.m.
Declaration of the Final result	Subject to Approval by the Authority.

2. NATURE & SCOPE OF WORK:

Technical support along with providing 02 (Two) technical manpower for execution for Data Entry, Documentation, IFMS operations, Filing, Closure, Maintenance and Preparation of Budgetary Documents, preparing Annual Plan of Operations, Proposal for Financial requirement for Administrative & Financial sanction, Monthly Statement of Accounts and Compilation of Accounts and to send the forms to the National CAMPA, New Delhi as per the CAF Act 2016 & Rules made thereunder such as CAF Rules, 2018 and CAF (Accounting Procedure) Rules, 2018 etc. Further, it is required to perform Auditing & Taxation (preparing consolidated annexures and also returns of monthly TDS on GST & quarterly TDS on IT) and related MIS works of WB CAMPA at the Head Office, Directorate of Forests, Kolkata. The maintenance and preparation of Monthly Statement of Accounts will be as per the CAF Act 2016 and Rules made thereunder viz. CAF Rules, 2018, CAF (Accounting Procedure) Rules, 2018 etc. The accounts need to be prepared and compiled from financial data generated from IFMS and also with physical target / achievement of forestry works which will be sent from the Divisions which is to be compiled in different Forms and the same is to be sent to the National CAMPA, New Delhi.

3. Technical Proposal

Statutory Documents

- i. Photo Copy of PAN Card.
- ii. Firm Profile.
- iii. Photo Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
- iv. **Desirable:** Experience in Preparation of Accounts, Budgetary Documents, Taxation matters, Closure & Compilation of Accounts under the applicable Government Guidelines and Statutory Acts, TALLY and preferably experience in Integrated Financial Management System (IFMS).

4. Submission of Bids

Two Bid System is to be followed for submission of bids.

a. Technical Bid:

SL NO.	Details	Documents Required
1	Statutory Documents	i. Copy of GST (If Applicable) ii. Copy of PAN CARD iii. Firm Profile iv. Valid Certificate of Practice / Registration.
2	Experience of the Firm	Copy of Work Order / Completion Certificate in similar assignments.
3	Qualified Staff with experience in IFMS and Tally	Complete Bio Data [name, age, academic & professional qualifications and experience (in years) in working in IFMS & Tally] of 02 (Two) individuals having at least Bachelor Degree from any recognised University in Mathematics/ Engineering/ Commerce/ Science with good knowledge in English and latest Computer Applications are to be given by the firm/agency along with short profile of Firm/Proprietor/Partner. Further, experience/ exposure of the manpower in forestry related works is desirable.

b. Financial Bid:

The financial quote should be comprehensive of all expenses and taxes (if applicable) for monthly remuneration for Manpower support of 02 (two) personnel along with advisory & executionary services of the firm for the purposes as mentioned in point no. 2 above. The financial quote should be written in both figures and words. The Financial Bids will be opened for successful tenderers of Technical Bid.

The Bids are to be submitted to the CAMPA, West Bengal in 2 sealed envelopes supersized as “Technical Proposal” & “Financial Proposal” respectively. Envelope of “Technical Proposal” should not contain any indication of “Financial Proposal” and vice-versa. Both the proposals of a bidder are to be contained in one sealed envelope marked “OFFER FOR ENGAGEMENT OF 02 (TWO) TECHNICAL MANPOWER SUPPORT FOR EXECUTION AND ADVISORY SERVICES FOR DOCUMENTATION, COMPILATION & CLOSURE OF ACCOUNTS ETC. AND RELATED MIS WORKS OF CAMPA, WEST BENGAL.”

The sealed envelope containing sealed envelope of “Technical Proposal” & “Financial Proposal” should reach on or before closing of tender submission date and time at the address of:

THE JOINT CHIEF EXECUTIVE OFFICER,
WEST BENGAL COMPENSATORY AFFORESTATION FUND MANAGEMENT AND
PLANNING AUTHORITY (WB CAMPA),
ARANYA BHAWAN,
BLOCK-LA, NO-10A, SECTOR-III, SALT LAKE CITY,
KOLKATA-700106.

5. OPENING BIDS:

Opening of Technical Proposal

- i. Technical proposals will be opened by the Tender Inviting Authority in the presence of Tenderer or his authorised representative.
- ii. Intending Bidders may remain present if they so desire in the office of the CAMPA, West Bengal at Aranya Bhawan, Block-LA-10A, Sector-III, Salt Lake City, Kolkata-700106 for opening of Technical Proposal to be held on the date and time declared.
- iii. The technically qualified Bidders, i.e. Bidders who qualify in the assessment of the technical proposal, shall be eligible for competing the Financial Bid. Accordingly, the Financial Bids of only those Bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

6. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Committee, based on the Technical Documents submitted by the bidders.

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are incomplete (i.e. when the required bid formats and /or supporting documents will be summarily rejected. Then knowledge, experience & qualifications of personnel & firm's experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

7. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:

Financial proposals of the Bidders who are technically eligible will be then opened in scheduled date and time.

8. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the rates quoted and lowest will be selected for the assignment of work.

9. AWARD OF CONTRACT AND ISSUE OF WORK ORDER:

After selection of the successful bidder, a Letter of Acceptance of tender with MoU will be issued to the successful bidder by the Tender Inviting Authority in due course. The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non-responsive and, in such cases, next bidder will be given an offer. Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' from the successful bidder and after signing of Memorandum of Understanding (MOU).

10. DURATION AND EXTENTION OF WORK ORDER

The work order, will initially be for one year from the date of initiation of work as mentioned in the work order which would be extendable under the same Terms and Conditions as mentioned in MoU up to 3 years, based on performance, on yearly basis. A performance based incentive to the tune of maximum 10% shall be admissible for each subsequent year calculated over the base cost of present tender.

11. GENERAL INSTRUCTIONS FOR THE BIDDERS

- i. Bidders should ensure that bid is delivered before scheduled date, time and place as per instruction given in SL. No. 4. Late bids shall not be considered.
- ii. The bidders shall be responsible for all costs associated with the preparation of their proposal.
- iii. In case of any dispute, whatsoever in connection with the tender, the decision of Chief Executive Officer, WB CAMPA shall be final and binding.
- iv. WB CAMPA may seek clarifications on the bid submitted by the bidders.
- v. At any time, prior to the deadline for submission of bids, WB CAMPA may, for any reason, whether on its own requirement or in response to a clarifications requested by prospective bidders, modify the bidding document, by issuing addendum.
- vi. A bidder shall submit only one bid for entire scope of work. Assigning part of work / tie up arrangement is not allowed.
- vii. Bidders are required to confirm the acceptance to the entire scope of work.
- viii. Bidders are required to provide their address in detail including telephone no., fax no. and contact person's name mobile numbers and email ID.

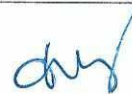
- ix. No Tender fee / EMD is payable.
- x. WB CAMPA reserves right to cancel/modify this tender at any stage without assigning any reason thereof.

ANNEXURE

List of Circles & Divisions

SL NO.	CIRCLE	DIVISION
1	Hill Circle	Kurseong Division
2		Kalimpong Division
3		Darjeeling Division
4	Central Circle	Bankura North Division
5		Bankura South Division
6		Panchet Division
7	Sundarban Biosphere Reserve	24 Parganas South Division
8		24 Parganas North Division
9		Nadia-Murshidabad Division
10	Western Circle	Rupnarayan Division
11		Medinipur Division
12		Kharagpur Division
13		Purba Medinipur Division
14		Jhargram Division
15	South -West Circle	Kangsabati North Division
16		Kangsabati South Division
17		Purulia Division
18		Purulia Extension Forestry Division

SL NO.	CIRCLE	DIVISION
19	South- East Circle	Birbhum Division
20		Burdwan Division
21		Durgapur Division
22	Soil Conservation Circle	Kurseong Soil Conservation Division
23		Jalpaiguri Soil Conservation Division
24	North-West Circle	Malda Division
25		Raiganj Division
26		Siliguri Social Forestry Division
27	Parks & Gardens Circle	Howrah Division
28		Parks & Gardens (North) Division
29		URF Division
30	Wildlife North Circle	Darjeeling Wildlife Division (WL-I)
31		Gorumara Wildlife Division (WL-2)
32		Jaldapara Wildlife Division (WL-3)
33	Northern Circle	Jalpaiguri Division
34		Coochbehar Division
35		Baikunthapur Division
36		Jalpaiguri Social Forestry Division
37	Buxa Tiger Reserve (BTR)	Buxa Tiger Reserve (East)
38		Buxa Tiger Reserve (West)
39	Sundarban Tiger Reserve	Sundarban Tiger Reserve (STR)
40	Research & Development Circle	Silviculture South Division
41		Silviculture North Division
42		Silviculture Hills Division
43	Monitoring Circle	Monitoring South Division
44		Monitoring North Division
45	Working Plan	Working Plan (North) Division
46		Working Plan (South) Division -I
47		Working Plan (South) Division -II



Jt. Chief Executive Officer, WB CAMPA