



नाबिकग्रिहसमिति

बंदरगाह, नौवहन और जलमार्ग मंत्रालय के तहत एक स्वायत्त चैरिटी ट्रस्ट
(पंजीकृत कार्यालय- सीमैन वेलफेयर ऑफिस, मरीन हाउस, हेस्टिंग्स, कोलकाता 700 022)

NABIK GRIHA SAMITY

An Autonomous Charity Trust Under Ministry of Ports, Shipping & Waterways
(Regd. Office: - Seaman's Welfare Office, Marine House, Hastings, Kolkata 700 022)

1/1 Taratala Road, Kolkata 700 038

Website- www.ngs-mai.com | Email- nabikgriha@gmail.com | Phone- 9433523336

No- NGS/ TENDER/INT/AUDITOR/2025

Date 27.09.25

TENDER NOTICE

INVITATION OF QUOTES FOR APPOINTMENT OF AN CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITOR FOR NABIK GRIHA SAMITY FOR THE F.Y 2025-26 & 2026-27

1. Bids are invited from C.A. Firm having head office in Kolkata for Pre Audit & Internal Audit of Nabik Griha Samity for the F.Y. 2025-26. The Interested firm may download the tender document from the website- www.ngs-mai.in

2. Time Schedule

1	Last date of submission	13 th Oct, 2025 (Monday) by 1500 hrs
2	Opening of Technical bid	13 th Oct, 2025 (Monday) at 1600 hrs
3	Opening of Financial Bid	14 th Oct, 2025 (Tuesday) at 1600 hrs
4	EMD	Rs. 5000/-
5	Address for submission of tender	Nabik Griha Samity, 1/1 Taratala Road, Kolkata 700 038
6	Website	www.ngs-mai.com
7	Contact no	9051083875, 9123962340

Opening of Technical & Financial bid of tender will be done in presence of the bidder or their authorised representative.

3. Brief history of Nabik Griha Samity and its operational overview.

Nabik Griha Samity (NGS) commenced its operations in 1954 with the primary objective of offering affordable lodging and meals to seafarers from across India. Established as a charitable trust, NGS is overseen by a governing board chaired by the Principal Officer of the Mercantile Marine Department, Government of India. Under its aegis, NGS operates the Maritime Academy of India, a dedicated maritime training institute. The NGS hostel provides accommodation to seafarers at nominal rates, with a total capacity of 230 beds. Additionally, the premises house two canteens to cater to residents and visitors.

4. Brief Description of the Assignment to be carried out:

The NGS Internal Auditor's scope of work shall include but not limited to the following work and all audit work required in compliance of Indian Company Act and Income Tax Act in force (this is an illustrative but not an exhaustive list):-

A. CASH & BANK BOOK:

1. Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
2. Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
3. Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles.

B. GRANT & FEE INCOME:

1. Checking and verification of rent / incomes / receipts and the review of the reconciliation for rent / income / receipts to ensure that no revenue leakage exists.
2. Reconciliation of Fees booked in Income expenditure with Receipts & payment.
3. Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).

C. FIXED ASSETS & LIABILITIES:

1. Scrutiny of all assets and liabilities accounts to ensure their correctness.
2. Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
3. The audit of liability registers and their reconciliation with accounting records.
4. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records.

D. STATUTORY AND INTERNAL COMPLIANCE:

1. To audit the compliance with applicable statutory requirements like income tax, GST, EPF and ESI etc.
2. To advice and give written opinion on issues pertaining to Income Tax, GST, excise duty and other such requirement. To help in preparation and submission of necessary compliance with applicable laws.
3. Advise and assist in the matters related to Income Tax, GST, and other statutory laws applicable to NGS.
4. Preparation and filing of all kinds of Statutory Returns of NGS.
5. Provide recent updates on all statutory laws applicable to NGS.
6. Helping in preparation & filing of e-TDS quarterly returns within due date.
7. Helping in preparation and filing of GST returns within due date.
8. To audit compliance of recent changes in last two years in commercial laws applicable to NGS such as Income Tax, GST, EPF and ESI etc- a certificate for the same has to be attached with the internal audit report for each quarter.

E. SALARY AND ADVANCES:

1. To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
2. To audit that outstanding staff loans and advances are recovered as per the stipulated terms & condition of NGS rules.

5. PERIODICITY AND TIMELINES OF AUDIT:

- (a) The Internal Auditor will be required to conduct the internal audit in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March. The auditors will also be required to prepare and consolidate the annual accounts of NGS for the accounting year.

6. Other Terms Internal Audit:

- a) The Internal Audit should be carried out by the team consisting of CAs.

b) The CA Partner / Employee shall visit the NGS office at least once in a month.

c) Sub-contracting will not be allowed: The appointed Auditor shall not assign the work on sub-contract basis to any other person or firm. Any action contrary to this clause shall be liable for termination of the agreement with minimum penalty @ 10% of the Fees decided upon in his case. The EMD shall also be forfeited.

d) Duration of the Assignment: - Above assignments shall for two years i.e. F.Y. 2025-26 & 2026-27 and on the basis of the satisfactory performance the work may be extended.

7. Eligibility Criteria: The Chartered Accountant firm must be:

a) The CA firm should be practicing – Partnership CA Firm having its Head Office in Kolkata.

b) The CA Firm should be registered with the Institute of Chartered Accountants of India (Self-Attested copy of Registration Certificate issued by Institute to be furnished.) and in practice for a period of 5 (five) years or more (as per ICAI Certificate as on 1/1/2025)

c) The firm must have minimum of Two FCA partners and one full time Qualified Chartered Accountant as employee working with the firm as on 1st Jan 2015 (as per ICAI Certificate as on 1/1/2015).

d) The firm must have experience of at least 10 Internal Audits carried out in Organizations/ Sector/ PSUs except Bank Branch.

e) In case of Proprietorship firm, it should have minimum net taxable income of Rs.5 lacs in each of the last 3 years and in case of Partnership firm each partner should have minimum net taxable income of Rs. 2 lacs in each of the last 3 years.

f) The firm must have average annual turnover of Rs. 10 Lakhs during last three financial years (i.e. 2022-23, 2023-24 & 2024-25).

g) The firm must have sufficient staff members having experience of Audit & Assurance.

h) The firm or any partners of the firm must not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behaviour. Those firms / partners against whom the FIR is lodged / compliant also need not apply. Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities. (Declaration for the same should be submitted along with the Technical Bid)

8) Tender Procedure for Selection of the CA Firm:

a) The Bidder firm is required to submit a Technical Proposal and a Financial Proposal separately. The validity of the proposals would be for 60 days.

b) The costs of preparing the proposal and negotiating for the contract, including a visit to site, are not reimbursable and it reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the firm.

c) The whole process of tendering may be cancelled without giving any prior notice or information by the Secretary of NGS.

d) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.

e) The bidder shall pay EMD of Rs. 5000/- (Rupees five thousand only) (non-interest bearing) in the form of demand draft in favour of "Nabik Griha Samity" payable at Kolkata with the technical bid.

The EMD will be returned to unsuccessful bidders and for the successful bidder once the Performance Guarantee is handed over to NGS.

f) Quotation shall be in two covers; the first cover shall be marked "TECHNICAL PROPOSAL FOR NGS EXTERNAL AUDIT". The same shall contain details as per Annexure I & II. The Financial bid should be in second cover marked "FINANCIAL PROPOSAL FOR NGS EXTERNAL AUDIT" with filled up form as prescribed in Annexure III.

g) The technical bid will be opened first and will be evaluated. The financial bid will be opened only for the CA Firms who are technically qualified.

h) The technical and financial bids must be dropped in the tender box kept at the Nabik Griha Samity, 1/1 Taratala Road, Kolkata 700 038

i) **PERFORMANCE GUARANTEE:** The successful bidder is required to submit performance guarantee of 5% of Annual Contract Value (1st Year). Performance Guarantee should be in the form of Bank Guarantee (BG). The BG should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The bidder shall pay EMD of Rs. 5000/- (non-interest bearing) in the form of demand draft in favour of "Nabik Griha Samity" payable at Kolkata with the technical bid.

9) Rates & Payment Terms

The CA Firm will be required to quote the professional fees for External Audit. The rates quoted shall inclusive of all relevant expenditure relating to the said assignment and including the service tax at the applicable rate. The payment will be done after submission of the External Audit Report on quarterly basis. The fees have to be quoted for the F.Y. 2025-26 only.

10) Miscellaneous

In case of operational difficulties, the Board of NGS may take appropriate action without materially altering the scope of work or terms and conditions. Office of NGS shall support and provide all necessary inputs and instructions for smoothly functioning of the Internal Audit.

11) Taxes and Duties

All the applicable taxes will be deducted from the payments.

12) Confidentiality

The CA Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the services or the information of the Offices of the NGS without prior written consent of the General secretary of NGS.

13) Settlement of Disputes

a) The decision of the NGS shall be final in selection of the CA Firm.

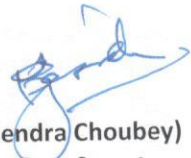
b) Any dispute between the CA Firm and NGS will be resolved by NGS. CA Firm if dissatisfied with the decision of the committee may approach the General Secretary, NGS.

c) For the purpose of the said assignment as well as for any matter arising there under or connected therewith, the courts at Kolkata will have jurisdiction.

14) Penalties

1	The penalty of 10% of total fees may be levied if the work is not completed within prescribed time limit.
2	In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm's personnel, the contract may be terminated with forfeiture of EMD and the CA firm may get black listed at the discretion of the NGS.
3	The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract by the Executive Director of NGS after issuing the notice of 15 days as well as disciplinary action and EMD will be forfeited. The decision of the Board of NGS shall be final in this respect.
4	The Board of NGS shall have the absolute powers to reduce or condone the penalty.




(Bijendra Choubey)
Gen Secretary
Nabik Griha samity

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head along with the Technical Bid)

Date: (Mandatory)

Ref No: (Mandatory)

To,
The General secretary
Nabik Griha Samity
1/1 Taratala Road, Kolkata 700 038

Dear Sir,

Having examined the Bid documents, we, the undersigned, offer to undertake the job of as Internal Auditor for Nabik Griha Samity as per the Tender No. NGS/TENDER/INT/AUDITOR/2025 dated 26.09.25.

We agree to abide by this bid for the period of FY 2025-26 & 2026-27 & it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that Nabik Griha Samity reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder.

We also understand that Nabik Griha Samity is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Signature
(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm) (Affix Official Seal)

Dated, thisday of 2025

(To be submitted along with Technical Bid)

1	Name of the Firm	
2	Address of the Firm	
3	Date of Registration with Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	
4	No. of FCA Partners as on 1st April, 2020. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)	
5	Name, Designation, Contact No. and Address of the Contact Person/Local Representatives.	
6	Years of experience (as on 31st March, 2020) in conducting Internal Audit ((Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations to be submitted)	Separate sheet may be attached, if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
7	Firms having experience in conducting Internal Audit of State Govt. Organizations or State Autonomous Bodies for at least 3 years in last five Financial Years	
8	No. of Staff of the Firm	
9	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be furnished.)	
10	Annual Income of the Firm for last three (3) Financial Years i.e. from 2022-23 to 2024-25. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.)	
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations.)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.
(ii) In case of documents, they should be self-Attested photocopies.

We hereby agree with all the terms and conditions as mentioned in the tender form no-NGS/TENDER/INT/AUDITOR/2025, Date- 01.09.2025 and we hereby undertake to abide by same.

Authorized Signatory
(Signature and Seal of the Authorized Signatory)

Date:

Place:

FINANCIAL PROPOSAL

(To be furnished in the Technical Bid on the Letter Head of the Firm)

Name and Address of the Bidder:

Price details

No	Description	Rate per annum (Rs)
1	Audit fees for the scope of work as mentioned in the tender form no- NGS/TENDER/INT/AUDITOR/2025, Date- 01.09.2025	
2	GST	
	TOTAL	

The Consolidated Audit fee should be quoted inclusive of all expenses pertaining to the audit work.
Total Price (Including GST: Rs-

(in words _____)

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the Nabik Griha Samity and we hereby undertake to abide by same.

(Signature and Seal of the Authorized Signatory)

Date:

Place:



नाबिकग्रहसमिति

बंदरगाह, नौवहन और जलमार्ग मंत्रालय के तहत एक स्वायत्त चैरिटी ट्रस्ट
(पंजीकृत कार्यालय- सीमैन वेलफेयर ऑफिस, मरीन हाउस, हेस्टिंग्स, कोलकाता 700 022)

NABIK GRIHA SAMITY

An Autonomous Charity Trust Under Ministry of Ports, Shipping & Waterways
(Regd. Office: - Seaman's Welfare Office, Marine House, Hastings, Kolkata 700 022)

1/1 Taratala Road, Kolkata 700 038

Website- www.ngs-mai.com | Email- nabikgriha@gmail.com | Phone- 9433523336

No- NGS/ TENDER/INT/AUDITOR/2025

Date 27.09.25

TENDER NOTICE

INVITATION OF QUOTES FOR APPOINTMENT OF AN CHARTERED ACCOUNTANT FIRM AS EXTERNAL AUDITOR FOR NABIK GRIHA SAMITY FOR THE F.Y 2025-26 & 2026-27

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2. Time Schedule

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4	EMD	Rs. 5000/-
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6	Website	www.ngs-mai.com
7	Contact no	9051083875, 9123962340

Opening of Technical & Financial bid of tender will be done in presence of the bidder or their authorised representative.

3. Brief history of Nabik Griha Samity and its operational overview.

Nabik Griha Samity (NGS) commenced its operations in 1954 with the primary objective of offering affordable lodging and meals to seafarers from across India. Established as a charitable trust, NGS is overseen by a governing board chaired by the Principal Officer of the Mercantile Marine Department, Government of India. Under its aegis, NGS operates the Maritime Academy of India, a dedicated maritime training institute. The NGS hostel provides accommodation to seafarers at nominal rates, with a total capacity of 230 beds. Additionally, the premises house two canteens to cater to residents and visitors.

4. Brief Description of the Assignment to be carried out:

The NGS External Auditor's scope of work shall include but not limited to the following work and all audit work required in compliance of Indian Company Act and Income Tax Act in force (this is an illustrative but not an exhaustive list):-

The External audit shall commence immediately after intimation by Nabik Griha Samity (NGS).

- 1 Conducting external audits as per the guidelines and standards.
- 2 Reviewing financial statements, External controls, and compliance with applicable laws and regulations.
- 3 Identifying risks and suggesting improvements in processes and controls.
- 4 Preparing audit reports and presenting findings to the management.
- 5 To file IT return for Nabik Griha Samity and process all IT related documentation of staffs.
- 6 To regularise the registration of NGS at Registrar of Companies (ROC).
- 7 To process the registration of the Trust deed.
- 8 To process registration of provident fund in EPF, Govt. of India for staffs.

5. Other Terms & conditions for External Audit:

- a) The External Audit should be carried out by the team consisting of CAs.
- b) The CA Partner / Employee shall visit the NGS office at least once in a month.
- c) Sub-contracting will not be allowed: The appointed Auditor shall not assign the work on sub-contract basis to any other person or firm. Any action contrary to this clause shall be liable for termination of the agreement with minimum penalty @ 10% of the Fees decided upon in his case. The EMD shall also be forfeited.
- d) Duration of the Assignment: -Above assignments shall for two years i.e. F.Y. 2025-26 & 2026-27 and on the basis of the satisfactory performance the work may be extended.

6. PERIODICITY AND TIMELINES OF AUDIT:

- (a) The External Auditor will be required to conduct the External audit in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March. The auditors will also be required to prepare and consolidate the annual accounts of NGS for the accounting year.

7. Other Terms External Audit:

- a) The External Audit should be carried out by the team consisting of CAs.
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7. Eligibility Criteria: The Chartered Accountant firm must be:

- a) The CA firm should be practicing – Partnership CA Firm having its Head Office in Kolkata.
- b) The CA Firm should be registered with the Institute of Chartered Accountants of India (Self-Attested copy of Registration Certificate issued by Institute to be furnished.) and in practice for a period of 5 (five) years or more (as per ICAI Certificate as on 1/1/2025)



c) The firm must have minimum of Two FCA partners and one full time Qualified Chartered Accountant as employee working with the firm as on 1st Jan 2015 (as per ICAI Certificate as on 1/1/2015).

d) The firm must have experience of at least 10 External Audits carried out in Organizations/ Sector/ PSUs except Bank Branch.

e) In case of Proprietorship firm, it should have minimum net taxable income of Rs.5 lacs in each of the last 3 years and in case of Partnership firm each partner should have minimum net taxable income of Rs. 2 lacs in each of the last 3 years.

f) The firm must have average annual turnover of Rs. 10 Lakhs during last three financial years (i.e. 2022-23, 2023-24 & 2024-25).

g) The firm must have sufficient staff members having experience of Audit & Assurance.

h) The firm or any partners of the firm must not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behaviour. Those firms / partners against whom the FIR is lodged / compliant also need not apply. Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities. (Declaration for the same should be submitted along with the Technical Bid)

8) Tender Procedure for Selection of the CA Firm:

a) The Bidder firm is required to submit a Technical Proposal and a Financial Proposal separately. The validity of the proposals would be for 60 days.

b) The costs of preparing the proposal and negotiating for the contract, including a visit to site, are not reimbursable and it reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the firm.

c) The whole process of tendering may be cancelled without giving any prior notice or information by the Secretary of NGS.

d) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.

e) The bidder shall pay EMD of Rs. 5000/- (Rupees five thousand only) (non-interest bearing) in the form of demand-draft in favour of "Nabik Griha Samity" payable at Kolkata with the technical bid. The EMD will be returned to unsuccessful bidders and for the successful bidder once the Performance Guarantee is handed over to NGS.

f) Quotation shall be in two covers; the first cover shall be marked "TECHNICAL PROPOSAL FOR NGS EXTERNAL AUDIT". **The same shall contain details as per Annexure I & II.** The Financial bid should be in second cover marked "FINANCIAL PROPOSAL FOR NGS EXTERNAL AUDIT" with filled up form as prescribed in Annexure III.

g) The technical bid will be opened first and will be evaluated. The financial bid will be opened only for the CA Firms who are technically qualified.

h) The technical and financial bids must be dropped in the tender box kept at the Nabik Griha Samity, 1/1 Taratala Road, Kolkata 700 038

i) **PERFORMANCE GUARANTEE:** The successful bidder is required to submit performance guarantee of 5% of Annual Contract Value (1st Year). Performance Guarantee should be in the form of Bank Guarantee (BG). The BG should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The bidder shall pay EMD of Rs. 5000/- (non-interest bearing) in the form of demand draft in favour of "Nabik Griha Samity" payable at Kolkata with the technical bid.

9) Rates & Payment Terms

The CA Firm will be required to quote the professional fees for External Audit. The rates quoted shall inclusive of all relevant expenditure relating to the said assignment and including the service tax at the applicable rate. The payment will be done after submission of the External Audit Report on quarterly basis. The fees have to be quoted for the F.Y. 2025-26 only.

10) Miscellaneous

In case of operational difficulties, the Board of NGS may take appropriate action without materially altering the scope of work or terms and conditions. Office of NGS shall support and provide all necessary inputs and instructions for smoothly functioning of the External Audit.

11) Taxes and Duties

All the applicable taxes will be deducted from the payments.

12) Confidentiality

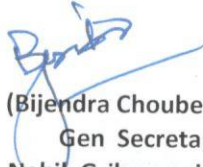
The CA Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the services or the information of the Offices of the NGS without prior written consent of the General secretary of NGS.

13) Settlement of Disputes

- a) The decision of the NGS shall be final in selection of the CA Firm.
- b) Any dispute between the CA Firm and NGS will be resolved by NGS. CA Firm if dissatisfied with the decision of the committee may approach the General Secretary, NGS.
- c) For the purpose of the said assignment as well as for any matter arising there under or connected therewith, the courts at Kolkata will have jurisdiction.

14) Penalties

1	The penalty of 10% of total fees may be levied if the work is not completed within prescribed time limit.
2	In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm's personnel, the contract may be terminated with forfeiture of EMD and the CA firm may get black listed at the discretion of the NGS.
3	The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract by the Executive Director of NGS after issuing the notice of 15 days as well as disciplinary action and EMD will be forfeited. The decision of the Board of NGS shall be final in this respect.
4	The Board of NGS shall have the absolute powers to reduce or condone the penalty.


(Bijendra Choubey)
Gen Secretary
Nabik Griha samity

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head along with the Technical Bid)

Ref No: (Mandatory)

Date: (Mandatory)

To,
The General secretary
Nabik Griha Samity
1/1 Taratala Road, Kolkata 700 038

Dear Sir,

Having examined the Bid documents, we, the undersigned, offer to undertake the job of as External Auditor for Nabik Griha Samity as per the Tender No. NGS/TENDER/INT/AUDITOR/2025 dated 26.09.25.

We agree to abide by this bid for the period of FY 2025-26 & 2026-27 & it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that Nabik Griha Samity reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder.

We also understand that Nabik Griha Samity is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Signature

(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm) (Affix Official Seal)

Dated, thisday of 2025



(To be submitted along with Technical Bid)

1	Name of the Firm	
2	Address of the Firm	
3	Date of Registration with Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	
4	No. of FCA Partners as on 1st April, 2020. (Self Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)	
5	Name, Designation, Contact No. and Address of the Contact Person/Local Representatives.	
6	Years of experience (as on 31st March, 2020) in conducting External Audit ((Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Organizations to be submitted)	Separate sheet may be attached, if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
7	Firms having experience in conducting External Audit of State Govt. Organizations or State Autonomous Bodies for at least 3 years in last five Financial Years	
8	No. of Staff of the Firm	
9	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be furnished.)	
10	Annual Income of the Firm for last three (3) Financial Years i.e. from 2022-23 to 2024-25. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.)	
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations.)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.
(ii) In case of documents, they should be self-Attested photocopies.

We hereby agree with all the terms and conditions as mentioned in the tender form no- NGS/TENDER/INT/AUDITOR/2025, Date- 01.09.2025 and we hereby undertake to abide by same.

Authorized Signatory
(Signature and Seal of the Authorized Signatory)

Date:
Place:

FINANCIAL PROPOSAL

(To be furnished in the Technical Bid on the Letter Head of the Firm)

Name and Address of the Bidder:

Price details

No	Description	Rate per annum (Rs)
1	Audit fees for the scope of work as mentioned in the tender form no- NGS/TENDER/INT/AUDITOR/2025, Date- 01.09.2025	
2	GST	
	TOTAL	

The Consolidated Audit fee should be quoted inclusive of all expenses pertaining to the audit work.
Total Price (Including GST: Rs-

(in words _____)

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the Nabik Griha Samity and we hereby undertake to abide by same.

(Signature and Seal of the Authorized Signatory)

Date:

Place: