

**(EOI NOTICE No. 01/DCOMP/EOI/2025)**

**EXPRESSION OF INTEREST (EOI)**

**For**

**EMPANELMENT OF CA FIRMS FOR PREPARATION OF ACCOUNTS OF THE  
DIRECTORATE**

**BY**

**DIRECTORATE OF CINCHONA & OTHER MEDICINAL PLANTS  
WEST BENGAL, G.T.A. MUNGPOO.**

**Phone : 8597117133/9434429175**

**E-mail: [directorcinchona@gmail.com](mailto:directorcinchona@gmail.com)**

**August, 2025**

**PRICE: Rs. 1, 000/- (Rupees One Thousand only)**

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## INVITATION FOR EXPRESSION OF INTEREST (EOI)

The Directorate of Cinchona & Other Medicinal Plants, West Bengal (hereinafter “DCOMP”) has a rich legacy and a glorious history. It was established in the year 1862 by Dr. Thomas Anderson, Superintendent of royal Botanical Garden,) then Calcutta to grow different species of Cinchona to produce the anti-malaria drug ‘Quinine’ from its bark. This was the premium institution that served the whole country with the Cinchona tree to produce anti-malaria drug ‘Quinine’. The Directorate has taken commercial cultivation of some important medicinal plant crops like *Cinchona*, *Ipecac* and *Dioscorea*, and restricted cultivation of a few number of other medicinal and aromatic plants along with *Taxus baccata*, *chirata*, orange, rubber and Large Cardamon. It is also pursuing cultivation of different horticultural crops, such as kiwi, mushroom, spices like black peppers etc. the Directorate is also carrying on production of essential oil such as Citronella oil, Lemon grass oil, Pachouli oil, Mentha oil, Artemesia oi, and Coffee powder etc.

### **(A)The Directorate has Ten Unit Offices. They are**

1. DCOMP, HQ, Mungpoo
2. DCOMP Office, Kolkata
3. Govt. Sale Depot Kolkata
4. Govt. Cinchona Plantation, Mungpoo
5. Govt. Cinchona Plantation Munsong
6. Govt. Cinchona Plantation Latpanchar
7. Govt. Ipecac Plantaion Rongo
8. Govt. Quinine Factory, Mungpoo
9. Govt. Emetine Factory, Mungpoo:
10. Govt. Diosgenin and Downstream Factory, Gairibas.

The plantation activities of different medicinal plants & other subsidiary crops are carried out by the four plantation units.

In the past, the DCOMP used to produce medicines such as Quinine, Emetine Hydrochloride & Diosgenin. The production of these products used to be carried out in the above named factories. However, such factories are non-operational since many years.

**About Accounts: The Accounts of DCOMP which is termed as “Proforma Account” is a combination of Plantation A/C, Govt A/C and Commercial A/C. It involves preparation of accounts taking into consideration the assets like medicinal trees and plants, other movable and immovable assets, all liabilities, Govt receipts and expenditure etc. and preparation of financial statements like Profit and Loss A/C and Balance Sheet along with different schedules.**

**Objectives of hiring the CA firm:** The Accounts of the Directorate is from the very beginning prepared Departmentally by DCOMP itself. However, over a period of time due to acute shortage of staffs such as accountants, the work of accounts has suffered backlog. Thus, through hiring of CA firm all the arrear accounts would be cleared and further accounts will be prepared on current basis. Also, some technical improvements in the accounting format and schedules as per

requirement would be implemented with the help of professional expertise of the firm.

### **Scope of work/responsibility of CA Firm.:**

1. The CA firm should compile datas related with the accounts from all the unit offices of DCOMP.
2. Make proper verification of such datas with all the relevant records like Cash Book, Wages summary and wages analysis, liabilities records, other documents and records such as Store register, Bill register, Model house register, Stock register for products, block register etc.
3. Preparation of Primary trial balance, Revised Trial balance, Adjusted Trial Balance, passing journal entries and preparation of ledger.
4. Preparation of schedules pertaining to plantation expense A/C, Wages analysis sheet, Cultivation Exps A/C, Factory Exps A/c, Head Quarter Exps A/c, Sale Depot unit office Exps A/c, Schedule for valuation of Closing stock of Dry Cinchona bark and other products, Schedule for Loans and advances, Schedule for Assets & Depreciation, Schedule for other assets like Cinchona Living Trees and Ipecac, Schedule for closing stock of Non-saleable goods ,Govt current A/C etc.
5. Preparation of financial statements like Profit & Loss A/C and Balance-sheet.
6. Suggest necessary technical improvements and revision in account format for implementation.
7. Preparation of the Reply to the CAG Queries and Support in the completion of the CAG Audit (Accounts)

### **Key tasks of the CA Firm**

1. Study of accounts of DCOMP for the past few years and other relevant documents available at DCOMP offices.
2. Visit unit offices/division offices for referring to maintenance of accounts and other datas.
3. Refer to other credible references on accounts of the Plantations.
4. Undertake discussion with DCOMP officials related with the work.
5. Inputs from DCOMP officials is to be taken by the firm wherever the account format needs to be revised.

### **Timelines;**

1. All arrear accounts w.e.f the year 2020-2021 to 2024-2025 should be completed within one year from the date of awarding the work.
2. Thereafter accounts should be completed on current basis within usual time period as stipulated by AG, WB.

### **Management and Supervision:**

The firm will work under the overall supervision of Director of Cinchona and Other Medicinal Plants, WB and under the direct supervision of the Dy. Director (A&A) Directorate of Cinchona and Other Medicinal Plants at HQ Mungpoo, Darjeeling.

The team leader appointed by the firm shall be a Chartered Accountant having experience commensurate with the needs of this job. He/she shall have good interpersonal and communication skills, ability to manage the assigned tasks in order to meet stipulated timelines.

**Cost of Work:**

The CA Firm shall be required to quote the Professional fee for the work in the following manner:

1. Professional fee plus GST per Proforma Account preparation.

However, the authority reserves the right to seek clarification/ justification from the agency on the price offer in case the Authority deems it necessary. Based on the justification provided by the agency, if Authority feels that the price offer is unrealistic/ unfeasible in order to execute a project of this nature, Authority reserves the right to reject the said price offer. The agency shall be governed by the decision of Authority.

The Directorate will provide Logistic support in respect of the following;

1. Lodging in the Guest house of DCOMP. However, food expenses is to be borne by the firm. If the firm prefers lodging in places other than guest house of DCOMP, then such lodging charges is to be borne by the firm themselves.

2. Conveyance from Darjeeling/Siliguri to Mungpoo and back from Mungpoo to Darjeeling/Siliguri and within different unit offices of DCOMP will be provided by DCOMP.

**However, travelling expenses from the place of location of the firm upto Darjeeling/Siliguri and back will have to be borne by the firm themselves.**

**SCHEDULE FOR INVITATION OF EOI****NAME: Empanelment of CA Firms For preparation of various Accounts of the Directorate**

<b>Issue of EOI</b>	08/10/2025
<b>Technical Proposal Opening Date&amp; Time:</b>	03/11/2025
<b>Department Name/Authority Name</b>	Director, Office of the Directorate of Cinchona and Other Medicinal Plants, Mungpoo, West Bengal, 734313
<b>Last Date of submission of Bid</b>	01/11/2025
<b>Pre-Bid Meeting</b>	30/10/2025
<b>EOI Submission Address</b>	Director Office, Directorate of Cinchona and Other Medicinal Plants, West Bengal, P.O. Mungpoo, Dist. Darjeeling-734313 within 01/11/2025
<b>EOI document Fee</b>	Rs. 1,000/-
<b>Price Offer</b>	The agency shall submit their best possible price offer in electronic format on <a href="http://wbttender.gov.in">wbttender.gov.in</a> after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer if received will be outright rejected. Also, any reference of the Price, quotes etc in physical submission shall result in rejection of the offer of the agency.
<b>Joint Venture/Consortium</b>	Not allowed
<b>EOI currency Setting</b>	Indian Rupee (INR)

**Note:**

- 1 The agency who does not attend the Pre-Bid meeting physically, the bid of such agency will summarily be rejected during the technical evaluation.
- 2 Please address all queries and correspondence to the Directorate of Cinchona & Other Medicinal Plants , P.O. Mungpoo, Dist Darjeeling, West Bengal, 734313 or email address: [directorcinchona@gmail.com](mailto:directorcinchona@gmail.com)

- 3 If the Office of the Directorate of Cinchona and Other Medicinal Plants happens to be closed on the day of receipt of the EOIs as specified, the EOIs will be received and opened on the next working day on opening of the Office upto the same time and at the same venue.
- 4 Please quote Ref. Number in all your correspondence.

#### 1. General Instructions

- i. Party can download the EOI document free of cost from the website [www.wbtender.gov.in](http://www.wbtender.gov.in) , but will need to submit the EOI document along with the DD for EOI Document Fee at the time of physical submission.
- ii. Agency must submit best price offer in electronic form only. Offers in physical form will have to be submitted for technical proposal alone. Such submission will have to be accompanied by required forms and documents, and instrument for payment of EOI Document Fee.
- iii. EOI Document Fee and EOI Security shall have to be paid of the amount stated in the Notice Inviting Online Tenders section
- iv. **Technical Proposal:** Interested Party shall submit physically their proposal in sealed envelopes super-scribed with due date, time, project and nature of EOI. Original and one copy of **TECHNICAL PROPOSAL** complete with all technical details asked for. Original printed document shall be considered as authentic. All pages of the offer must be signed.
- v. The agency shall submit their best possible price offer in electronic format only on [wbtender.gov.in](http://wbtender.gov.in) after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer if received will be outright rejected. Also any reference of the Price, quotes etc. in physical submission shall result in rejection of the offer of the agency.
- vi. Services offered should be strictly as per specifications mentioned in this EOI Document. Please spell out any unavoidable deviations, article-wise, in your proposal under the heading “Deviations”.
- vii. The price of one copy of the **EOI Document is Rs. 1,000/-**, which can be paid by **ONLINE ONLY**.

Sd/-  
Director of Cinchona and Other  
Medicinal Plants, West Bengal

## 2. Objective of the EOI and need for empanelment

The Accounts of the Directorate is from the very beginning prepared Departmentally by DCOMP itself. However, over a period of time due to acute shortage of staffs such as accountants, the work of accounts has suffered backlog. Thus, through hiring of CA firm, all the arrear accounts would be cleared and further accounts will be prepared on current basis. Also, some technical improvements in the accounting format and schedules as per requirement would be implemented with the help of professional expertise of the firm.

## 3. Scope of Work

1. The CA firm should compile datas related with the accounts from all the unit offices of DCOMP.
2. Make proper verification of such datas with all the relevant records like Cash Book, Wages summary and wages analysis, liabilities records, other documents and records such as Store register, bill register, Model house register, Stock register for products, block register etc.
3. Preparation of Primary trial balance, Revised Trial balance, Adjusted Trial Balance, passing journal entries and preparation of ledger.
4. Preparation of schedules pertaining to plantation expense A/C, Wages analysis sheet, Cultivation Exps A/C, Factory exps A/c, Head Quarter Exps A/c, Sale Depot unit Office Exps A/c, Schedule for valuation of Closing stock of Dry Cinchona bark and other products, Schedule for Loans and advances, Schedule for Assets & Depreciation, Schedule for other assets like Cinchona Living trees and Ipecac, Schedule for closing stock of Non-saleable goods ,Govt current A/C etc.
5. Preparation of financial statements like Profit & Loss A/C and Balance-sheet.
6. Preparation of the Reply to the CAG Queries and Support in the completion of the CAG Audit (Accounts)
7. Suggest necessary technical improvements and revision in account format for implementation.

## Terms of Reference for the Agency

- Agency can submit its credentials relevant to the eligibility criteria specified as per **Annexure-2**.
- Empanelment of agency will be under DCOMP. The empanelment period will be for two years from the date of signing of Agreement, subject to renew after expiry of such contract period.
- The Directorate will provide Logistic support in respect of the following;  
Lodging in the Guest house of DCOMP. However, food exps is to be borne by the firm. If the firm prefers lodging in places other than guest house of DCOMP, then such lodging charges is to be borne by the firm themselves.

Conveyance from Darjeeling/Siliguri to Mungpoo and back from Mungpoo to Darjeeling/Siliguri and within different unit offices of DCOMP will be provided by DCOMP.

**However, travelling expenses from the place of location of the firm upto Darjeeling/Siliguri and back will have to be borne by the firm themselves.**

- The Authority has the right to cancel the empanelment at any point of time during the contract period.

- The Authority has right to disengage the empanelment of the agency if found that work carried out by agency is not satisfactory.

## Selection Process

1. Duly Constituted Committee comprising of following members will act for determination of qualified bidder.

1.	<b>Director of Cinchona and Other Medicinal Plants, West Bengal</b>	<b>Chairman</b>
2.	<b>Financial Advisor, Dept. of FPIH, West Bengal as representative of FPIH department and expert.</b>	<b>Member/Expert</b>
3.	<b>One WBA&amp;AS officer from Finance Department of GTA as representative of GTA and expert.</b>	<b>Member/Expert</b>
4.	<b>Deputy Director, A&amp;A, DCOMP Office</b>	<b>Member</b>
5.	<b>All the members of Tender/Auction Screening Committee of the DCOMP</b>	<b>Member</b>

The agency will have to qualify technically based on the eligibility criteria given hereunder below in this document. EOI of agency not meeting the eligibility criteria will not be processed further. The documents to be submitted showing fulfillment of eligibility criteria are given in **Annexure-2**.

The EOI of all such agency who had faced serious complaints about their past work will get rejected before the scrutiny of EOI.

## 6. Minimum Eligibility Criteria

The following are the minimum eligibility criteria for empanelment of agency:

- i.) The Firm must be empaneled with the CAG. Certificate of such empanelment for the year 2024-2025/ 2025-26 is to be enclosed.
- ii.) The Firm should have Valid Peer Review Report/Certificate of the firm given by the respective Boards of the Institute of Chartered Accountants of India.
- iii.) It is preferable that the firm has Branch Office in Darjeeling/North Bengal.
- iv.) The firm Must have experience in Governmental Accounting.
- v.) The firm must have experience in Preparation of Books of Accounts and Financial Statements.



## Evaluation Criteria

### 8. Technical Qualification Criteria

Bidders who meet the qualifications criteria /eligibility requirements of EOI and shortlisted would be considered as qualified to move to the next stage of Technical and Financial evaluations.

SL .No.	Criteria	Requirement	Max. Marks	Supporting Document
1	Experience of providing consultancy	>= 5 years 15 Marks 2 years to 5 Yrs 7 Marks Less than 2 years 0 Mark	15 Marks	Relevant documents
2	Experience of providing consultancy to Govt. organization	>= 5 years 15 Marks 2 years – 5 years 7 Marks Less than 2 years 0 Mark	15 Marks	Relevant documents
3	Bidders 's technical approach and work plan in the domain providing consultancy or (ppt Presentation during the EOI pre bid meeting should be analyzed)	30 Marks	30 Marks	Presentation in the pre-Bid meeting.
<b>4</b>	<b>Profiles</b>			
4.1	Head Consultant	Candidate should Atleast possess a qualification of C.A or equivalent or above	10 Marks	Detailed CVs as per Format Specified in this document as Form 4.1. Engagement letter of the firm also to be enclosed.
4.2	Senior Consultant	CA or equivalent or above	10 marks	Detailed CVs as per Format Specified in this document as Form 4.2. Engagement letter of the firm also to be enclosed.

SL .No.	Criteria	Requirement	Max. Marks	Supporting Document
4.3	Junior Consultant	M.com/CA intermediate or equivalent or above	10Marks	Detailed CVs as per Format Specified in this document as Form 4.3.Engagement letter of the firm also to be enclosed.
4.4	Senior assistant	M. Com/CA intermediate or equivalent or above	10 Marks	Detailed CVs as per Format Specified in this document as Form 4.4.Engagement letter of the firm also to be enclosed.
Total			100 Marks	

Bidders, whose bids are responsive, score **at least 60 marks** from the technical evaluation criteria would be considered technically qualified.

### 8.1 Responsive Bid

Prior to evaluation of Applications, the Authority shall determine whether each Application is responsive to the requirements of the EOI. An Application shall be considered responsive only if:

- (a) it is received as per prescribed form
- (b) it is received within Due Date and time;
- (c) it is signed, sealed;
- (d) it contains all the information (complete in all respects) as requested in this EOI;
- (e) it is unconditional; and
- (f) it is not non-responsive in terms hereof.

The Authority reserves the right to reject any Application which is non-responsive in the opinion of Authority and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Application.

### 8.2 Technical Bid Evaluation

The marks obtained in the technical evaluation shall be deemed as final. The Highest Technical Bid (TM) will be given a technical score (ST) of 100 points. The technical scores of other Bids will be computed as follows:

$$ST = 100 \times T/TM$$

(T = Marks of Technical Proposal)

### 8.3 Financial Bid Evaluation

The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest Financial Bid (FM) will be given a financial score (SF) of 100 points. The financial scores of other Bids will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal of each bidder and FM is the value of lowest bid)

Taxes will not be considered in the commercial Bid evaluation

The weightage of Technical and Financial Bid would be 60:40.

## 9. Appointment of Consultant

- i. Proposals will finally be ranked according to their combined score of technical (ST) and score of financial (SF) scores as follows:
  - a.  $S = ST \times Tw + SF \times Fw$
  - b. Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.60 and 0.40 respectively.
- ii. The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements.
- iii. In case of tie on the basis of combined score obtained by the two bidders. The bidder offering the lowest price among the two shall be selected.

### 9.1 Award Criteria

Directorate will award the Contract to the successful bidder i.e. selected applicants as per the process outlined above.

### 9.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Directorate reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Directorate.

### 9.3 Signing of Contract

Post submission of Performance Guarantee by the successful bidder DCOMP shall enter into a contract, incorporating all clauses, **pre-bid clarifications** and the proposal of the bidder between DCOMP and the successful bidder.

## **9.4 Termination of Contract**

DCOMP reserves the right to terminate the services of the successful bidder at any stage of the work for reasons of unsatisfactory performance or for any reasons not in control of DCOMP (for example, non-response of the firm/agency). DCOMP shall provide a notice of a minimum of 60 calendar days (in writing) for such termination, clearly citing the reasons for the same.

## **9.5 Force Majeure**

Both the parties shall ensure compliance of the terms of Agreement. No party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of Agreement to the extent that such failure is due to Force Majeure events such as rebellion, mutiny, civil commotion, riot, strike, lock out, fire, explosion, flood, drought, cyclone, lightening, earthquake, war or other forces, accident or act of nature. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such an event(s). Either party should inform the other party via mail/speed post regarding happening of such force-majeure events as soon as possible, supported by cogent documents.

## **9.6 Execute the Contract Agreement within stipulated time**

Failure of the successful bidder to execute the Contract Agreement shall constitute sufficient grounds for the annulment of the award, in which event Directorate may award the contract to the next best value bidder or call for new proposals from the interested bidders.

## **9.7 Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the applicant to inform Directorate, detailing the conflict in writing as an attachment to this proposal.

Directorate will be the final arbitrator in cases of potential conflicts of interest. Failure to notify Directorate of any potential conflict of interest will invalidate any sort of agreement.

A Conflict of Interest is where a person who is involved in this process has or may be perceived to have a personal interest in ensuring that a particular applicant is successful. Actual and potential conflicts of interest must be declared by a person involved in this process.

## **9.8 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. Directorate reserves the right to withdraw EOI and or vary any part thereof at any stage. Directorate further reserves the right to disqualify any applicant, should it be so necessary at any stage.

Sd/-

Director of Cinchona &  
Other Medicinal Plants, WB

**ANNEXURE-1**  
**COMPANY PROFILE**

<b>Sr.</b>	<b>Particular</b>	<b>Detail</b>
1	Name of Organization	
2	Nature of the Organization	
A	In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations to be furnished)	
B	In case of Partnership Firm (Partnership deed to be furnished)	
C	In case of Proprietorship (Registration certificate/relevant documents to be furnished)	
3	Address with Phone No. and Fax No.:	
4	Name and Contact details of the Authorized Person	
5	Any other details in support of your office	
6	PAN (attach attested copy )	
7	GST No.(GST registration certificate to be attached)	
8	Trade License (Latest) to be attached	

**ANNEXURE - 2**  
**CHECKLIST FOR FULFILMENT OF ELIGIBILITY CRITERIA**

<b>Sr.</b>	<b>Criteria</b>	<b>Documents/Detail required</b>	<b>Documentary Proof attached (Y/N)</b>
1	Experience in the field of accounting	Certificate of incorporation, Business commencement certificate, Works to be demonstrated by Contract/Agreement/ Work Order from clients:  Year of experience: _____	

**LIST OF ZONE COVERAGE UNDER THE DIRECTORATE OF CINCHONA & OTHER MEDICINAL PLANTS**

<b>Sr.</b>	<b>Name of Zone</b>	<b>District covered</b>
1	Govt. Cinchona Plantation Mungpoo	Darjeeling
2	Govt. Cinchona Plantation Rongo	Darjeeling
3	Govt. Cinchona Plantation Munsong	Kalimpong
4	Govt. Cinchona Plantation Latpanchor	Darjeeling

**Form No.-4.1****Curriculum Vitae (CV) of Key Personnel**

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education(Degree & onward)

Sl. No.	Qualification	Year of passing	College & University	Remarks

6. Total No. of Year of experience:

7. Areas of expertise (as required for the Profile-mandatory):

Sl. No.	Company Name	Area of expertise (Head Consultant)	Name of the Customers served	No. of Projects	Duration of the Projects

8. Trainings attended:
9. Details of Involvement in Projects:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Membership of Professional Associations:
12. Employment Record [Starting with present position and last 2 firms]

Sl. No.	Dates of Employment	Name Of Employing Organization	Positions Held

13. Relevant work undertaken that Best Illustrates the experience:

14. Certifications:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date: (Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative:

2. \_\_\_\_\_

3. \_\_\_\_\_

**Form No.-4.2****Curriculum Vitae (CV) of Key Personnel**

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education(Degree & onward)

Sl. No.	Qualification	Year of passing	College & University	Remarks

6. Total No. of Year of experience:
7. Areas of expertise (as required for the Profile-mandatory):

Sl. No.	Company Name	Area of expertise (Senior Consultant)	Name of the Customers served	No. of Projects	Duration of the Projects

8. Trainings attended:
9. Details of Involvement in Projects:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Membership of Professional Associations:
12. Employment Record [Starting with present position and last 2 firms]

Sl. No.	Dates of Employment	Name Of Employing Organization	Positions Held

13. Relevant work undertaken that Best Illustrates the experience:

14. Certifications:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date: (Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative:

2. \_\_\_\_\_
3. \_\_\_\_\_



**Form No.-4.3****Curriculum Vitae (CV) of Key Personnel**

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education (Degree & onward)

Sl. No.	Qualification	Year of passing	College & University	Remarks

6. Total No. of Year of experience:
7. Areas of expertise (as required for the Profile-mandatory):

Sl. No.	Company Name	Area of expertise (Junior Consultant)	Name of the Customers served	No. of Projects	Duration of the Projects

8. Trainings attended:
9. Details of Involvement in Projects:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Membership of Professional Associations:
12. Employment Record [Starting with present position and last 2 firms]

Sl. No.	Dates of Employment	Name Of Employing Organization	Positions Held

13. Relevant work undertaken that Best Illustrates the experience:
14. Certifications:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may

lead to my disqualification or dismissal, from the assignment if engaged.

Date: (Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative:

2. \_\_\_\_\_

3. \_\_\_\_\_

**Form No.-4.4****Curriculum Vitae (CV) of Key Personnel**

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education (Degree & onward)

Sl. No.	Qualification	Year of passing	College & University	Remarks

6. Total No. of Year of experience:
7. Areas of expertise (as required for the Profile-mandatory):

Sl. No.	Company Name	Area of expertise (Senior Assistant)	Name of the Customers served	No. of Projects	Duration of the Projects

8. Trainings attended:
9. Details of Involvement in Projects:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Membership of Professional Associations:
12. Employment Record [Starting with present position and last 2 firms]

Sl. No.	Dates of Employment	Name Of Employing Organization	Positions Held

13. Relevant work undertaken that Best Illustrates the experience:

14. Certifications:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date: (Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative:

2. \_\_\_\_\_
3. \_\_\_\_\_

**Signature Not Verified**

Digitally signed by GOPAL  
LAMICHHANEY  
Date: 2025.10.08 11:43:01 IST  
Location: West Bengal-WB