

WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED
ARANYA BIKASH, KB-19, SECTOR-III, SALT LAKE, KOLKATA-700106

EXPRESSION OF INTEREST FOR
APPOINTMENT OF INTERNAL AUDITOR FOR
THE FINANCIAL YEAR 2022-23

(North Bengal Divisions)

Alipurduar Forest Corporation Division
Jalpaiguri Forest Corporation Division
Darjeeling Forest Corporation Division
Kalimpong Forest Corporation Division
All Designated Divisions under the Divisions
All Ranges under the Divisions

EOI NO. - Wbfdcl/HQ/EOI-02/ 2021-22



West Bengal Forest Development Corporation Limited

(A Government of West Bengal

Undertaking) **Registered Office:**

'ARANYA BIKASH'

KB-19, Sector-III Salt Lake

City, Kolkata – 700106.

E-mail: wbfdc@wbfdc.com / cao@wbfdc.com

CIN: U02005WB1974SGC029535

INTRODUCTION

The West Bengal Forest Development Corporation Limited, a Company, incorporated, under the Companies Act, 1956, intends to appoint Internal Auditor for conducting Internal Audit of the accounts of this Corporation (North Bengal Divisions), including Designated Divisions (DDIV) & Ranges and Designated Ranges (DRNs), for the Financial Year 2022-23.

Expression of Interest (EOI) is therefore invited **in two bid sealed cover format** from bona-fide Chartered Accountant / Cost Accountant firms fulfilling the following Pre-Qualification Criteria to carry out the Internal Audit for the Financial Year 2022-23 for the Corporation.

The Expression of Interest in specified format, in double sealed cover (both technical & financial put in sealed cover separately and again put in a single sealed cover) must reach the following address by hand within **1 p.m. of 8TH MARCH 2022**. Incomplete formats / format received after the scheduled time will not be entertained. The bids will be opened by the authorized committee at **2-00 p.m. on 10TH MARCH 2022**. The bidders or their authorized representatives may remain present during opening of bids.

The Expression of Interest must be addressed to:

**The Managing Director
West Bengal Forest Development Corporation Ltd.
Aranya Bikash, KB-19, Salt Lake City, Sector III
Kolkata – 700106.**

PRE-QUALIFICATION CRITERIA

- Chartered Accountants / Cost Accountant Firms with ten years' experience
- Having Head Office / branches in Kolkata
- Experience as Statutory Auditor / Internal Auditor in Government Organisation, PSU, etc.

1. IMPORTANT POINTS OF REFERENCE:

| | |
|------------------------|---|
| EOI Inviting Authority | Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Limited |
| Name of the Work | Internal Audit of the accounts of the Corporation, including its Divisions, Designated Divisions (DDIV) & Ranges, for the Financial Year 2022-23. |
| EOI Notice No. | EOI NO. - Wbfdcl / HQ / EOI 02 / 2021-22 |

| | |
|---|------------------------|
| Date of publication of EOI | 27.02.2022 |
| Last date and time for submission of Bids | 08.03.2022 upto 1 p.m. |

| | |
|---|--|
| Opening of Technical Bids | |
| Place of Opening of Technical Bids | Office of the Managing Director, West Bengal Forest Development Corporation Limited Aranya Bikash, KB-19, Sector-III, Salt Lake, Kolkata-700106 |
| Date of opening of the Technical Bid | 10.03. 2022 at 2 p.m. |
| Declaration of the results of Evaluation of Technical Aspects | 11.03. 2022 at 4 p.m. |
| Opening of Financial Bid | To be notified later |
| Earnest Money Deposit | Rs. 10,000/- (Rupees Ten thousand) |

2. NATURE OF WORK:

To conduct Internal Audit of the accounts of the Corporation including its Divisions, Designated Divisions (DDIV) & Ranges for the Financial Year 2022-23.

3. IMPORTANT DETAILS OF THE EOI:

Detail Scope of Work

The illustrative (but not exhaustive) scope of work for Internal Audit by the bidders shall be as follows:

- i. Verification and certification of accounting entries during the audit period including Journal Entries.
- ii. Verification of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Sweeping Accounts.
- iii. Verification and certification of age-wise analysis of Ledger Balances specially, Sundry Debtors, Sundry Creditors, Advance from Customers etc. including Opening Balances as to its correctness in the way of confirmation and suggestions for writing off, as necessary.
- iv. Verification and certification of adjustment of Advance of Logging Operation to DFOs and suggestions on unadjusted Balances.
- v. Verification and certification of adjustment of sale proceeds of Timber Auction as per provisions of Joint Forest Management and comment on payment of Directorate Share and FPC Share of Year-wise Sale.
- vi. Verification of application of Statutory Provisions like GST (including GST e-invoicing) and its reconciliation for future audit as well as Corporate Tax assessment purpose etc including TDS & TCS.
- vii. Verification and certification of application of Employees Provident Fund as to its deduction, deposit and standing balances and mismatch between Divisions and Head Office.
- viii. Verification of application of Income Tax Payment, Submission of Return, Refund,

Penalty, Interest and adjustment in Accounts.

- ix. Verification and certification of Fixed Asset Register in Divisions as well as Head Office with location wise maintenance.
- x. Verification and certification of Inventory Valuation and Physical checking including reconciliation.
- xi. Reconciliation of Inter Division transfer, Balances and suggestions for rectification, as necessary.
- xii. Verification of booking of income of Eco tourism centres as to Registers of occupation.
- xiii. Verification and certification of stock of Non Timber Forest Products including valuation.
- xiv. Comment and follow up action of Statutory and other Audit Reports including preparation of replies.
- xv. Performance report of industrial units' wastage percentage etc. Sale Centres, each Eco-Tourism centres, Truck, Car, different Machines.
- xvi. Inter – range stock transfer and its proper record and point out if there is any short fall.
- xvii. Checking of offence report and action taken point.
- xviii. Checking of plantation journal and its survival rate.
- xix. Checking of Permit Register, Stock Register, and Stationery Register etc.
- xx. Cross checking of CFC marking list, felling register, J.P.C, TMNB and Depot marking list – if any shortage it should be disclosed.
- xxi. Range cash verification, stock verification and reconciliation.

4. ELIGIBILITY CRITERIA:

| Sl. No. | Criteria | Details | Document to be Submitted |
|---------|---|--|--|
| 1 | Age of the Firm | Must have been formed on or before 1 st January 2012 | Firm Constitution Certificate issued by concerned Institute. |
| 2 | Minimum Partners | 2 (Two) Full Time Chartered Accountants / Cost Accountants | Same as above |
| 3 | Minimum Qualified Chartered / Cost Accountant | 3 (Three) Qualified Chartered / Cost Accountant (Excluding Partner) | Same as above |
| 4 | Semi Qualified (CA/CMA-inter or equivalent) | 5(Five) Semi Qualified Chartered Accountant / Cost Accountant | Same as above / Pass Certificate |
| 5 | Location of Head Office / Branch Office | Kolkata | |
| 6 | Average fee income | Average fees income Rs 30 lakh per annum or more during the last three years as professional income (2018-19, 2019-20 & 2020-21) | Audited Balance Sheet of the Last 3 Financial Years |

5. SUBMISSION OF EOI:

5.1 General process of submission

EOIs are to be submitted in two folders at a time – Technical Proposal and Financial Proposal. The Technical proposal shall contain the both Part A & Part B. **Two folders shall clearly have headings “Technical Proposal” / “Financial Proposal” as the case may be. Then both the folders shall be put together in a single folder quoting the EOI and the subject addressing “The Managing Director, West Bengal Forest Development Corporation Ltd.”**

The intending bidder shall carefully go through the notice, prepare the required documents and submit documents in the Registered Office. He needs to fill up the rates to conduct Internal Audit of the accounts of the Corporation, including its Divisions & Ranges, during the Financial Year 2022-23, which **should be indicated in gross amount, exclusive of all taxes etc.**, Intending bidders should specially take note of all the addendum / corrigendum related to the EOI, if any.

5.2 Clarifications

A pre-bid meeting with prospective bidders will be held on 2ND MARCH 2022 at 12 noon in the Conference Hall of the West Bengal Forest Development Corporation Ltd, Aranya Bikash (6th floor) KB 19, Salt Lake City, Kolkata – 700106, wherein they may attend and seek clarification in this respect.

5.4 Technical Proposal

Part A.

- i. Photo Copy of PAN Card & GSTIN.
- ii. Photo Copy of IT Return Acknowledgement Receipt for F.Y 2018-19, 2019-20 & 2020-21.
- iii. Earnest Money Deposit (EMD) - Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the EOI, in favour of the West Bengal Forest Development Corporation Limited, payable at Kolkata.
- iv. Photo Copy of the deed of Partnership firm.
- v. Photo Copy of Balance Sheet and Statement of Profit and Loss for the Financial Years 2018-19, 2019-20 & 2020-21 duly certified by practicing Chartered Accountants.
- vi. Photo Copies of Certificate of practice issued by concerned institute for all the partners and qualified employees of the firms.
- vii. Firm's Constitution Certificate.

Part B

- i. Application for EOI
- ii. Average annual turnover of the firms-copy of Summary statement of annual turnover from business for a period of last three Financial Years, i.e.; 2018-19, 2019-20 & 2020-21
- iii. Declaration of not having common interest
- iv. Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done. Annex the Work Orders also. Completion Certificate/Acknowledgement of full payment of fees from the concerned auditee which is applicable for eligibility in this bid.

- v. General Information about the bidding firm
- vi. Team Composition and list of Teams. Team will consist of minimum one Qualified and Two Semi Qualified for Head Office and Divisions and at least one Semi Qualified for Ranges. Duration of audit will be at least 7 days, 4 days, 2 days for HO, Division & Designated Division respectively for each half year and at least one day in average in ranges. Sufficient no of teams should be formed to complete the audit in time and should be mentioned in Form 6.

6. FINANCIAL PROPOSAL

Financial Quote: The intending Bidder should quote the financial bid in the space marked for quoting bid. The financial quote, i.e.; financial consideration to conduct Internal Audit of the accounts of the Corporation, including its Divisions, Designated Divisions & Ranges, for the Financial Year 2022-23, which should be indicated in **gross amount** for the whole year (for which Services is intended to be provided).

It is important to note that the financial quote should be the total for all units, i.e., each unit to be audited. The cost of travelling may be reimbursed on actual basis. The other provisions such as lodging, Local transportation, etc. will have to be arranged by the selected firm.

Scale of Re-imbursement for Travelling

| Audit personnel | Class of travel |
|---|---|
| Partner / Qualified Chartered / Cost Accountant | AC 2 nd Class / AC Chair Car in Mail / Express |
| Semi qualified / Audit Article | AC 3 Tier / AC Chair Car in Mail / Express |
| Audit Clerk | Sleeper Class / 2 nd Class Chair Car |

7. SUBMISSION OF EARNEST MONEY DEPOSIT

Earnest Money Deposit (EMD) is Rs 10,000/- (Rupees Ten Thousand) only, to be deposited as per Mode of Payment described below.

- One Demand Draft or Banker's Cheque amounting Rs. 10,000/- towards Earnest Money Deposit (EMD) should be submitted.
- The Demand Draft or Banker's Cheque should be drawn in favour of **West Bengal Forest Development Corporation Limited**, payable at Kolkata.
- The DD/BC towards cost of Earnest Money Deposit should be submitted in original, in a sealed envelope to the **Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Limited, "Aranya Bikash", KB-19, Sector-III, Salt Lake, Kolkata-700106 along with the Technical Bid.**
- Demand Draft or Banker's Cheque may be drawn on any scheduled Bank of India.
- Payment in any other form e.g.: NSC, KVP etc shall not be accepted.

8. SECURITY DEPOSIT

- The Earnest Money deposit of successful bidder shall be converted into refundable security deposit and the successful bidder shall deposit the balance amount to keep the Security Deposit at 3% of the accepted financial rate.
- The Security Deposit shall be deposited in the form of demand draft favouring, **West Bengal Forest Development Corporation Ltd., payable at Kolkata, or**

through NEFT, within one week from the date of receipt of the letter of acceptance issued by the EOI Inviting Authority.

- If the accepted Bidder fails to furnish the Security Deposit within the above said period, his EOI will be held void.
- The Security Deposit furnished by the bidder in respect of his EOI will be refunded to him at the end of the contract period subject to submission of all deliverables in required norms and subject to satisfactory performance.
- Security Deposit will be released after 6(six) months from the date of final payment to the successful Bidder. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deemed fit & required

9. OPENING OF BIDS:

A. Technical Proposal

- i. Technical proposals will be opened by the EOI Inviting Authority in the presence of EOI submitting person or his authorised representative.
- ii. Any proposal received without DD/ BC towards EMD shall be treated as rejected.
- iii. Intending Bidders may remain present if they so desire in the office of the Corporation at Aranya Bikash, KB-19, Sector-III, Salt Lake, Kolkata-700106 for opening of Technical Proposal, to be held on the date and time as declared.
- iv. The technically qualified Bidders, i.e., Bidder who qualifies 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.

B. FINANCIAL PROPOSAL

- i. Financial proposals of the only those Bidders declared technically eligible by the EOI Accepting Authority, will be opened. However, if the requisite number of bidders do not qualify in the technical bid, the financial bid shall not be opened and tender shall be invited afresh. The bidders who qualify technically in the first call, need not submit fresh tender.
- ii. The EOI Accepting Authority, if required, may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder and the Bidder has to satisfy the EOI Accepting Authority within the time frame allowed. **In case it is not received within the stipulated time, the EOI will be liable for rejection.**

10. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the EOI will be done by a Committee, based on the principle of **Quality cum Cost Based Selection (QCBS)**. 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 have not been submitted), will be summarily rejected as non-responsive.

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

The weightage assigned for bids is Technical bids: Financial Bids = 60:40. The final assessment will be based on the 60% of Technical + 40% of Financial scores.

11. EVALUATION OF TECHNICAL BIDS

1. The Technical Bid will be examined by a Committee to be constituted by the Managing Director, West Bengal Forest Development Corporation (WBFDC) Ltd. Evaluation will be done on the basis of the evaluation criteria.

| Sl. No. | Attributes | Marks | Maximum marks |
|----------------|--|--|----------------------|
| 1. | Establishment of the firm relevant to the assignment | <i>Date of establishment (< 10 yrs =0 marks, 10-15 years = 5 marks, >15 years = 10 marks</i> | 10 |
| 2. | Experience of the firm in similar assignments of Forest | <i>5 marks for each project</i> | 10 |
| 3. | No. of Partners | <i>< 2 Nos. =0 marks, 2 Nos.= 6 marks, and 3 marks for each additional partner</i> | 15 |
| 4. | No. of Qualified CAs / CMAs | <i>(3 Nos. =4marks and 2 marks for each additional Qualified CAs / CMAs</i> | 10 |
| 5. | No of semi qualified CAs / CMAs | <i><5= 12 marks and two marks for each additional semi qualified CAs / CMAs</i> | 20 |
| 6. | Average fee income | <i>30 lakh = 10 marks and additional 5 marks for each additional fees of 5 lakh</i> | 20 |
| 7. | Experience in Internal Audit of Govt. organisation, PSUs, etc. | <i>9 marks for experience of Internal Audit / Statutory Audit for at least three years in an organisation, 3 marks each for additional organizations audited subject to a maximum of 6 Marks</i> | 15 |

2. The Technical Committee may seek clarifications from the bidders if necessary. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the bid documents. The Committee may seek inputs from professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any, have to be provided from documents already submitted
3. Each Technical Bid will be evaluated on the basis of the points mentioned against a **maximum achievable score of 100.**
4. Bidders securing Technical score of 50 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the

Evaluation Committee may recommend lower / higher qualifying marks.

12. EVALUATION OF FINANCIAL BIDS & RANKING OF BIDDERS

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total Financial score for evaluation of financial bids is 100.
- The list of Bidder will be ranked in ascending order, i.e., the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this EOI the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs.200/- and that of L2 is Rs.400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded $(\frac{200}{400}) \times 100 = 50$ points.
- Being QCBS, the ranking of bidders will be done on **60:40 = Technical : Financial** as follows:

Total Score Secured = 60% of Technical score + 40% of Financial score

- The bidder scoring the highest total score will be ranked 1st and will be selected for the assignment. The summary result sheet will be published in the website www.wbfdc.com

13. AWARD OF CONTRACT & SIGNING OF AGREEMENT

- i. After selection of the successful bidder, a Letter of Acceptance of EOI will be issued to the successful bidder by the EOI Inviting Authority.
- ii. The successful bidder should execute an agreement for the fulfilment of the contract with the Corporation at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the EOI shall be held as non- responsive.
- iii. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
- iv. The contract agreement for internal audit will initially be for the year 2022-23, which may be extended under the same terms and conditions up to another 2 (two) years, based on performance and discretion of the management.

14. WORK ORDER & EXECUTION

- i. After the execution of the agreements and after receipt of the Security Deposit, the EOI Inviting Authority will issue the formal Work Order to the successful bidder.
- ii. The successful bidder should nominate and intimate to the EOI Inviting Authority the name of Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the EOI, Scope of Work, prevailing accounting system of the Corporation and the guidelines, manuals and the instructions given from time to time in this regard.

15. RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):

The unsuccessful bidder(s) shall apply for return of Earnest Money to the **“Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd., Aranya Bikash, KB-19, Sector-III, Salt Lake, Kolkata- 700106”**, giving the reference to the work, EOI No., date of EOI, amount and with detail of the Demand Draft. The Earnest Money of all bidders other than the successful bidder may be refunded, after expiry of fifteen days from the date of issue of work order to the successful bidder.

16. DELIVERABLES:

At the initial stage Audit Module & Audit Programme should be prepared and submitted to **Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd.** by the selected firm. The audit should be started subject to approval of the prepared Module and Programme by WBFDCCL authorities. The auditor should submit his report indicating the result of his review of the accounts immediately on completion of the internal audit. Reports should be submitted in both hard & soft copies to the Head Office of WBFDCCL. Individual division-wise / Wing-wise / unit-wise report shall be submitted separately. Soft copy shall be mailed to the mail ID cao@wbfdc.com and acc@wbfdc.com. All discrepancies noticed in the financial accounts including voucher and sub vouchers, projects, procurement, bank reconciliation etc. should be specifically included in the report.

The pattern of submission of reports should be as follows:

| Offices / Units | No. of Units | Location | Frequency of Audit | Report submission time schedule |
|---|---|-----------------------|---|--|
| Divisions / Designated Divisions / Ranges / Designated Ranges | Divisions – 4 Designated Divisions – 10 Ranges – 19 (approx.) | Please see Annexure 2 | Half Yearly H ₁ – 1 st April to 30 th September H ₂ – 1 st October to 31 st March | 2022-23 H ₁ – 30 th November 2022 H ₂ – 30 th April 2022 |

17. PAYMENT:

- The quantum of work and the time schedule indicated in the EOI should be strictly followed otherwise no payment will be released.
- The EOI Inviting Authority shall pay to the successful bidder as remuneration for the services in stages. The schedule of payment shall be as follows:

| Deliverables | Stages | Payment |
|---|---|--------------------------|
| H ₁ Report of Head Office, Divisions, Wings, Ranges, Designated Divisions, | On submission of report of H ₁ | 30% of the amount quoted |
| | On acceptance of the report of H ₂ | 20% of the amount quoted |
| H ₂ Report of Head Office, Divisions, Wings, Ranges, Designated Divisions, | On submission of report of H ₁ | 30% of the amount quoted |
| | On acceptance of the report of H ₂ | 20% of the amount quoted |

- iii. In case the agreement is terminated earlier, fees shall be paid to the successful bidder for the actual services rendered and accepted by the EOI Inviting Authority as per stages referred to in para 17(ii). Provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

18. TERMINATION OF SERVICES:

The EOI Inviting Authority reserves the right to terminate the services of the bidder, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

19. FORCE MAJEURE:

The Bidder appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the EOI Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Corporation.

20. OTHER IMPORTANT CONDITIONS:

- i. The Bidder shall not make any deviation, alteration, addition or omission from the approved TOR without the prior written consent of the EOI Inviting Authority.
- ii. The Bidder shall not assign, sublet or transfer his interest in the work without the written consent of the EOI Inviting Authority.
- iii. **Bid Validity:** The work order will be issued within 30 days from the declaration of the final results during which the bid shall remain valid.
- iv. **Penalty for suppression /distortion of facts:** If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the EOI Accepting Authority (EAA) within a specified time frame or if any deviation is detected in the hard copies with the information submitted in electronic format, or if there is any suppression of relevant fact or facts, the bidder will be suspended from participating in the EOIs on e-EOI

platform of the West Bengal Forest Development Corporation (WBFDC) Ltd. for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the EOI Inviting Authority may take appropriate legal action against such defaulting bidder.

- v. **Summary rejection of EOI:** Conditional and incomplete EOI, and EOIs received after due date are liable for summary rejection.
- vi. **Power to accept or reject EOIs:** The Managing Director, West Bengal Forest Development Corporation (WBFDC) Ltd. or his authorised representative, being the EOI Inviting Authority reserves the right to accept/reject any or all the offers or cancel the EOI without assigning any reason thereof, in the best interests of the Corporation.
- vii. All expenses in preparation and submission of the offer and visit to the site, attending the EOI procedure or otherwise shall be borne by the bidders.
- viii. **Legal disputes –Jurisdiction:** Disputes if any, arising out of the EOI shall be within the jurisdiction of the courts situated in Kolkata, West Bengal.
- ix. No mobilization/secured advance bill will be allowed.
- x. In case any clarification is required, the interpretation of the Managing Director, West Bengal Forest Development Corporation (WBFDC) Ltd. or his authorized representative will be final.
- xi. The EIA may call for rate analysis in the event of submission of abnormally low bids or exorbitantly high bids.

21. SCHEDULE OF DATES FOR EXPRESSION OF INTEREST:

| Sl. No. | Activity | Date & Time |
|---------|---|-----------------------------|
| 1. | <i>Publishing Date</i> | 27.02.2022 |
| 2. | <i>Bid submission start date</i> | 28.02.2022 |
| 3. | <i>Bid submission end date & Time</i> | 08.03.2022 |
| 4. | <i>Technical Bid opening date</i> | 10.03.2022 – 2PM |
| 5. | <i>Financial Bid opening date</i> | <i>To be notified later</i> |
| 6. | <i>Declaration of the Successful Bidder</i> | <i>To be notified later</i> |

Sd/-

Financial Advisor & Chief Accounts Officer
West Bengal Forest Development Corporation Ltd.

FORM-1

APPLICATION FOR EOI

**To
The Financial Advisor & Chief Accounts Officer,
West Bengal Forest Development Corporation (WBFDC) Ltd.
Aranya Bikash, KB-19, Sector-III, Salt Lake,
Kolkata-700106**

EOI No:-

Project Name-Appointment of Internal Auditor for F.Y. 2022-23

Dear Sir,

Having examined the Statutory, Non statutory & EOI documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per EOI no. and Serial no. stated above.

We also agree to remedy the defects ,after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda.

Dated this _____ day of _____ 202____.

Full name of applicant:_____

Signature:_____

In the capacity of:

Duly authorized to sign bids

For & on behalf of (Name of Firm):

(In block capitals or typed)

Office address:

Telephone no(s) (office):

Mobile No:

Fax No:

Authorised Signatory
On behalf of the bidder

FORM-2**Certificate regarding Summary Statement of Yearly Turn-over**

This is to certify that the following summary statement has been prepared from the Balance Sheet for the past three years (2018-19, 2019-20 & 2020-21).

| Sl. No | Financial | | Remarks |
|--------|-----------|---------------------------------------|---------|
| | Year | Professional fees earned (Rs in Lakh) | |
| 1 | 2018-19 | | |
| 2 | 2019-20 | | |
| 3 | 2020-21 | | |
| Total | | | |

Average Turnover: In Rs.

Note:

- (i) *Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.*
- (ii) *Average turnover for 3 years is to be obtained by dividing the total turnover by 3*
- (iii) *Please annex the certified Balance Sheet of the last three **FY (2018-19, 2019-20 & 2020-21).***

Date

Authorised Signatory
On behalf of the bidder

FORM-3

Declaration against Common Interest

I/We, Sri /Smt.,the authorized signatory on behalf of
.....(name of firm) do hereby
A firm that, I/We/any of them before.....bidding
Against EOI No.....do not have any common interest as a partner on
any partnership firm/joint venture of any other firm in the same work I/We want to
participate.

Date:

Authorised Signatory
On behalf of the bidder

FORM-4**Experience Profile**

| Name of Company/ Organisation audited | Address of the Company / Organisation audited | Period of Audit | Total Contract Value (Rs.) | Whether completed (Y/N) |
|--|--|--------------------|----------------------------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

[Note: Attach copies of Work Orders and Final Payment Certificate against completed works]

Date:

Authorised Signatory
On behalf of the Bidder

FORM-5**General Information about the Firm**

| | |
|---|--|
| 1. Name of the Firm | |
| 2. Firm Registration Number | |
| 3. Head Office Address, LandlineMobile..... Email..... | |
| 4. Branch Office/s Address in West Bengal Phone No.....Mobile..... Email..... | |
| 5. Partner In Charge i. Name ii. Address iii. Email iv. Mobile | |
| 6. PAN | |
| 7. GST IN No | |

I _____ authorized partner of the firm certify that the above information is true & genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data /information.

Date:

Place:

Name of Partner
Membership no.
F.R.N.

FORM 6

Details of No. of team to be deployed with details of personnel in each team

| No. of team | Name of the team leader/support staff of the team | Qualified | Semi-Qualified | Audit Experience specially in Forest Account | Duration of Audit | | |
|-------------|---|-----------|----------------|--|-------------------|----------|-------|
| | | | | | HO | Division | Range |
| 1 | 2 | 3 | 4 | 5 | 6 | | |
| Team 1 | | | | | | | |
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| Team 2 | | | | | | | |
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| Team 3 | | | | | | | |
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| Team 4 | | | | | | | |
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| Team 5 | | | | | | | |
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| Team 6 | | | | | | | |
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| Team 7 | | | | | | | |
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Authorised Signatory
On behalf of the Bidder

ANNEXURE - 1

EOI Inviting Authority – Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd.

Nature of Work- To conduct Internal Audit of Alipurduar Forest Corporation Division, Jalpaiguri Forest Corporation Division, Darjeeling Forest Corporation Division and Kalimpong Forest Corporation Division including Designated Divisions, Ranges of West Bengal Forest Development Corporation Ltd. during 2022-23

EOI NO. - Wbfdcl/HQ/EOI-02 /2021-22.

Bidder Name-

This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filing the relevant columns, else the Bidder is liable to be rejected for this EOI. Bidders are allowed to enter the Bidder Name and Values only.

| Sl. Nos. | Description of work | Financial Quote Consolidated rate for each year (exclusive of all taxes) | |
|----------|---|--|----------|
| | | In figures | In words |
| 1. | To conduct Internal Audit during the year 2022-23 of - 1. Divisions (DIV) - 4 2. Designated Divisions (DDIV) - 10 3. Ranges (RN) - 19 (Frequency of Audit- Half-Yearly) | | |

Authorised Signatory
On behalf of the Bidder

ANNEXURE - 2

A. List of Divisions

| Sl. No. | Division | Head Quarter |
|----------------|--|---------------------|
| 1 | Alipurduar Forest Corporation Division | Alipurduar |
| 2 | Jalpaiguri Forest Corporation Division | Jalpaiguri |
| 3 | Kalimpong Forest Corporation Division | Kalimpong |
| 4 | Darjeeling Forest Corporation Division | Siliguri |

B. List of Designated Divisions

1. DFO & Ex-officio Divisional Manager, Coochbehar Division
2. DFO & Ex-officio Divisional Manager, Jaldapara Wild Life Division
3. DFO & Ex-officio Divisional Manager, Buxa Tiger Reserve East Division
4. DFO & Ex-officio Divisional Manager, Buxa Tiger Reserve West Division
5. DFO & Ex-officio Divisional Manager, Jalpaiguri Division
6. DFO & Ex-officio Divisional Manager, Baikantapur Division
7. DFO & Ex-officio Divisional Manager, Kurseong Division
8. DFO & Ex-officio Divisional Manager, Maldah Division
9. DFO & Ex-officio Divisional Manager, Raiganj Division
10. DFO & Ex-officio Divisional Manager, Darjeeling Division

C. List of Ranges

| Sl. No. | Division | No. of Ranges |
|----------------|--|----------------------|
| 1 | Alipurduar Forest Corporation Division | 5 |
| 2 | Jalpaiguri Forest Corporation Division | 5 |
| 3 | Kalimpong Forest Corporation Division | 4 |
| 4 | Darjeeling Forest Corporation Division | 5 |