

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

**NOTICE INVITING TENDER  
FOR  
APPOINTMENT OF INTERNAL AUDITOR  
FOR  
THE FINANCIAL YEAR 2017-18**

**NIT NO. - Wbfdcl/GMHQ/NIT-01 / 2017-18**



**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**

Phone: (033)2335 0064 Fax: (033)2335 0064 / 2335 5203

CIN: U02005WB1974SGC029535

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 (Both South Bengal Divisions and North Bengal Divisions), including its Divisions, Designated Divisions (DDIV) & Ranges, during the Financial Year 2017-18. Tenders are therefore invited from bona-fide Chartered Accountant firms fulfilling the following Pre-Qualification Criteria to carry out the Internal Audit for the Financial Year 2017-18 for the Corporation.

**PRE QUALIFICATION CRITERIA**

- a. Chartered Accountants Firms with ten years expenses
- b. Having empanelment with CAG.
- c. Having branches at Kolkata
- d. Experience as internal auditor in Government Organisation, PSU on PAN INDIA basis.

**1. IMPORTANT POINTS OF REFERENCE:**

Tender Inviting Authority	Chief Accounts Officer, West Bengal Forest Development Corporation Limited
Name of the Work	Conducting Internal Auditor the accounts of Corporation, including its Divisions, Designated Divisions (DDIV) & Ranges, for the Financial Year 2017-18.
Tender Notice No.	<b>NIT NO. - Wbfdcl/GMHQ/NIT01/201718</b>
Date of publication of Tender	24 <sup>th</sup> November, 2017
Last date and time for submission of Bids	15 <sup>th</sup> December, 2017

Opening of Technical Bids	
Place of Opening of Technical Bids	Office of the Managing Director, West Bengal Forest Development Corporation Limited AranyaBikash, KB-19, Sector-III, Salt Lake, Kolkata- 700106
Declaration of the results of Evaluation of Technical Aspects	To be notified later
Opening of Financial Bid	To be notified later
Earnest Money Deposit	Rs. 20,000.00/-
Communication Appellate Authority	Managing Director, West Bengal Forest Development Corporation Limited AranyaBikash, KB-19, Sector-III, Salt Lake, Kolkata-700106

## 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 2017-18.

## 3. IMPORTANT DETAILS OF THE TENDER:

### Detail Scope of Work

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

- i. Verification of Accounting entries of the current year including Journal Entries.
- ii. Verification of Bank Accounts, Bank Reconciliation, Bank Confirmation, Interest Accrued and Fixed Deposits and Sweeping Accounts.
- iii. Verification and 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 of adjustment of Advance of Logging Operation to DFOs and suggestions on unadjusted Balances.
- v. Verification 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 Service Tax, Central Sales Tax, VAT/GST and its reconciliation for future audit as well as Corporate Tax assessment purpose etc.
- vii. Verification 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 of Fixed Asset Register in Divisions as well as Head Office with location wise maintenance.
- x. Verification of Inventory Valuation and Physical checking by Management.
- xi. Reconciliation of Inter Division transfer, Balances and suggestions for rectification, as necessary.
- xii. Verification of Booking of income of Eco tourism centres of own accommodation as well as agents centres as to Registers of occupation.
- xiii. Verification 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, Wintch Machine (year wise).
- 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 and stock verification (on test check basis).

#### 4. ELIGIBILITY FOR PARTICIPATION:

Criteria	Details	Document to be Submitted
1. Age of the Firm	Must have been formed on or before 1 <sup>st</sup> January 2007	Firm Constitution Certificate issued by Institute of Chartered not earlier than 1 <sup>st</sup> October 2016.
2. C A G Empanelment	Empanelment No.	
3. Minimum Partners	3 (Three) Full Time Chartered Accountants	Same as above
4. Minimum Qualified Chartered	3 (Three) Full Time Qualified Chartered Accountant** <i>Excluding Partners</i>	Same as above
5. Semi Qualified (CA-inter or equivalent) Chartered	5(Five) Semi Qualified Chartered Accountant	Same as above/Pass certificate
6. Location of Head Office/ Branch Office	Kolkata	

7. Turnover	Minimum Average Turnover in the last 3 financial years (2013-14,2014-15,2015-16) must be Rs.50.00 lakhs	Audited and Balance Sheet of the Last 3 Financial Years
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## 5. SUBMISSION OF TENDER:

### 5.1 General process of submission

Tenders are to be submitted in two folders at a time – Technical Proposal and Financial Proposal. 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 2017-18 which **should be indicated in gross amount for the whole year, exclusive of all taxes etc.**, Intending bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

### 5.2 Clarifications

If any intending bidder requires any clarification with regard to the tender clauses or the assignment, he may contact the Tender Inviting Authority in writing through e- mail within the date stipulated in the schedule under clause 19. The Tender Inviting Authority (TIA) will send clarifications to the intending bidder(s) within 3 days through e-mail, if deemed fit by the TIA. The non-response to any query / clarification sought will not be considered as be a ground for extension of the date of submission of tender.

### 5.4 Technical Proposal

#### A.

- i. Photo Copy of PAN Card.
- ii. Photo Copy of IT Return Acknowledgement Receipt for F.Y2013-14, 2014-15 and 2015-16.
- iii. Photo Copy of Earnest Money Deposit (EMD) - Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest Development Corporation Limited, payable at Kolkata.
- iv. Photo Copy of partnership deed of Partnership firm / Consortiums.
- v. Photo Copy of Balance Sheet and Statement of Profit and Loss for the Financial Years 2013-14, 2014-15, 2015-16 duly certified by practicing Chartered Accountants.
- vi. Photo Copies of Certificate of practice issued by concerned institute for the all the partners and qualified employees of the firms.
- vii. Firm's Constitution Certificate.

#### B.

- i. Application for Tender
- 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.; 2012-2014, 2014-15& 2015-16

- 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 in a year. 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 2017-18, 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, should be comprehensive, i.e. the cost of audit should be inclusive of travelling cost, lodging, and any out of pocket expenses but exclusive of the Service tax, other statutory levy / cess, as may be applicable.**

**The Estimated Rate is Rs.3,80,000/- (Rs. Three lakh eighty thousand) only.**

*Copies of the above documents are to be signed by the bidder)*

## **7. Submission of Earnest Money Deposit**


Earnest Money Deposit (EMD) is Rs. 20,000/- (Rupees Twenty Thousand) only, to be deposited as per Mode of Payment described below.

- One Demand Draft or Banker's Cheque amounting Rs. 20,000/- 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 **Chief Accounts Officer, West Bengal Forest Development Corporation Limited, "AranyaBikash", KB-19, Sector-III, Salt Lake, Kolkata-700106** within 10.10.2017 upto 3.00 P.M.
- 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 will not be accepted.

## 8. DELIVERABLES:

The consultant shall provide the following reports:

The Internal Audit will be carried out of the following offices of WBFBCP as per agreed audit plan:

Offices /Units	No. of Units	Location	Frequency of Audit	Time of Submission of reports
HO	1	Kolkata	Half Yearly (H1,H2)	<b>For 2017-18</b> <b>H1-April, 2017 to September, 2017</b> - by 31 <sup>st</sup> December, 2017 <b>H2 - October, 2017 to March 2018</b> - by 31 <sup>st</sup> May 2018
Divisions And Ranges	8 Divisions will include subordinate units such as -Ranges (Total 43 nos.)-100% Designated Divisions(Total 18 nos.) -100% and -Designated Ranges (Total 118 nos.) -100%	See Annexure2	Half Yearly (H1,H2)	<b>For 2017-18 For Divisions &amp; Designated Divisions</b> <b>H1-April, 2017 to September, 2017</b> - by 31 <sup>st</sup> December, 2017 <b>H2 - October, 2017 to March 2018</b> - by 31 <sup>st</sup> May 2018  <b>For Ranges and Designated Ranges</b> <b>Once in a year</b> 

## 9. OPENING OF BIDS:

### A. Opening of Technical Proposal

- i. Technical proposals will be opened by the Tender Inviting Authority in the presence of Tenderer or his authorised representative.
- ii. Technical proposals for those tenders, whose original copies of DD/ BC towards EMD have been received, will only be opened.



- iii. Intending Bidders may remain present if they so desire in the office of the Corporation at AranyaBikash, KB-19, Sector-III, Salt Lake, Kolkata-700106 for opening of Technical Proposal, to be held on the date and time 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.

#### **10. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:**

- i. Financial proposals of the only those Bidders declared technically eligible by the Tender Accepting Authority, will be opened.
- ii. The Tender 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 Tender Accepting Authority within the time frame allowed. **In case it is not received within the stipulated time, the tender will be liable for rejection.**

#### **11. NORMS FOR FINALISATION OF THE BIDS:**

The Evaluation of the tender 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.

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**The weightage assigned for bids is Technical bids : Financial Bids =75:25. The final assessment will be based on the 75% of Technical + 25% of Financial scores.**

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### 11.1. Evaluation of Technical bids

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	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
<b>A</b>	<b>Establishment of the firm relevant to the assignment</b>		Firm Constitution Certificate issued by Institute of Chartered Accountants of India
	Date of establishment (< 10 yrs =0 marks, 10-15 years = 5 marks, >15 years = 10 marks)	10	
<b>B</b>	<b>Experience of the firm in similar assignments of Forest during the last 10 years</b>		Copies of the Work Orders
	2 mark for each project	10	
<b>C</b>	<b>No. of Partners</b>		Copy of Firm Registration Certificate
	< 3 Nos. =0 marks, 3-5 Nos.= 6marks, >5 Nos.=15 marks	15	
<b>D</b>	<b>No of Qualified CAs</b>		Firm Constitution Certificate
	(< 2 Nos. =5marks, 2-5 Nos. = 15marks, >5 Nos.=20 marks)	20	

SI	Criteria / Sub-criteria	Max. Marks	DOCUMENTARY PROOF
<b>E</b>	No of semi qualified CAs  <4= 0 marks, 5 – 10 = 6 marks , > 10 = 10 marks	10	Pass Certificate
<b>F</b>	Average Annual Turnover  < 50 lakh = 0 marks,>50 lakh <75 lakh = 10 marks,>75 lakh< 1.0 crore = 15 marks, > 1.0 crore = 20 marks	20	Audited Balance Sheet
<b>G</b>	Experience in Audit of PSUs  3 marks for each Project	15	Appointment Letters
	<b>Maximum technical score (St)</b>	<b>100</b>	

11.1.2 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.

11.1.3 Each Technical Bid will be evaluated on the basis of the points mentioned in against a **maximum achievable score of 100**.

**11.1.4 Bidders securing Technical score of 60 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.**

#### **11.1.5 Evaluation of Financial bids**

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 tender 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.

#### **11.1.6 Ranking of the bidders**

Being QCBS, the ranking of bidders will be done on **75:25 = Technical: Financial** as follows:

**Total Score Secured = 75% of Technical score + 25% of Financial score**

The bidder scoring the highest total score will be ranked 1<sup>st</sup> and will be selected for the assignment. The summary result sheet will be published in the website [www.wbfdc.com](http://www.wbfdc.com)

## **12 AWARD OF CONTRACT:**

### **12.1 Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

### **12.2 Signing of Agreement**

**12.2.1** 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 tender may be held as non-responsive.

**12.2.2** The expenses incidental to the execution of the agreement should be borne by the successful bidder.

**12.2.3** **The contract agreement for internal audit will initially be for one year from the date of signing, which would be extendable under the same terms and conditions upto 3 years, based on performance, on yearly basis. An escalation of cost to the tune of 10% shall however be admissible for each subsequent year, calculated over the base cost of 2017-18.**

### **12.3 Security Deposit**

**12.3.1** The successful bidder shall deposit a refundable security, equivalent to 10% only of the accepted financial rate.

**12.3.2** The Security shall be deposited in the form of demand draft favouring, **West Bengal Forest Development Corporation Ltd., payable at Kolkata, within one week from the date of receipt of the letter of acceptance** issued by the Tender Inviting Authority.

**12.3.3** If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void.

**12.3.4** The Security Deposit furnished by the bidder in respect of his tender 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.

**12.3.5** The Earnest Money Deposit may, on specific request of the successful Bidder, be adjusted with the Security Deposit

**12.3.6** Security Deposit will be released after 90 days (3 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.

### **12.4 Issue of Work Order**

After the execution of the agreements and after receipt of the Security Deposit, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.

### 12.5 Execution of Work Order

The successful bidder should nominate and intimate to the Tender Inviting Authority the name of a 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 Tender, Scope of Work and the guidelines.

### 13 RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Chief Accounts Officer, West Bengal Forest Development Corporation Ltd., AranyaBikash, KB-19, Sector-III, Salt Lake, Kolkata-700106**, giving the reference to the work, NIT No., date of tender, 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.

### 14 PAYMENT:

**14.2** The quantum of work and the time schedule indicated in the NIT should be strictly followed otherwise no payment will be released.

#### 14.3 Schedule of payment

The Tender Inviting Authority shall pay to the successful bidder as remuneration for the services in stages.

The schedule of payment shall be as follows:

<b>Deliverables</b>	<b>Stage</b>	<b>Payment</b>	<b>Remarks</b>
Half Yearly Report of Head Office	On <b>Submission</b> of report of each Half year	30% of the amount quoted for Head Office	To submit two reports for each FY.
	On <b>Acceptance</b> of report of each Half year	20% of the amount quoted for Head Office	
Half Yearly	On <b>Submission</b> of	30% of the	To submit <b>two</b> reports for

Report of Divisions& Designated Divisions	report of each Half year	amount quoted for Divisions	each FY.
	On <b>Acceptance</b> of report of each Half year	20% of the amount quoted for Divisions	
Half Yearly Report of Ranges and Designated Ranges	On <b>Submission</b> of report of each Half year	30% of the amount quoted for Ranges	To submit <b>two</b> reports for each FY.
	On <b>Acceptance</b> of report of each Half year	20% of the amount quoted for Ranges	

### 14.3 Payment in case of termination

In case the agreement is terminated earlier, fees shall be paid to the successful bidder for the actual services rendered and accepted by the Tender Inviting Authority as per stages referred to in para 15.2. Provided that in such case the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

### 15 TERMINATION OF SERVICES:

The Tender 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.

### 16 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 Tender Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Corporation.

### 17 OTHER IMPORTANT CONDITIONS:

1. The Bidder shall not make any deviation, alteration, addition or omission from the approved TOR without the prior written consent of the Tender Inviting Authority.
2. The Bidder shall not assign, sublet or transfer his interest in the work without the written consent of the Tender Inviting Authority.
3. **Bid Validity:** The work order will be issued within 120 days from the declaration of the final results during which the bid shall remain valid.
4. **Penaltyfor suppression /distortionof 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 Tender Accepting Authority (TAA) 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 tenders on e-Tender 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 Tender Inviting Authority may take appropriate legal action against such defaulting bidder.

5. **Summary rejection of tender:** Conditional and incomplete tender, and tenders received after due date are liable for summary rejection.
6. **Power to accept or reject tenders:** The Managing Director, West Bengal Forest Development Corporation (WBFDC) Ltd. or his authorised representative, being the Tender Inviting Authority reserves the right to accept/reject any or all the offers or cancel the Tender without assigning any reason thereof, in the best interests of the Corporation.
7. All expenses in preparation and submission of the offer and visit to the site, attending the tender procedure or otherwise shall be borne by the bidders.
8. **Legal disputes –Jurisdiction:** Disputes if any, arising out of the Tender shall be within the jurisdiction of the courts situated in Kolkata, West Bengal.
9. Nomobilization/secured advance bill will be allowed.
10. 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.

#### **18 SCHEDULE OF DATES FOR TENDERING:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
<b>1.</b>	<b><i>Publishing Date</i></b>	24-11-2017
<b>4.</b>	<b><i>Bid submission start date</i></b>	24-11-2017
<b>5.</b>	<b><i>Bid submission end date &amp; Time</i></b>	15-11-2017 – 2AM
<b>6.</b>	<b><i>EMD physical submission end date</i></b>	15-11-2017
<b>7.</b>	<b><i>Technical Bid opening date</i></b>	15-11-2017 – 3PM
<b>8.</b>	<b><i>Financial Bid opening date</i></b>	<b><i>To be notified later</i></b>
<b>9.</b>	<b><i>Declaration of the Successful Bidder</i></b>	<b><i>To be notified later</i></b>

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

**FORM-1**

**APPLICATION FOR TENDER**

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

NITNo:- .....

**Project Name-Appointment of Internal Auditor for F.Y2017-18**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT 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 \_\_\_\_\_ 201\_\_

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: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Date .....

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 (2013-14, 2014-15, 2015-16).

Sl. No	Financial		Remarks
	Year	Turn-over in Rs. lakh (Two digit after decimal)	
1	2013-2014		
2	2014-2015		
3	2015-2016		
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 3.0.
- (iii) Please annex the certified Balance Sheet of the last three **FY (2013-14, 2014-15, 2015-16)**.

Date .....

Authorised Signatory  
On behalf of the bidder

**FORM-3**

**Declaration against Common Interest**

I/We, Shri/Smt. ...., the authorized signatory on behalf of  
..... (name of firm) do hereby  
affirm that, I/We/any of them/ber of..... bidding  
against NIT No..... do not have any common  
interest as a partner in 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, Landline .....Mobile..... 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. Service Tax Registration 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:	Name of Partner: _____
Place	MembershipNo _____



Team 6							
Team 7							

Signature of Authorised

**ANNEXURE - 1**

**Tender Inviting Authority- The Managing Director, West Bengal Forest Development Corporation Ltd.**

**Nature of Work- To conduct Internal Audit of Head Office& Divisionsincluding Designated Divisions, Ranges& Designated Ranges of West Bengal Forest Development Corporation Ltd.during 2017-18**

**Estimated Rate - Rs.6,80,000/-**

**Contract No. - NIT NO. - Wbfdcl/NIT 01 (e)/2015-16**

**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 tender. Bidders are allowed to enter the Bidder Name and Values only.**

SL. NO	Description of Work	Estimated Rate	Units to be Audited	Frequency of audit	Financial Quote exclusive of all taxes	
					In Figures(against each auditing unit)	In Words (for total figure only)
1.	<b>To conduct Internal Audit During 2017-18 of - (Frequency of Audit- Half-Yearly)</b>  1. Head Office (HO) 2. Divisions (DIV) 3. Designated Divisions (DDIV) 4. Ranges (RN) 5. Designated Ranges (DRN)	Rs6,80,000/- (Consolidated for the whole year)	1. HO -1 no. 2. DIV -8 nos. 3. DDIV - 18 nos.  4. RN - 43 nos. 5. DRN -118 nos.	Half-Yearly. X 2 Half  Once in a year		
						Total:

**ANNEXURE - 2**

**A. List of Divisions**

<b>Sl. No.</b>	<b>Division</b>	<b>Head Quarter</b>
1	Alipurduar Forest Corporation Division	Alipurduar
2	Jalpaiguri Forest Corporation Division	Jalpaiguri
3	Kalimpong Forest Corporation Division	Kalimpong
4	Siliguri Forest Corporation Division	Siliguri
5	Bankura Forest Corporation Division	Bankura
6	Kolkata Forest Corporation Division	Kolkata
7	Medinapore Forest Corporation Division	Hizli
8	Purulia Forest Corporation Division	Purulia

**B. List of Designated Divisions**

<b>Sl. No.</b>	<b>Division</b>	<b>Designated Division</b>	<b>Head Quarter</b>
1	Alipurduar Forest Corporation Division	Coochbehar	Coochbehar
2		Jaldapara Wildlife	Coochbehar
3	Jalpaiguri Forest Corporation Division	Jalpaiguri	Jalpaiguri
4	Siliguri Forest Corporation Division	Baikunthapur	Siliguri
5		Kurseong	Dowhill, Kurseong
6	Bankura Forest Corporation Division	Bankura North	Bankura
7		Bankura South	Bankura
8		Panchet	Bishnupur
9		Durgapur	Durgapur
10		Burdwan	Burdwan
11		Birbhum	Suri
12	Medinapore Forest Corporation Division	Kharagpur	Kharagpur
13		Midnapur	Midnapur
14		Jhargram	Jhargram
15		Rupnarayan	Midnapur
16	Purulia Forest Corporation Division	Purulia	Purulia
17		Kangsabati North	Purulia
18		Kangsabati South	Purulia



**C. List of Ranges**

<b>Sl. No.</b>	<b>Division</b>	<b>Range</b>	<b>Head Quarter</b>
1	Alipurduar Forest Corporation Division	Damanpur Range	Damanpur
2		Rajabhatkhawa Range	Rajabhatkhawa
3		Chilapata Range	Chilapata
4		Attached Range	Alipurduar
5	Jalpaiguri Forest Corporation Division	Madarihat Range	Madarihat
6		Moraghat Range	Moraghat
7		Chalsa Range	Malbazar
8		Attached Range	Jalpaiguri
9	Kalimpong Forest Corporation Division	Kalimpong Range	Kalimpong
10		Pankhasari Range	Algarah
11		Lava Range	Lava
12		Lolegaon Range	Lolegaon (Kafer)
13		Chel Range	Bagrakot
14		Noam Range	Manabari
15		Neora Range	Gorubathan
16		Samsing Range	Samsing
17		Jaldhaka Range	Jaldhaka
18		Darjeeling Range	Darjeeling
19		Attached Range	Kalimpong
20	Siliguri Forest Corporation Division	Mill Range	Siliguri
21		Salugarah Range	Salugarah
22		Plains Range	Siliguri
23		Joinery & Carpentry Range	Siliguri
24		Attached Range	Siliguri
25	Bankura Forest Corporation Division	Beliatore Range	Beliatore
27		Taldangra Range	Taldangra
28		Bishnupur Range	Bishnupur
29		Attached Range	Bankura
30	Kolkata Forest Corporation Division	Salt Lake Range	Salt Lake Kolkata
31		Marketing Range	Salt Lake Kolkata
32		Attached Range	Salt Lake Kolkata
33		Law Cell Range	Salt Lake Kolkata
34	Medinapore Forest Corporation Division	Hizli Range	Hizli
35		Lodhasuli Range	Lodhasuli
36		Godapiasal Range	Godapiasal
37		Chanderkona Range	Chanderkona Road
38		Medinapore Range	Medinapore
39		Attached Range	Hizli
40	Purulia Forest Corporation	Raghunathpur Range	Raghunathpur

41	Division	Barabazar Range	Barabazar
42		Balrampur Range	Balrampur
43		Attached Range	Purulia

**D. List of Designated Ranges**

Sl. No.	Designated Division	Designated Range	Head Quarter
1	Coochbehar	Coochbehar-I	Coochbehar
2		Pundibari	Pundibari
3	Jaldapara Wildlife	Chilapata	Chilapata
4		Madarihat	Madarihat
5		Kodalbasti	Kodalbasti
6		Attached Forest Range	Coochbehar
7	Jalpaiguri	Dalgaon	Birpara
8		Moraghat	Gairkata
9		Nathua	Nathua
10		Lataguri	Lataguri
11		Chalsa	Chalsa
12		Ramsai	Ramsai
13		Diana	Carron
14		Banarhat	Banarhat
15		Attached Forest Range - II	Jalpaiguri
16	Baikunthapur	Salugarah	Siliguri
17		Dabgram	Dabgram, Siliguri
18		Ambari	Ambari
19		Belacoba	Belacoba
20		Targhera	Targhera
21		Apalchand	Kathambari
22		Attached Forest Range	Siliguri
23	Kurseong	Bagdogra	Bagdogra
24		Panighata	Panighata
25		Tukriajhar	Tukriajhar
26		Bamanpokhri	Bamanpokhri
27	Bankura North	Bankura North	Bankura
28		Gangajalghati	Gangajalghati
29		Radhanagar	Radhanagar
30		Patrasayer	Patrasayer
31		Sonamukhi	Sonamukhi
32		Beliatore	Beliatore
33		Barjora	Barjora
34		Chatna	Chatna
35		Saltora	Saltora
36		Attached Forest Range	Bankura

<b>Sl. No.</b>	<b>Designated Division</b>	<b>Designated Range</b>	<b>Head Quarter</b>
37	Bankura South	Bankura	Bankura
38		Indpur	Indpur
39		Kamalpur	Kamalpur
40		Khatra	Khatra
41		Simlapal	Simlapal
42		Pirrargari	Pirrargari
43		Sarenga	Sarenga
44		Motgoda	Motgoda
45		Fulkusuma	Fulkusuma
46		Ranibundh	Ranibundh
47		Hirbundh	Hirbundh
48		Attached Forest Range	Bankura
49	Panchet	Bankadaha	Bankadaha
50		Bishnupur	Bishnupur
51		Joypur	Joypur
52		Onda	Onda
53		Taldangra	Taldangra
54		Revenue Range	Bishnupur
55	Durgapur	Ukhra	Laudoha
56		Asansol	Rupnarayanpur
57		Attached Forest Range	Durgapur
58	Burdwan	Durgapur	Durgapur
59		Panagarh	Panagarh
60		Guskara	Guskara
61		Attached Forest Range	Burdwan
62	Birbhum	Rampurhat	Rampurhat
63		Md. Bazar	Md. Bazar
64		Suri	Suri
65		Rajnagar	Rajnagar
66		Dubrajpur	Dubrajpur
67		Bolpur	Bolpur
68		Attached Forest Range	Suri
69	Kharagpur	Hizli	Hizli
70		Belda	Belda
71		Kalaikunda	Kalaikunda
72		Nayagram	Nayagram
73		Chandabila	Chandabila
74		Keshorrekha	Baligeria, Keshorrekha
75		Attached Forest Range	Ghagra, Kharagpur
76	Midnapur	Arabari	Arabari



<b>Sl. No.</b>	<b>Designated Division</b>	<b>Designated Range</b>	<b>Head Quarter</b>
78		Chandra	Chandra
79		Chandrakona	Chandrakona
80		Godapeasal	Godapeasal
81		Lalgarh	Lalgarh
82		Midnapur	Midnapur
83		Nayabasat	Nayabasat
84		Pirakata	Pirakata
85		Attached Forest Range	Midnapur
86	Jhargram	Jhargram	Jhargram
87		Jamboni	Jamboni
88		Gidhni	Gidhni
89		Parihati	Parihati
90		Silda	Silda
91		Manikpara	Manikpara
92		Lodhasuli	Lodhasuli
93		Gopiballabpur	Gopiballabpur
94		Hatibari	Hatibari
95		Revenue	Midnapur
96	Rupnarayan	Garhbeta	Garhbeta
97		Amlagora	Amlagora
98		Hoomgarh	Hoomgarh
99		Goaltore	Goaltore
100		Mahalisai	Mahalisai
101		Attached Forest Range	Midnapur
102	Purulia	Kotshila	Kotshila
103		Ajodhya	Ajodhya
104		Matha	Matha
105		Arsha	Arsha
106		Balrampur	Balrampur
107		Jhalda	Jhalda
108		Attached Forest Range	Purulia
109	Kangsabati North	Raghunathpur	Raghunathpur
110		Kashipur	Kashipur
111		Hura	Hura
112		Puncha	Puncha
113		Puruliapara	Raghabpur
114		Attached Forest Range	Purulia
115	Kangsabati South	Manbazar-I	Manbazar
116		Manbazar-II	Boro
117		Barabazar	Barabazar
118		Attached Forest Range	Purulia