

WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.
(A Govt. of West Bengal Enterprise)
CIN U40101WB2007SGC113474

EOI TCL/IA/EOI/17/01

Office of the AGM (F&A), Internal Audit Department, WBSETCL
Invite Expression of Interest from Firm(s) of Chartered / Cost Accountant(s) for empanelment
of Internal Auditor for conducting Internal Audit at different units under WBSETCL

Address: Vidyut Bhavan, 9th Floor, 'B' Block
Block-DJ, Sector-II, Bidhannagar,
Kolkata – 700 091
Phone: 2359-8399/2319-7494
website: www.wbsetcl.in
email id: agmiawbsetcl@gmail.com

WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.

(A GOVT. OF WEST BENGAL ENTERPRISE)

**Regd. Office: Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700 091,
Telephone No. 033 23598399, website: www.wbsetcl.in CIN: U40101WB2007SGC113474**

EOI No. TCL/IA/EOI/17/01

DATED: May 29, 2017

**INVITATION FOR EXPRESSION OF INTEREST FROM FIRM OF CHARTERED / COST
ACCOUNTANT(S) FOR EMPANELMENT AS INTERNAL AUDITOR FOR
CONDUCTING INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL**

West Bengal State Electricity Transmission Co. Ltd. (WBSETCL), a Govt. Of West Bengal Enterprise, engaged in the business of transmission of electricity across the state of West Bengal with annual turnover of around Rs. 1200 crore and having over 125 Auditable Units spread across the state invites the Expression Of Interest from reputed Firm(s) of Chartered Accountant(s) /Cost Accountant(s) specialised in Internal Audit preferably in Power Sector for empanelment as Internal Auditor for conducting Internal Audit of different units in the Company. The EOI documents embodying details related to eligibility criteria, scope of the work and other instructions can be downloaded from the website of the Company, i.e., www.wbsetcl.in.

The EOI document is to be submitted in the Office of the Office of the AGM(F&A), Internal Audit Department, WBSETCL, Vidyut Bhavan, 9th Floor, 'B' Block, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700 091 latest by **10th of June, 2017 within 14.00 Hrs.**

**Sd/-
AGM (F&A), Internal Audit
WBSETCL**

**DETAILED TERMS & CONDITION AND IMPORTANT DATES FOR INVITAION OF
EXPRESSION OF INTEREST (EOI) FROM FIRMS OF CHARTERED / COST
ACCOUNTANT(S) FOR EMPANELMENT AS INTERNAL AUDITOR FOR
CONDUCTING INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL**

1. Schedule of date

Sr. No.	Particulars	Date/Time
1	Date of publication	29 th May, 2017
2	Last date of submission of EOI	14 th June, 2017 / 14.00 Hrs

2. All the participant firms should be preferably located in Kolkata. However, any firm who have registered office outside Kolkata may also participate, if only they have functional branch office in Kolkata.
3. The timely delivery of the application is the responsibility of participant firm. The offer shall have to be sent in sealed envelope by registered post/speed post/courier.
4. The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
5. WBSETCL will examine the applications to determine whether they are complete, have been properly signed, and whether the offer is generally in order. Any incomplete offer shall not be entertained and rejected without assigning any reason thereof.
6. Before the last date for the receipt of EOI, WBSETCL may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be uploaded as a corrigendum and will be made available on the website www.wbsetcl.in. Hence, the participants in EOI are advised to keep visiting the above website for any updates in this regard.
7. If the date mentioned above for opening of EOI is declared as a Government holiday or a holiday declared under NI Act, the EOI will be opened on the next working day at the same time as mentioned in the schedule.
8. The EOI shall be evaluated on the basis of internal rating of the Company based upon the various eligibility criteria, e.g, year of the experience of the firm and partners of the firms in audit/internal audit of public sector undertakings, exposure of the firm in conducting the Internal Audit in the Power Sector, etc. The shortlisted firms shall be intimated separately and will be further required to make a Power Point presentation at the Company on the specified date and time to be intimated to them. The criteria for evaluation will be completely internal & confidential and shall not be disclosed to the participant(s).
9. Any application received by WBSETCL after the scheduled closing date and time will not be accepted.
10. The Company reserves the right to request additional submissions or clarification from one or more participant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

11. The final financial proposal shall only be invited from those firms, who qualify with minimum cut-off marks assigned by the Company on the basis of the internal rating system. Final financial bid shall be invited envisaging all the detail terms and conditions including the last date of submission of the proposal, date of opening of the bid, place of opening of the proposal, etc. The same shall also be uploaded on the website of the Company.
12. The tenure of the engagement may be for a period of one year renewable on a year to year basis upon satisfactory performance and subject to the approval of Audit Committee of WBSETCL, up to a maximum period of three consecutive financial years. However, it is expressly stated here that the said tenure is not to be construed as assurance for appointment and the Company reserves the right to appoint any of the empanelled firm(s) at a stretch for 3 (three) years or on yearly basis at its sole discretion without assigning any reason thereof. WBSETCL reserve the right to cancel the empanelment any time before maximum period engagement i.e the expiry of 3(three) years without assigning any reason thereof.
13. Overwriting / corrections / erase and / or use of white ink shall not be accepted and the offer shall be liable for rejection.
14. Copies of PAN Card, Service Tax Registration, Partnership Deed, Certificate of incorporation (for Firms) and Certificate of Practice/ Registration (for Partners) shall be invariably attached to the EOI. Further, Return of Income Tax for the previous five financial years and all the details of the contact person or authorised Partner with complete address of the firm and telephone /fax number along with email id shall also have to be submitted.
15. The application shall be signed by the person(s) on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application format, EOI document, testimonials and other documents shall be signed and copy of Power of Attorney / Memorandum of Authorization shall also be furnished along with application.
16. The EOI Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviates from these terms and conditions, shall be liable to be rejected.
17. The Offer in the prescribed Format together with all relevant documents and testimonials must be submitted in physical form to the address as given. Offers submitted in any other form shall not be considered.
18. Matter relating to any dispute or difference arising out of present EOI, and subsequent contract based on the submission of the offer shall be subject to exclusive jurisdiction of courts at Kolkata only.
19. The last date for receipt of the EOI proposal is up to **14.00 Hrs** by **14th June, 2017** at the following address:

**Office of the AGM(F&A), Internal Audit Department, WBSETCL
West Bengal State Electricity Transmission Co. Ltd.
Vidhyut Bhavan, 9th Floor, 'B' Block, Sector-II, Block-DJ, Bidhannagar, Kolkata – 700091**

20. In case of any queries pertaining to the EOI the participating firm may send email at agmiawbsetcl@gmail.com. For any further clarification, the undersigned may be contacted at 033-23598399 / 23197494 during the business hour (10 A.M to 5 P.M).

21. **Disqualifications: Firms falling under any of the following conditions would be liable for disqualification.**

- a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by the Chartered / Cost Accountants Institutes.
- b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partners/ designated partner.
- c. Any disciplinary action / disqualification taken by any Government Company / Govt. Body / Govt. Authority / State or Central govt. relating to any ground.

Further the Company reserves the right to cancel the empanelment / contract at any stage if the firm falls under the conditions mentioned above at 21 (a) to (c) subsequent to its empanelment/ award of contract.

AGM (F&A),
Internal Audit Department
WBSETCL

**REQUISITE CRITERIA FOR EMPANELMENT AS INTERNAL AUDITOR FOR
CONDUCTING INTERNAL AUDIT AT DIFFERENT UNITS OF WBSETCL**

1. Firm should be a partnership firm.
2. Category of Firm should be a firm of Chartered Accountant(S) /Cost Accountant(S);
3. Experience in audit/internal audit of public sector undertakings;
4. Exposure in conducting Internal Audit in the Power Sector;
5. Capacity to provide adequately skilled, experienced and dedicated core team based in West Bengal during the period of contract;
6. The participating firms should be located in Kolkata. However, any firm, who has registered office outside Kolkata, may also participate, if only they have functional branch office in Kolkata.
7. Minimum annual turnover of Rs. 20 lakhs in the immediately preceding three financial years.
8. Exposure to Internal Audit in companies having minimum turnover of Rs.500 Crores.
9. Minimum 5 nos. whole-time partners and qualified/semi qualified staff strength of 6 [(2 X 2=4) + (1+1) extra] nos. for facilitating smooth internal audit.
10. Minimum experience of 5 years in the field of Internal audit/IT Audit/Energy Audit
11. The Firm should be able to prepare the check list on Internal Audit i.r.o the statutory requirements that are applicable to the Company.
12. The Firm is expected to perform analytical procedures in order to assess the adequacy of the existing Internal Financial Controls and Reporting thereon, indicating prevalent efficacy & possible improvement path.

Brief Scope of Work

Type of Job	Description
A) Internal Audit	<p>The firm will be engaged for internal audit of around 130 units (as per current status subject to further addition) out of which 45 no. of Accounting Units, 80 nos. of Nodal/sub divisional store and 5nos. Auditable unit i.r.o HQ.</p> <p>The following steps to be taken by the Internal Auditors while conducting audit:</p>
	<p>1) Preparation of the Audit Programme Sign off Checklist giving details of the audit steps that were taken, the sample size, observations, working paper reference number and other relevant details.</p>
	<p>2) Preparation of the Audit Programme ensuing commensuration with adequacy of Internal Financial Control Mechanism in place.</p>
	<p>3) Check status of implementation of recommendation made in previous Internal Audit (IA) reports, Reports of the Office of the Comptroller and Accountant General of India, if any.</p>
	<p>4) Concurrent progress adherence with regards to the status of execution and audit closure before Project Administrator & Supervisor</p>
	<p>5) Preparation of Internal Audit report along-with reporting on Internal Financial Control by indicating probable development path (if any) and other relevant details (degree of Vibrancy and Adequacy of existing control mechanisms).</p>

APPLICATION AND DECLARATION FORMAT:-

**EXPRESSION OF INTEREST FROM FIRM OF CHARTERED / COST ACCOUNTANT(S)
FOR EMPANELMENT AS INTERNAL AUDITOR FOR CONDUCTING INTERNAL AUDIT
AT DIFFERENT UNITS UNDER WBSETCL
[on the letterhead of the firm]**

Expression of Interest No.: TCL/IA/EOI/17/01

DATED: 29th May, 2017

- (1) Name of the Firm:
- (2) Nature of the Firm (CA/CMA)
- (3) Registered Address with Contact Telephone No. and email*
- (4) Name of the contact person and designation:
- (4) Contact no. of the contact person with email:

*If the firm has registered address outside Kolkata then they are also required to provide the address and contact details of the branch office located at Kolkata with contact details of the partner-in-charge of Kolkata branch.

DECLARATION / ACCEPTANCE

[on the letter head of the firm]

I.....S/o Shri....., working as
.....in..... (Name of the firm with address in full) hereby solemnly
affirm and declare that I have been authorized by the firm to sign the EOI proposal. I hereby declare
and certify through the firm that I have accepted all the terms & conditions mentioned in this EOI and I
shall abide by all the terms & conditions of the EOI in the event of acceptance of EOI

I..... also affirm that the firm or any partner/employee of the firm does
not possess any disqualification as envisaged in clause 21 of the detailed terms & conditions of the
EOI.

(Signature of the authorised person with seal of the firm)

Place:

Name:

Date:

Designation:

Format for Synopsis of Company Profiles to be submitted by Audit Firms for Empanelment as Internal Auditors for the year 2017-18

[on the letterhead of the firm]

Sl No	Name & year of incorporation of the Firm	Details of Experience in Power Sector	Details of Experience in other sector	Details of Experience CPSUs/ SPSUs	Overall experience (No.of years)	Turnover (in lakhs)			Staff Strength			No of Partners and other Key Personnel
						2014-15	2015-16	2016-17	Qualified	Semi-qualified	Others	

NB: The participating firms are requested to submit the details of experiences with supporting documents, e.g. appointment letters, credentials, etc and also may attach complete Profile of the firm and partners separately for facilitating evaluation of strength and capabilities of the firm.