



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
BENFISH TOWER (6<sup>th</sup> Floor)  
31, G.N. Block, Sector-V  
KOLKATA - 700091**

No. 20/WBSFPHDCL/1770/2024-25

Date: 08.07.2024

**NOTICE INVITING E-EXPRESSION OF INTEREST**

**1. Invitation**

E-expression of Interests are hereby invited from the reputed, registered & bonafide professional Chartered Accountant Firms/Cost Accountant Firms having specialization of Internal Audit and fulfilling the eligible requirements for Conducting the Internal Audit of the Accounts of the WBSFP&HDCL for the year 2024-25

**STATEMENT OF WORK**

<b>Name of the work</b>	<b>Place of Audit</b>	<b>Earnest Money</b>	<b>Completion of Work</b>
<b>Conducting the Internal Audit of the account of WBSFP&amp;HDCL for the year 2024-25</b>	Head Quarter of WBSFP & HDCL, 31,G.N. Block, Benfish Tower, 6 <sup>th</sup> floor, Sector-V, Kolkata- 700091	<i>Rs. 25000/- (Rupees Twenty Five Thousand only)</i>	<i>Within 60 days from the date of issue of work order</i>

**2.Scope of Work**

The Agency shall take up the following works in accordance with this tender. Also the rights and obligation of the Agency shall include the following-

- To conduct the internal audit of the WBSFPHDCL as statutory requirement for the year 2024-25
- To carry out audit for the period from 01.04.2024 to 31.03.2025 and to submit draft and final Internal Audit Report to the MD, WBSFP&HDCL.
- Verification of all cash/Journal Vouchers/Bank Payment vouchers/Bank Receipt vouchers, Purchase Orders, Work Orders, Contracts & Agreement etc.
- Verification of all records such as fixed assets registers, purchase registers, stock registers and all books of accounts maintained by the A/C section of the office.
- Critical Analysis of all payments, administrative approval, statutory resolutions, budgetary provisions & measures of economy and advise time to time for necessary corrective action.

- Verification of monthly balance & cash inflow and outflow statement with reference to ledger & submit the same to the management within a fortnight from the date of work of order.
- To advise the units based on the findings and the Internal Audit on preparation of Annual Accounts of this Company.
- To submit the completed quarterly Balance, Profit & Loss Account and Balance sheet to the Management.
- To check whether the advances have been granted under proper Authorization and recovered as per norms.
- Checking of pay and allowances, administrative and general expenses and other miscellaneous expenses.
- Checking of Stores, materials receipt, issued, utilized and balance thereof.
- Verification of opening balance and checking of subsidiary Ledgers or Register and reconciliation of the same with the General Ledger.
- Verification of Bank Reconciliation Statement/Balance Confirmation Certificate with reference to each Bank Account including inoperative Bank Account.
- Verification of the subsidiary Ledgers viz. Sundry Debtor, Sundry Creditors etc.
- Scrutiny of Security Deposit, EMD, Advances and report to the management with the reason of long outstanding (if any).
- Checking of Scheme-wise expenditure, verification of the proper maintenance of Stock Register, Scheme Register with respect to consumption of materials, labours etc. & proper submission of Utilization Certificate.
- Physical verification of Cash to be made and to reconcile with the self cheque drawn within the period of Audit.
- To verify Tax paid as per reverse mechanism during the year is correct or not and all the credit balance have been duly paid during the year.
- Checking of proper deduction of taxes and submission of TDS return on time.
- To verify the calculation of depreciation of Fixed Assets of opening balance and addition during the year as per rules
- The selected firm may cover any area not mentioned above where they feel affects the revenue/interest of WBSFPDCL

### **3.Date and Time Schedule**

<b>Sl.No.</b>	<b>PARTICULARS</b>	<b>DATE &amp; TIME</b>
1.	<i>Date of uploading (Publishing) of EOI. and other Documents(Online)</i>	<i>08.07.2024</i>
2.	<i>Documents download start date (Online)</i>	<i>08.07.2024</i>
3.	<i>Bid proposal submission start date (Online)</i>	<i>08.07.2024</i>
5.	<i>Documents download end date(Online)</i>	<i>22.07.2024 upto 3:00 P.M.</i>
6.	<i>Bid proposal Submission end date(Online)</i>	<i>22.07.2024 upto 3.00 P.M.</i>
7.	<i>Date &amp; Time of opening of technical bids(Online)</i>	<i>24.07.2024 at 3.00 P.M.</i>

### **4.Eligibility criteria for participation in the Tender**

- **Technical Criteria**

- The prospective Bidders should be a professional Chartered Accountant Firm having specialization of Internal Audit.
- Bidder should be a Proprietorship Firm/Partnership Firm/Private Limited Company/Limited Liability Partnership/Co-operative Society or a Society registered under appropriate provisions of applicable law.
- The prospective Bidders must have valid Trade license/ Certificate of Enlistment, PAN, GST Registration Certificate,

- **Financial Criteria**

- The Firm must have conducted Internal Audit in at least 1 (one) State/Central Government Organization or State/Central Govt. Undertaking or Statutory Body or Local Body or Parastatal within the last two completed financial years
- The Firm must have average annual turnover of at least Rs. 5 Lakh in any of the last three financial years ending on 31.03.2024.

### **5.Mandatory documents requirement**

#### **A. For Technical Proposal**

The technical proposal shall contain the signed and scanned copies of the following-

- EOI Document**
- Application for Annexure-I

- iii. Document (Certificate of Registration or Agreement) in support of the nature of the firm like Proprietorship firm/ Proprietorship Firm/ Private Limited Company / Limited Liability Partnership/ Co-operative Society or Society registered in under appropriate provisions of applicable law.
- iv. Experience Certificate or Work Completion Certificate, as the case may be issued under the signature of the Competent Authority, as mentioned in Financial Criteria. The said Certificate should contain the particulars of the work accomplished by the Bidder including period of work.
- v. PAN Card
- vi. Trade License/ Certificate of Enlistment valid as on last date of submission of bids.
- vii. GST Registration Certificate
- viii. Statement of Accounts duly certified by a license chartered Account showing annual turnover of Rs. 5 Lakh in a year during the last three financial years ending on 31.3.2024.

**The requisite documents are to be submitted in the respective folder of the E-Tender portal. Failure in submission of any of the above documents may render the Bidder liable to be rejected.**

### ***B.For Financial Proposal***

The Financial proposal should contain-

**Bill of Quantity (BOQ):-** The Bidder is to quote the rate for Internal Audit for the year 2024-25 online in the space marked in the BOQ.

**The participant will be rejected in case it is uploaded in the folder of Technical Bid.**

## **GENERAL TERMS AND CONDITIONS**

### ***1. Registration of Bidders***

Any Bidder willing to take part in the process of e- Tendering will have to be enrolled and registered with the Government e-Procurement system/ Portal, <http://www.wbtenders.gov.in>. Each Bidder is to obtain a **Digital Signature Certificate** for submission of offers from the approved Service Provider of the National Informatics Centre ( NIC).

### ***2. Collection of Bid Documents***

The Bidder can search and download EOI Documents electronically from the Government e-Procurement system using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

### ***3. Submission of E.O.I***

EOIs are to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time, one in Technical Proposal and the other in Financial Proposal, before the prescribed date and time,

using the Digital Signature Certificate. The documents submitted by the Bidder should be properly indexed and self-attested with seal.

#### 4. *Earnest Money*

##### *i. Online Deposition of Earnest Money*

Earnest Money is to be deposited in favour of the WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LIMITED through ICICI Bank Payment Gateway failing which the tender will be treated as informal. The Bidders desirous of taking part in the tender have to deposit Earnest Money @ Rs. 25,000/- (Twenty Five Thousand only).

**For deposition of Earnest Money (at the prescribed rate), the Bidders can refer to the user manual available in “ Bidders Manual Kit (Point 10)”. Payment should not be made in Corporation’s Account directly. It should be deposited through options available on the tendering portal only.**

##### *ii. Refund of Earnest Money deposit*

The Earnest Money of all unsuccessful Bidders will be refunded by the WBSFPHDCL within 15 days from the date of finalization of tender. In case of successful Bidder, the Earnest Money deposit will be released after 30 days counted from the date of completion of work. No interest on Earnest Money will be paid by the Corporation.

##### *iii. Forfeiture of Earnest Money deposit*

Earnest Money deposit is liable for forfeiture in the event of:

- a) Withdrawal of offers, while offers are under consideration during the validity period.
- b) Non acceptance of work order.
- c) Any unilateral revision made by the Bidder during the valid period of the offer.
- d) Failure to execute work of the entire order or part thereof.

#### 5. *Responsive Bidders*

Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids. Conditional/ incomplete tender will not be accepted under any circumstances. Bidders fulfilling all conditions and criteria set forth and qualifying in the Technical Bid as well as making submission of Financial Bid in stipulated manner shall be considered responsive.

#### 6. *Quoting the rates in BOQ :*

- i.* The intending Bidders are required to quote the rate online. No offline offer will be entertained.
- ii.* Bidders are to quote the rate for conducting Internal Audit of the accounts of WBSFP&HDCL for the year 2024-25

*iii.* All Bid prices quoted in the BOQ shall be inclusive of all kind of payable Taxes, Cess etc.

#### **7. Rate Validity**

The rate shall remain effective for **six months** from the date of acceptance of the E.O.I.

#### **8. Evaluation of EOIs for qualifying in Technical Bid**

- i. All Bids will be evaluated and compared on the basis of the submitted documents. The EOI Inviting and Accepting Authority will determine the eligibility of each bidder through a Tender Committee. The bidders shall have to satisfy all the clauses specified in eligibility criteria.
- ii. Technical proposal will be opened first by the Authorized representative of the WBSFPHDCL electronically using Digital Signature Certificate.
- iii. The Bidders may remain present at the office of WBSFPHDCL during opening of Technical Proposals, if they so desire.
- iv. Technical Proposals complete in all respect will only be accepted and qualify for next stage of evaluation.

#### **8. Evaluation of EOIs for qualifying in Financial Bid**

- i. Financial proposals of only those Bidders declared technically eligible by the EOI Inviting Authority will be opened electronically on the web portal on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be downloaded and read out to the Bidders remaining present at that time and to be handed over to the Tender Committee.
- iii. Pursuant to the scrutiny and decision of the Tender Committee, the summary list of eligible Bidders whose Financial Proposals will be considered will be uploaded in the web portal.
- iv. Lowest quoted rate shall normally be accepted. However, the EOI Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
- v. The EOI inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all bids without assigning any reason whatsoever.

#### **9. Issue of work order**

Normally the work order will be issued to the L1 Bidder for conducting Internal Audit of the accounts of WBSFP&HDCL for the year 2024-25

### ***10 Right to accept any bid and/ or to reject any or all bids***

The Corporation reserves the right to accept or reject any or all bids and to annul the process and all bids prior to issue work order, without thereby, incurring any liability to the affected Bidder or Bidders or any liability to inform the Bidder of the ground

### ***11.Grounds for Disqualification***

- i. During scrutiny or at any stage of bidding process or even after issuance of work order, if it comes to the notice of the EOI Inviting Authority that the Bidder has wilfully made any misleading or false representation in the documents/ statements and attachments submitted as the proof of the qualification requirements
- ii. If the Bidder fails to complete the work within the period stipulated in the work order due to his own fault/ inconvenience

Then in both the cases, the Corporation shall reserve the right to cancel the work order and debar the Agency from participating in any Tender to be invited by the Corporation in the next three years.

### ***12. Disputes***

Any dispute arising out of non-compliance of any Terms and Conditions of the Bid, it shall be referred to sole Arbitrator, who shall be appointed by the Corporation in accordance and subject to the provision of the Arbitration and Conciliation ( Amendments)Act,2015.

The place of Arbitration will be Kolkata and the language shall be English. The Award of the Arbitrator shall be binding on both the parties. All disputes and Court cases are subject to the Jurisdiction of the Calcutta High Court only.

### ***13.Negotiations***

It is clarified that normally no rate negotiation will be done and therefore the Bidders should quote their lowest prices only, however, the WBSFP&HDCL may negotiate the rates with the L1 Bidder in exigencies, if required to do so with prior concurrence of the Appropriate Authority.

### ***14. Payment of Bill***

- i. The payment will be released to the Firm within 30 calendar days on satisfactory completion of the work and on submission of the bills in duplicate along with receipted challans certified by the recipient Authority.
- ii. Concerned Statutory deduction, if any, will be deducted from the Bidder bill. No Mobilization Advance and Secured Advance will be allowed.

Sd/-

**MANAGING DIRECTOR  
WBSFP&HDCL**

**Annexure -I**

**Application for participation in Technical bid**

To,  
The Managing Director  
WBSFP&HDCL  
Benfish Tower (6<sup>th</sup> floor)  
31, G.N, Salt Lake  
Kolkata- 700091

**Sub: E-Expression of Interest for Conducting the Internal Audit of the accounts of  
WBSFP&HDCL for the year 2024-25**

**Ref. No.20/WBSFPHDCL/1770/2024-25 Date: 08.07.2024**

Sir/Madam,

Having examined the terms & conditions of the above EOI, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender –

**Eligibility Particulars**

Sl.No.	Particulars	Details thereof
1.	Name of the Bidder	
2.	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3.	Name of the contact person with Mobile Number	
4.	Documents to be submitted by the Bidder (Scanned copies to be uploaded)	Whether uploaded ( Yes / No )
	a. EOI documents	
	b. experience certificate	
	c. PAN Card	
	d. Trade License/ Certificate of Enlistment	Valid up to-
	e. GST Registration Certificate	
	f. Statement of Accounts duly certified by a license chartered Account showing annual turnover of Rs. 5 Lakh in a year during the last three financial years ending on 31.3.2024.	
5	Any other points considered to furnish	



**UNDERTAKING**

i. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.

ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.

iii. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the EOI.

iv. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place: