

**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 2020-21**

**(Head Quarter, Green Project Wing & South Bengal Divisions)**

**Purulia Forest Corporation Division**  
**Bankura Forest Corporation Division**  
**Midnapore Forest Corporation Division**  
**Kolkata Forest Corporation Division**  
**All Designated Divisions under the Divisions**  
**All Ranges under the Divisions and Designated Divisions**

**EOI NO. - Wbfdcl/HQ/EOI-03 / 2020-21**



## 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](mailto:wbfdc@wbfdc.com) / [cao@wbfdc.com](mailto: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 (Head Office, Green Project Wing & South Bengal Divisions), including Designated Divisions (DDIV) & Ranges and Designated Ranges (DRNs), during the Financial Year 2020-21. 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 2020-21 for the Corporation.

### PRE QUALIFICATION CRITERIA

- Chartered Accountants / Cost Accountant Firms with ten years experience
- Having Head Office / branches at Kolkata
- Experience as internal auditor in Government Organisation, PSU, preferably having experience in Forest Department.

### 1. IMPORTANT POINTS OF REFERENCE:

|   |   |
|---|---|
| EOI Inviting Authority                    | Chief Accounts Officer,<br>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 2020-21. |
| EOI Notice No.                            | <b>EOI NO. - Wbfdcl/HQ/EOI 03/2020-21</b>   |
| Date of publication of EOI                | 19 <sup>th</sup> February 2021  |
| Last date and time for submission of Bids | 1 <sup>st</sup> March 2021 upto 2 p.m.  |

|   |  |
|---|--|
| <b>Opening of Technical Bids</b>                              |  |
| Place of Opening of Technical Bids                            | Office of the Managing Director,<br>West Bengal Forest Development Corporation Limited<br>Aranya Bikash,<br>KB-19, Sector-III, Salt Lake, Kolkata-700106 |
| Date and time of opening of the Technical bid                 | 1 <sup>st</sup> March 2021 at 3 p.m.   |
| Declaration of the results of Evaluation of Technical Aspects | 2 <sup>nd</sup> March 2021 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 2020-21.

## 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 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 GST and its reconciliation for future audit as well as Corporate Tax assessment purpose etc including TDS.
- 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 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 uEOIs' 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 2010                        | Firm Constitution Certificate issued by concerned Institute. |
| 2. Minimum Partners                              | 3 (Three) Full Time Chartered Accountants / Cost Accountants                           | Same as above  |
| 3. Minimum Qualified Chartered / Cost Accountant | 3 (Three) Full Time Qualified Chartered / Cost Accountant ( <i>Excluding Partner</i> ) | 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. Turnover | Average Turnover in the last 3 financial years (2017-18, 2018-19 & 2019-20) must be Rs.50.00 lakh or more | 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. **Two folders shall clearly have headings “Technical Proposal” / “Financial Proposal” as the case may be. Then both the folders should be put together in a big 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 2020-21 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 EOI, if any.

### 5.2 Clarifications

If any intending bidder requires any clarification with regard to the EOI clauses or the assignment, he may contact the EOI Inviting Authority in writing through e-mail within the date stipulated in the schedule under. The EOI 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 a ground for extension of the date of submission of EOI.

### 5.4 Technical Proposal

#### Part A.

- i. Photo Copy of PAN Card.
- ii. Photo Copy of IT Return Acknowledgement Receipt for F.Y 2017-18, 2018-19 & 2019-20.
- iii. Photo Copy of 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 partnership deed of Partnership firm / Consortium.
- v. Photo Copy of Balance Sheet and Statement of Profit and Loss for the Financial Years 2017-18, 2018-19 & 2019-20 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.

## 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.; 2017-18, 2018-19 & 2019-20
- 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 2020-21, 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, etc. will be provided by the concerned divisions.**

**The Estimated Rate is Rs.2,60,000/- (Rs. Two lakh sixty thousand) only and does not include travelling, lodging, etc.**

#### Scale of Re-imbusement

##### Travelling

| Audit personnel                                 | Class of travel   |
|---|---|
| Partner / Qualified Chartered / Cost Accountant | AC 2 <sup>nd</sup> 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 <sup>nd</sup> 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 **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. 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><u>For 2020-21</u></b><br><b>H1-April, 2020 to September, 2020</b><br>- by 31 <sup>st</sup> March, 2021<br><b>H2 - October, 2020 to March 2021</b><br>- by 30 <sup>th</sup> April 2021  |
| Green Project Wing   | 1  | Kolkata       | Half Yearly (H1,H2) | <b><u>For 2020-21</u></b><br><b>H1-April, 2020 to September, 2020</b><br>- by 31 <sup>st</sup> March, 2021<br><b>H2 - October, 2020 to March 2021</b><br>- by 30 <sup>th</sup> April 2021  |
| Divisions And Ranges | 4<br>Divisions will include subordinate units such as<br>-Ranges (Total 19 nos.)-100% Designated Divisions(Total 13 nos.)<br>-100% and<br>-Designated Ranges (Total 92 nos.) -100% | See Annexure2 | Half Yearly (H1,H2) | <b><u>For 2020-21 For Divisions &amp; Designated Divisions</u></b><br><b>H1-April, 2020 to September, 2020</b><br>- by 31 <sup>st</sup> March, 2021<br><b>H2 - October, 2020 to March 2021</b><br><b>- by 30<sup>th</sup> April 2021</b><br><br><b>For Ranges and Designated Ranges</b><br><br><b>Once in a year</b> |



## **9. OPENING OF BIDS:**

### **A. Opening of 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 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 EOI Accepting Authority, will be opened.
- 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.**

**11. 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.**

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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.

| SI       | 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 / Institute of Cost & Management Accountant |
|          | 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</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= 15 marks                                     | 15         |   |
| <b>D</b> | <b>No of Qualified CAs / CMAs</b>   |            | Firm Constitution Certificate   |
|          | (3 Nos. =5marks, 4-6 Nos. = 15marks, >6 = 20  | 20         |   |

| SI       | Criteria / Sub-criteria  | Max. Marks | DOCUMENTARY PROOF     |
|----------|--|------------|-----------------------|
| <b>E</b> | No of semi qualified CAs / CMAs<br><4= 0 marks, 5 – 10 = 6 marks , > 10 = 10 marks   | 10         | Pass Certificate      |
| <b>F</b> | Average Annual Turnover<br>< 50 lakh = 5 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 of Internal Audit of PSUs / Forest Authority  |            | Appointment Letters   |
|          | 3 marks for each Project   | 15         |                       |
|          | <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 against a **maximum achievable score of 100.**

**11.1.4 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.**

#### **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 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.

### 11.1.6 Ranking of the bidders

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 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 EOI will be issued to the successful bidder by the EOI 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 EOI 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 may be extended under the same terms and conditions up to another 2 (two) years, based on performance and discretion of the management.**

### 12.3 Security Deposit

- 12.3.1 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 10% of the accepted financial rate.
- 12.3.2 The Security Deposit shall be submitted 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.
- 12.3.3 If the accepted Bidder fails to furnish the Security Deposit within the above said period, his EOI will be held void.
- 12.3.4 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.
- 12.3.5 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.

#### 12.4 Issue of Work Order

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.

#### 12.5 Execution of Work Order

The successful bidder should nominate and intimate to the EOI 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 EOI, 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., 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.

#### 14 PAYMENT:

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

#### 14.3 Schedule of payment

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:

| <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 Report of Divisions&  | On <b>Submission</b> of report of each Half year | 30% of the amount quoted for Divisions   | To submit <b>two</b> reports for each FY. |

|  |  |  |   |
|--|--|--|---|
| Designated Divisions                               | 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 EOI 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 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.

### 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 EOI 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 EOI Inviting Authority.
2. The Bidder shall not assign, sublet or transfer his interest in the work without the written consent of the EOI Inviting Authority.
3. **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.
4. **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 (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 EOIs 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 EOI Inviting Authority may take appropriate legal action against such defaulting bidder.

5. **Summary rejection of EOI:** Conditional and incomplete EOI, and EOIs received after due date are liable for summary rejection.
6. **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.
7. 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.
8. **Legal disputes –Jurisdiction:** Disputes if any, arising out of the EOI shall be within the jurisdiction of the courts situated in Kolkata, West Bengal.
9. No mobilization/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 EXPRESSION OF INTEREST:**

| <b>Sl. No.</b> | <b>Activity</b>                                    | <b>Date &amp; Time</b>             |
|----------------|--|------------------------------------|
| <b>1.</b>      | <b><i>Publishing Date</i></b>                      | 19.02.2021                         |
| <b>2.</b>      | <b><i>Bid submission start date</i></b>            | 19.02.2021                         |
| <b>3.</b>      | <b><i>Bid submission end date &amp; Time</i></b>   | 01.03.2021 – 2PM                   |
| <b>4.</b>      | <b><i>Technical Bid opening date</i></b>           | 01.03.2021 – 3PM                   |
| <b>5.</b>      | <b><i>Financial Bid opening date</i></b>           | <b><i>To be notified later</i></b> |
| <b>6.</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 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.Y2020-21**

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 \_\_\_\_\_ 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<br>(Two digit after decimal) |         |
| 1      | 2017-2018 |  |         |
| 2      | 2018-2019 |  |         |
| 3      | 2019-2020 |  |         |
| 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 (2017-18, 2018-19, 2019-20)**.

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/<br>Organisation audited | Address of the Company /<br>Organisation audited | Period of<br>Audit | Total<br>Contract<br>Value (Rs.) | Whether<br>completed<br>(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,<br>Landline ..... Mobile.....<br>Email.....                  |  |
| 4. Branch Office/s Address in West Bengal<br>Phone No..... Mobile.....<br>Email..... |  |
| 5. Partner In Charge<br>i. Name<br>ii. Address<br><br>iii. Email<br>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:<br><br>Place | Name of Partner: _____<br>Membership No<br>_____ |
|--------------------|--|



|        |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
| Team 6 |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
| Team 7 |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |
|        |  |  |  |  |  |  |  |

Signature of Authorised

**ANNEXURE - 1**

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

**Nature of Work- To conduct Internal Audit of Head Office& Divisions including Designated Divisions, Ranges& Designated Ranges of West Bengal Forest Development Corporation Ltd. during 2020-21**

**Estimated Rate - Rs. 2,60,000/-**

**Contract No. - EOI NO. - Wbfdcl/EOI 03 /2020-21.**

**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. 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 2020-21 of -<br/>(Frequency of Audit- Half-Yearly)</b><br><br>1. Head Office<br>2. Green Project Wing<br>3. Divisions (DIV)<br>4. Designated Divisions (DDIV)<br>5. Ranges (RN)<br>6. Designated Ranges (DRN) | Rs180,000/-<br>(Consolidated for the whole year) | 1. HO -1 no.<br>2. GPW – 1 no.<br>3. DIV -4 nos.<br>4. DDIV - 13 nos.<br>5. RN - 19 nos.<br>6. DRN –92 nos. | Half-Yearly.<br>X 2 Half<br><br>Once in a year |   |                                  |
|        |   |  |   |  | Total:                                  |                                  |



## ANNEXURE - 2

### **A. List of Divisions**

| <b>Sl. No.</b> | <b>Division</b>                        | <b>Head Quarter</b> |
|----------------|--|---------------------|
| 1              | Bankura Forest Corporation Division    | Bankura             |
| 2              | Kolkata Forest Corporation Division    | Kolkata             |
| 3              | Medinapore Forest Corporation Division | Hizli               |
| 4              | Purulia Forest Corporation Division    | Purulia             |

### **B. List of Designated Divisions**

1. DFO & Ex-officio Divisional Manager, Bankura North Division
2. DFO & Ex-officio Divisional Manager, Bankura South Division
3. DFO & Ex-officio Divisional Manager, Panchet Division
4. DFO & Ex-officio Divisional Manager, Durgapur Division
5. DFO & Ex-officio Divisional Manager, Burdwan Division
6. DFO & Ex-officio Divisional Manager, Birbhum North Division
7. DFO & Ex-officio Divisional Manager, Khargpur Division
8. DFO & Ex-officio Divisional Manager, Mednipur Division
9. DFO & Ex-officio Divisional Manager, Jhargram Division
10. DFO & Ex-officio Divisional Manager, Rupnarayan Division
11. DFO & Ex-officio Divisional Manager, Purulia Division
12. DFO & Ex-officio Divisional Manager, Kangsabati North Division
13. DFO & Ex-officio Divisional Manager, Kangsabati South Division

### **C. List of Ranges**

To be obtained from the Divisions / Head office