

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

RFP :- TCL/IA/RFP/2020/01

Office of the AGM (F&A), Internal Audit Department, WBSETCL
Invite Request for Proposal from Firm(s) of Chartered / Cost Accountant(s) for
empanelment to assist Internal Audit Department towards conductance of 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**

RFP No. TCL/IA/RFP/2020/01

DATED: March 04, 2020

**INVITATION FOR REQUEST FOR PROPOSAL FROM FIRM OF CHARTERED / COST
ACCOUNTANT(S) FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT
TOWARDS CONDUCTANCE OF 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. 1400 crore and having over 127 Auditable Units spread across the state invites the Request for Proposal in two parts i.e. Technical (Part-I) and Financial (Part – II) from reputed Firm(s) of Chartered Accountant(s) /Cost Accountant(s) specialised in Internal Audit preferably in Power Sector for empanelment to assist Internal Audit Department towards conductance of Internal Audit of different units in the Company. The RFP 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 RFP 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 **19th of March, 2020 within 14.00 Hrs.**

Sd/-

AGM (F&A), Internal Audit

WBSETCL

**DETAILED TERMS & CONDITION AND IMPORTANT DATES FOR INVITAION OF
REQUEST FOR PROPOSAL (RFP) FROM FIRMS OF CHARTERED / COST
ACCOUNTANT(S) FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT
TOWARDS CONDUCTANCE OF INTERNAL AUDIT AT DIFFERENT UNITS UNDER
WBSETCL**

1. Schedule of date

Sr. No.	Particulars	Date/Time
1	Date of publication of RFP	04 th March, 2020
2	Last date of submission of RFP in two separate envelops; Part-I as Technical Bid & Part-II as Financial Bid.	19 th March, 2020 / 14.00 Hrs
3	BID Opening date for Technical part	19 th March, 2020 / 16.00 Hrs*
4	Public Opening of Financial Proposals	Will be communicated

*If the date mentioned above for opening of RFP is declared as a Government holiday or a holiday declared under NI Act, the RFP will be opened on the next working day at the same time as mentioned in the schedule.

2. Qualifying Criteria (Eligibility conditions)

S.N.	Criteria	Particulars	Documents
1	Form of Entity	Firms of Chartered Accountants, Cost Accountants	Certificate of Incorporation
2	Tenure of Establishment	Minimum 5 Years	Certificate of Incorporation
3	Office	Head /Branch Office should be situated in the State of West Bengal	Certificate of Incorporation
4	No of Partners	Minimum 5(Five) full time whole-time working partner in the immediately preceding three financial years and should be upto 31.03.2020	Certificate of Incorporation Certificate of Practice of all Partners, Firm Registration Number and Date of Establishment
5	No of Qualified / Semi-Qualified Staff	Minimum 6 (Six) [(2 X 2=4) + (1+1) extra] full time staff in the immediately preceding three financial years and should be upto 31.03.2020	Copies of Appointment letter Documentary Evidence

6	Turnover of Firm (Professional Receipts)	Minimum Average Annual turnover of Rs. 50 lakhs during last three financial years.	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax, GST Returns
7	Experience	Minimum of 5 Audit Assignments in total during last Five Financial Year (FY) excluding the FY of bidding preferably in Power Sector. Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only.	Engagement Letter along with terms of reference and type of audit.
8	Other	Valid PAN Valid GSTIN Registration No Criminal Proceedings are pending w.r.t the Firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI/ ICAI (Erstwhile ICWAI)/ ICSI or any other professional institutes/ bodies.	Copy of PAN Card Partnership Deed Copy of Registration Certificate GSTN Certificate Affidavit

3. Evaluation Criteria and Process for Selection of Internal Auditor

A. Technical Evaluation:

Bids found to be substantially responsive after the preliminary scrutiny and fulfilment of the minimum qualification criteria will be taken up for detailed evaluation. Criteria for evaluation of technical have been specified in table below:-

S.N.	Criteria	Marks over the Minimum Eligibility	Total Marks	Supporting Documents
1	Tenure of Existence of Firm	More than 5 and less than 10 Years: 2 Marks More than 10 years and less than 15 years: 5 Marks More than 15 years and less than 20 years: 7 Marks	10	Certificate of Incorporation
2	No of Partners	1.5 Marks per FCA/FCMA 1 Marks per ACA/ACMA Additional 1 Marks for qualification as DISA/ CISA	20	Certificate of Incorporation from ICAI/ ICWAI DISA/CISA Certificate From ICAI for of Individual Partner

S.N.	Criteria	Marks over the Minimum Eligibility	Total Marks	Supporting Documents
3	Qualified Personnel (Employee)	1 Mark for each Qualified Staff Qualified Professional continuing for last 1 year shall be considered	5	Copies of engagement/ Appointment letter & final pass certificate issued by the Institute.
4	Semi-Qualified Personnel (Employee's not Article's)	0.5 Marks for each Semi-Qualified Staff Semi Qualified Professional continuing for last 1 year shall be considered	5	Documentary Evidence
5	Office	2 Marks per Branch in West Bengal and 1Mark per Branch outside West Bengal (Minimum one branch in West Bengal is mandatory).	5	Certificate of Incorporation/ approval from ICAI/ICWAI
6	Average Annual Turnover of Firm (Professional Receipts)	Average Annual Turnover of last 3 immediately preceding financial years Rs 50.00 lakh to Rs 100.00 lakh: 5 Marks Rs 100.01 lakh to Rs 200.00 lakh: 8 Marks More than Rs 200.00 lakh: 10 Marks	10	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c Return of Income Tax GST Return

S.N.	Criteria	Marks over the Minimum Eligibility	Total Marks	Supporting Documents
7	Experience	<p>Audit Experience in Power Sector Utilities having turnover of 50 crore or more. 4 Marks per Assignment. The Experience of preceding 5 years shall only be considered. Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. (Maximum– 20 Marks)</p> <p>Audit Experience in Other Companies/ Corporation/ PSUs/ Limited Companies – 4 Marks per Assignment. The Experience of preceding 5 years shall only be considered. Same Assignment in One Corporation/ PSUs/ Limited Companies for more than 1 year will be considered as one assignment only. (Maximum– 20 Marks)</p> <p>Audit Experience in ERP Environment – 1 Mark per Assignment. The Experience of preceding 5 years shall only be considered. (Maximum– 5 Marks)</p>	45	<p>1. Work Order, and 2. Completion Certificate / Proof of Final Payment Received</p>
Total Marks= Tp (Score Technical)			100	

All the bidder who fulfil minimum qualification i.e. 60% on technical evaluation will be declared as technically qualified. The Financial Bids of only the technically qualified Applicants will be opened for further processing.

Team requirements and projected minimum person days for the purpose of Financial Proposal

The team composition will be of one Team Leader & one Team Member. The RFP shall indicate only the projected minimum input person-days required for the entire assignment. The table below sets out minimum team requirements and minimum projected person days:

Sl No	Key Professionals	Description of Services to be provided	Experience	Projected Minimum no. of person days required to carry out the whole assignment	Remarks
1	Partner	Overall coordination, & planning, team leadership, reporting, liaison with Project Administrator & Supervising officer.	Sufficient expertise in the area of Internal Audit planning, execution and reporting.	121	<p>a) For Audit Assignment Comprising Area Office and stores under its jurisdiction: - 1 person-day may be considered for Partner for finalisation of audit report from Office and upto 2 person-day (for entire assignment) as per Actual Site visit.</p> <p>b) For Audit Assignment at Head Quarter Units and Field Zonal Office: - 1 person-day may be considered for Partner for finalisation of audit report from Office and 1 person-day (for entire assignment) as per Actual Site visit.</p>
2	Audit Team Leader	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with head of office.	<p>Qualified Chartered Accountant / Cost Accountant/ Electrical or I.T. Engineers / Certified Information System Auditor (CISA) / Certified Internal Auditor (CIA) with at least 5 years experience in Internal audit/IT/IS/Energy Audit</p> <ul style="list-style-type: none"> • Experience in procurement audit 	733	<p>a) For Audit Assignment Comprising Area Office and stores under its jurisdiction: - 5 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the Field i.r.o Store units and the same is 10 person-day for Area Office as per Actual Site visit.</p> <p>b) For Audit Assignment</p>

			desirable and • Ability to lead the team and interact with senior level Public Sector officials.		at Head Quarter Units: - 10 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the HQ as per Actual visit.
3	Team member (Audit Assistant)	Field level audit (including visits to various units).	Inter CA/Inter ICWA / Inter CS or persons with graduation (Science / Commerce/ Management) and having experience in Internal Auditing for 5 years.	733	c) For Audit Assignment at Field Zonal Office: - 3 person-day may be considered for Team Leader & Team Member each for performing Internal Audit in the FZO units as per Actual visit.

N.B: 1) Actual person-days may vary up to (+ / -) 20% from the estimated person-days.

B. Financial Evaluation:

The lowest Financial Bid will be allotted a Financial Score of 100 marks. The Financial Score of other Bidder(s) will be computed by measuring the respective financial bids against the lowest proposal.

The formula for determining the Financial Score (Fp) is as below:

$$F_p = 100 \times F_m / F$$

Where, F_m: Price of L-1 bidder &

F: Price of the concerned bidder

C. Computing the final (“T1-F1”) Score:

Weights given to the Technical Bid (T) is 70 % and to the Financial Bid (F) is 30%

$$\text{Final Score} = 0.7 \times T_p + 0.3 \times F_p$$

D. Selection Process:

The selection is based on QCBS model where in technical bid have 70 percent and financial bids have 30 percent weight. The bidder who score maximum marks in technical and financial evaluation mentioned above will be ranked ‘1st’ and considered as eligible for Empanelment to

assist Internal Audit Department towards conductance of Internal Audit at different units under WBSETCL subject to fulfillment of contractual formalities. The ranking of other qualified bidders will be assigned on the basis of QCBS score in descending order and one or more of these Firm(s) of Chartered/Cost Accountants would be accordingly considered for empanelment as per evaluation and review made by Screening Committee.

i) If same marks/rank obtained by two Firm(s) after combined evaluation then the proposal with the highest technical score will be ranked higher and the next technical score will be ranked lower.

ii) After the Final Ranking, the highest ranked Firm along with other selected Firm(s) may be invited for Contract Negotiations (Financial), if required.

iii) The selected firms shall be issued a Letter of Engagement/Appointment by WBSETCL and, upon acceptance of the same by such selected Firm, will be appointed as an Internal Auditor of WBSETCL.

iv) Audit assignment will be done as per internal criteria that may be adopted by Screening Committee in the most equitable manner.

v) 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.

4. Scope of Work

Brief Scope of Work

Type of Job	Description
Internal Audit	The firm will be engaged for internal audit of around 127 units (as per current status subject to further addition) out of which 27 no. of Area Office, 80 nos. of Nodal/sub divisional store, 12 nos. Auditable unit i.r.o HQ and 8 no. Field Zonal Office. The following steps to be taken by the Internal Auditors while conducting audit:
	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.
	2) Preparation of the Audit Programme ensuing commensuration with adequacy of Internal Financial Control Mechanism in place.
	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.
	4) Concurrent progress adherence with regards to the status of execution and audit closure before Project Administrator &

	Supervisor
	5) Preparation of Internal Audit report along-with reporting on Internal Financial Control by indicating probable development path (if any) and other relevant details (Effectiveness and Adequacy of existing control mechanisms).

5. Submission of RFP

a) The RFP is to be submitted in two parts viz Part-1: Technical Bid marked as "RFP for Empanelment to assist Internal Audit Department towards conductance of Internal Audit at different units under WBSETCL - PART-1" & Part-2: Professional Fees cum Price Bid marked as "RFP for Empanelment to assist Internal Audit Department towards conductance of Internal Audit at different units under WBSETCL - PART-2" separately by **19th February, 2020** up to **14.00** Hrs 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.”**

b) Prices quoted by the bidder shall remain valid for six months within which the evaluation will be done. There will be no provision for escalation of the prices.

c) The quoted Professional Fees cum price Bid has to be written in figures as well as in word. In the event of any difference, lower of the two prices would be considered.

d) All the sections of price offer are to be quoted and nothing should be left blank. If any of the sections of the offer is left blank, then it will be considered as zero for evaluation.

6. Responsibility of Bidder

a) 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.

b) Before the last date for the receipt of RFP, WBSETCL may amend any of the RFP 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 RFP are advised to keep visiting the above website for any updates in this regard.

c) The bidder is expected to examine and confirm to all instructions, forms, terms and specifications in the RFP document before submission of RFP. Failure to furnish and / or not complying with RFP conditions towards all the instructions, forms, terms and specifications in the bidding document may be treated as non-responsive and result into rejection of the RFP without seeking any clarification.

d) It shall be sole responsibility of the bidder to determine and satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this RFP

including, in particular, all factors that may affect the cost, duration and execution of the work.

- e) The bidder shall entirely & exclusively bear all costs and expenses associated with attending Pre-RFP conference, discussions, presentations etc and providing any additional information, development, preparation and submission of RFP Document. WBSETCL will, in no case, shall be held liable for those costs and expenses regardless of the outcome of the bid.

7. Language of RFP

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.

8. Rejection of RFP

- a) 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.
- b) Any application received by WBSETCL after the scheduled closing date and time will not be accepted.

9. Formation of Cartel & Penal Measures

- a) Any form of canvassing / lobbying / influencing etc. by the bidder / participant will result into disqualification of such bidder.
- b) Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc, as defined in various statues, will automatically disqualify the bidder / participant.
- c) Occurrence of such evidence shall be viewed seriously by WBSETCL authority and penal measure as deemed fit; barring from present & future bidding process, along with referring the matter to disciplinary committee of the respective Institute could be considered.

10. Project Administration

A. Project Administrator

The WBSETCL designates AGM (F&A) - IA as the Project Administrator; the Project Administrator will co-ordinate all the activities under this engagement viz; acceptance and approval of the reports and of other deliverables by the Company and receiving and approving bills for payment.

B. Supervising Officer

The WBSETCL designates Asst. Manager (F&A) – IA WBSETCL, as the Supervising Officer; who will supervise the entire job, liaison with the Auditees, Partner of the Audit Firm and/or Audit Team Leaders, as will be deputed by you for this work.

C. Reports

The reports shall be submitted in course of the assignment, and will constitute the basis for payments. The Audit issues should first be directly discussed with the Auditee so that risks & exposures from such Audit observations can be mitigated immediately. The following steps are to be taken by the Internal Auditors while conducting an Audit:

- i) Conduct opening meetings with the process owners and document the discussions there at in ‘MOM template’.
- ii) Detailed understanding of the process, its documentation in the ‘documentation template’ and preparation of flow chart for the processes to be audited.
- iii) Preparation of the Audit Program Sign off Checklist giving details of the audit steps that were taken, the sample size, observations, working paper reference number and other relevant details.
- iv) **IA execution as per audit checklists (Finance and Accounts & Stores management)**
 - a) Conduct audit based on the checklist provided covering all the audit steps and maintain the evidences for performance of all the audit steps.
 - b) Completion of the Program Signoff Checklist before leaving the site ensuring that all the risks have been tested and the test results accurately reflect the status of control.
 - c) Provide updates to Project Administrator for revising IA checklists in order to incorporate the emerging risks and change in processes, if any
- v) **Check status of implementation of previous Internal Audit (IA) reports, if any**
Review recommendations of previous IA reports not yet implemented the reasons for non-implementation, further action plan with timeline & responsibility.
- vi) **Preparation and sharing of IA Issue Summary with the process owners**
 - a) Prepare Issue Summary on the basis of audit observations in the format provided
 - b) Maintenance of supporting working papers
 - c) Process gaps/design deficiencies/non compliances must be noted on the Issue Summary Sheet.
 - d) On-going sharing and discussion of Issue Summary with process owners (Auditee) and agreement on action plan, timeline & responsibility.
 - e) Prepare draft audit report and send to the IA Department for the consideration of the issues to be included or excluded in/from the Final Audit Report.
 - f) Obtain formal signoff from auditee on draft report and prepare and hand over to Controlling Officer the final list of pending issues. Replies against such pending issues should be collected within 10 days from completion of audit of the concerned Unit. Otherwise “No comments” may be recorded on those pending issues.
- vii) Ongoing updation of Project Administrator & Supervisor with regard to the status of execution and audit closure.
- viii) **Preparation of IA report**
Collate all observations from issue summaries and prepare an audit report in the prescribed format complete with root causes, recommendations, auditee response/Management Comment and agreed action plan. The final report should be submitted within the time frame as stated in the clause “Reports”, under sub clause (X).
- ix) Submit complete report duly supported by Audit Program Signoff Checklist and working papers (Original or photocopy) to the Project Administrator.

- a) Assist Project Administrator/ Supervising Officer in meetings with senior management/ process owners/ auditees, wherever necessary.
- b) Provide clarifications whenever/ wherever asked for.
- x) The final report along with relevant annexures with monetary implication in support of the instances cited against the issue raised by the auditors should be submitted within 15 days of completion of audit of each respective Accounting Unit along with the sub-divisional store units under its jurisdiction (wherever applicable).
- xi) **In case, the report submitted by the firm is found to be incomplete in respect of supporting documents, or any deficiencies are found during review, the report will be returned for correction. The revised report after inclusion of necessary documents and/or rectification shall be resubmitted to the Internal Audit Department, WBSETCL within seven working days.**

To comply with the above, following formats/ templates will have to be submitted:-

- ✓ Audit Programs / checklist.
- ✓ Audit program signoff checklist (APSC).
- ✓ Minutes of Meeting
- ✓ Issue summary.
- ✓ Audit Report.

N.B:- The total report along with all the above points shall have to be submitted both in a Soft copy (in CD format) and in Hard Copy.

11. Performance Standard

The firm is expected to perform Services with the highest standards of professional and ethical competence and integrity.

12. Confidentiality

During the tenure of this engagement and within three years after its expiration, you should not disclose any proprietary or confidential information relating to the Services, this engagement or WBSETCL'S business or operations without the prior written consent from the Authorities of WBSETCL.

13. Dedicated Core Team

The firm should depute a Core Team Consisting of Partner, Audit Team Leader & Team Members. The Members of the Core Team cannot be changed without written consent of the Project Administrator. The CVs of the Core Team are to be submitted to the Project Administrator before commencement of Audit in all circumstances. Each Team will consist of **One Team Leader & One Team Member**.

Audit Team members & Audit Team leaders will be from your firm & you shall also designate one Partner for overall co-ordination. Attendance certificate should be signed by both Team leader & Team Member by inserting signature along with arrival time and departure time. The signature of the In-charge of the Auditee office should be there in the attendance sheet along with official seal.

14. Ownership Of Material

Any IA report, working papers, minutes of meetings or other material, graphic, software or otherwise, prepared by you for WBSETCL under the engagement shall belong to and remains the property of the WBSETCL. However the firm may retain a copy of such documents and software.

15. Schedule of Payments

- i) Invoice for 100% of the Professional Fees, T.A, D.A, & other claims if any, should be submitted after submission of final Audit Report. All the Invoices should be GST compliant. The report should be submitted along with the Executive summary of the Critical issues/ findings that require attention of the Senior Management. The Final Audit report should be submitted in triplicate. A soft copy (**In Compact Disc form**) of the said Internal Audit Report is also to be submitted at the time of submission of the hard copy of the same. Separate invoices should be raised for fees for professional services and for reimbursement of T.A / D.A etc.
- ii) Payment will be made in Indian Rupees within 30 (Thirty) days from submission of bills along with documents submitted by you provided all the necessary supporting are in order and complete in all respect.

Payment Condition

- i) The Bills should be submitted in triplicate complete in all respect.
- ii) The tax invoices, for professional services i.r.o professional fees charged and TA/DA claims made, should be submitted in triplicate (one in original and other two are in photocopy) along with relevant supporting documents with each set.
- iii) Original Vouchers should be raised against the Name of the team leader and/or team member with date and properly signed there on.
- iv) Any incompleteness and /or mistake/misrepresentation in supporting documents as well as in the main body of the bill, will be subject to rectification if possible and found necessary by the bill passing authority, WBSETCL, until which the payment shall not be released against such bills.
- v) The Audit Reports which will be submitted by the firm will be subject to review by the Project Administrator and his team and if any deficiencies are found in the reports, the same may be returned back to the firm for rectification. As such the payment will be released to the firm only upon receipt of the revised audit report after rectification of the deficiencies.

Paying Authority

The Paying Authority shall be Asstt. Manager (F&A), Establishment Corporate, Vidyut Bhavan, 9th Floor, "B" Block, Kolkata-700091.

16. Penalty

For delay in submission of reports beyond 15 days of completion of audit of each respective Accounting Unit along with the sub-divisional store units under its jurisdiction (wherever applicable), penalty will be imposed at the rate of 0.5 % of the professional fees payable for such audit for every week or part thereof of delay, subject to a maximum deduction of 10 % of professional fees w.r.t each audit.

17. Assignment

You will not be able to assign any part of the services as contained in this engagement to a third party and Associates without the WBSETCL'S prior written consent.

18. General Terms & Conditions

- a. All the sections of both; Part-1: Technical Bid & Part-2: Professional Fees cum Price Bid has to be filled in. Any section left blank would be considered as zero for evaluation. Please write "Not Applicable" wherever necessary.
- b. Any RFP document submitted in a manner other than as set out in this RFP document and / or attaching any condition shall not be treated as eligible and rejected in the selection process.
- c. This Request for Proposal (RFP) document has been prepared solely to enable WBSETCL for framing Risk Based Internal Audit model for further strengthening Internal Controls in the company. The RFP document is not a recommendation offer or invitation to enter into a contract, agreement or other arrangement in respect of the services.
- d. Participation in this RFP in the form of a Consortium and/or Joint Venture is not allowed.
- e. No binding relationship will exist between any of the Bidders and the Company until constitution of the contract.
- f. The Internal Auditors engaged under this RFP will not be eligible to take-up any other Job/Services/Work for the Company till the continuance of the engagement.
- g. No preference based on size and geographical location will be considered for the purpose of selection. All participants to the RFP will be treated with same status.
- h. The Audit firm to be engaged as the Internal Auditor of the Company will not render an attestation or assurance report or assurance report opinion under the engagement, but may include:
 - i. An audit, review or examination of financial statements in accordance with generally accepted accounting standards,
 - ii. An examination of prospective financial statements in accordance with applicable professional standards,

- iii. A review to detect fraud or illegal acts
- i. Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12 (twelve) months following its termination for any reason, the Audit firm will not solicit for employment, or hire, any personnel of the Company. The Audit Firm, including any Partner or other personnel in the firm will not solicit for a position on the Company's Board of Directors, nor hire, any present professional employee of the Company, if such solicitation, hiring or employment may impair the independence of the Company under ANY other law, regulation, rule, listing requirement or professional standards governing the independence of accountants. Without limiting the foregoing, the Internal Auditors agrees not to solicit, hire or employ, without the prior written consent of the Company, any present professionally qualified employee of the Company.
- j. The Company reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.
- k. 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.
- l. The Company also does not bind itself to accept the lowest quotation.
- m. Overwriting / corrections / erase and / or use of white ink shall not be accepted and the offer shall be liable for rejection.
- n. 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, RFP document, testimonials and other documents shall be signed and copy of Power of Attorney / Memorandum of Authorization shall also be furnished along with application.
- p. The RFP 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.
- q. The Offer in the prescribed Format together with all relevant documents and testimonials must be submitted in physical form to the address as given above. Offers submitted in any other form shall not be considered.

19. Dispute Resolution

- a) Applicable Law: This engagement shall be governed by, and construed in accordance with, the laws of India.
- b) Notwithstanding the parties' agreement to arbitrate as set forth in this Engagement, either party may bring a claim limited solely to injunctive relief to enforce its rights with respect to the use or protection of (i) its confidential or proprietary information or materials, (ii) its names, trademarks, service marks or logos, or (iii) the Reports, as applicable, solely in the courts located in India, at KOLKATA.
- c) Any dispute or claim arising out of or relating to the Services, this engagement or any other services provided by you shall be resolved. Arbitration shall take place in India, at

KOLKATA. Judgment on any arbitration award may be entered in court of Law at Kolkata only.

20. **Outputs that will be required of the Internal Auditors**

The Firm should furnish Audit Reports to the AGM (F & A) - IA (the Project Administrator) with an executive summary of the critical issues/ finding that requires attention of the senior management. The report should be structured as per defined template in a manner giving the observations/ weaknesses, the implications, root causes, suggestions for improvement and the management comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.

21. **Access to Records**

You will be given access to all legal documents entered into with the different Regulatory authorities & others, Project Implementation Plan, books of account, guidelines, Procurement Manual, Accounts Manual, Scheme books and any other information deemed necessary for conducting Audits at different locations.

22. **Force Majeure**

- a) In the event of either party to the engagement under this RFP being rendered unable by Force Majeure to perform any obligation required to be performed by them, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b) The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the engagement, Flood and Acts & Regulations of respective government of the either party to the engagement.
- c) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, the Company shall have the option of cancelling the engagement in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

23. **Termination**

The duration of this engagement shall remain valid up one year. During this tenure of engagement if the Authorities of WBSETCL find that the services provided by you is not up to the requirements of the Company, the competent authority may terminate this engagement by giving 1 (one) Calendar Months’ Notice to the Company. **Subject to satisfactory performance, the Audit Committee may consider renewal of the contract on the same**

term & conditions or with partial modification if necessary under the circumstances for a further period of one year at a time.

24. In case of any queries pertaining to the RFP 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).

25. 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 25 (a) to (c) subsequent to its empanelment/ award of contract.

**AGM (F&A),
Internal Audit Department
WBSETCL**

APPLICATION AND DECLARATION FORMAT:-

**REQUEST FOR PROPOSAL FROM FIRM OF CHARTERED / COST ACCOUNTANT(S)
FOR EMPANELMENT TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS
CONDUCTANCE OF INTERNAL AUDIT AT DIFFERENT UNITS UNDER WBSETCL**

[on the letterhead of the firm]

Request For Proposal No.: TCL/IA/RFP/2020/01

DATED: 04th March, 2020

- (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.

Format of Declaration

Non Judicial Stamp Paper – Rs. 10/- Duly Notarized

DECLARATION

I Sri on behalf of M/s. do hereby solemnly affirm as follows:

1. I along with my audit team have carefully perused the RFP in its totality and understood its implication.
2. I along with my audit team have carefully examined the entire RFP and having obtained all requisite information about the assignment. We do hereby propose to provide the desired professional service as detailed in the RFP.
3. I along with my audit team accept the professional fees earmarked for this assignment as stated in RFP and it should remain firm during the tenure of the audit.
4. I along with my audit team do state that if WBSETCL sustains any damages or loss as a result of negligence on our part, such loss or damages should be mitigated by indemnifying WBSETCL without any preconditions and pretext.
5. I along with my audit team do declare that no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) /ICSI or any other professional institutes / bodies.

Signature of the Authorized signatory

(In the Letter Head of Firm)

REQUEST FOR PROPOSAL- Part-1 TECHNICAL BID

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

Particulars	Details			
1a. Name of the Firm.				
1b. Date of establishment (in dd/mm/yyyy format)				
1c. Firm's Registration Number				
1d. Address of the Firm (Head Office) with contact details.				
1e. Address of the Branch Office (if any) with contact details.				
1f. Nature of the Firm (CA/CMA)				
2a. Total number of Partners(as on 31 st March of respective year)	FY-2016-17	FY-2017-18	FY-2018-19	
2b. Details of Partners as on 31.03.2019 (enclose required documents in the manner as specified in the RFP)				
Full Name of the Partner	Membership number with date (dd/mm/yyyy)	FCA/ ACA	DISA/ CISA	Date of admission as Partner in the current firm (dd/mm/yyyy)
3. Details of Semi- Qualified Staff (enclose required documents in the manner as specified in the RFP)				
Full Name of the Staff	Qualification	Month of Qualification (mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)	
4. Details of Qualified Staff (enclose required documents in the manner as specified in the RFP)				
Full Name of the Staff	Qualification	Membership number with date (dd/mm/yyyy)	Date of appointment as Employee in the current firm (dd/mm/yyyy)	

5. Annual Turnover of the firm (in Rs and as per audited financial statements & Return of Income)	FY-2014-15	FY-2015-16	FY-2016-17	FY-2017-18	FY-2018-19

6a. Audit Experience in Other Companies/ Corporation/ PSUs/ Limited Companies –(enclose required documents in the manner as specified in the RFP)

Name of the Auditee Organization	Type of Organisation	Date of engagement (please mention from most recent)		Concerned Financial Year	Turnover of concerned Financial Year	Is the Auditee Organisation engaged in Power Distribution? (Yes / No)
		From	To			

6b. Audit Experience in Power Sector Utilities having turnover of 50 crore or more.(enclose required documents in the manner as specified in the RFP)

Name of the Auditee Organization	Date of engagement (please mention from most recent)		Concerned Financial Year	Turnover of concerned Financial Year
	From	To		

7. PAN number of the Firm:

8. GST Registration number of the Firm:

9. Whether any criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies: YES/NO [Please Tick (√) appropriately]

10. List of documents uploaded attested with name & designation under common seal of the Firm.

Please Tick (√) appropriately:

- | | |
|--|----------|
| a) Copy of Incorporation Certificate and / or Constitution Certificate by the institute | YES / NO |
| b) Copy of Firms Registration Certificate | YES / NO |
| c) Copy of Certificate of Membership (refer point 2 & 4 above) | YES/ NO |
| d) Copy of Certificate of Practice of all the Partners (refer point 2 above) | YES / NO |
| e) Copy of latest Certificate of Reconstitution of Firm (if any) | YES/ NO |
| f) Copies of Qualification certificates of the fully qualified and semi qualified staff (refer points 3 & 4 above) | YES/NO |

- g) Copies of Appointment letter issued to the fully qualified and semi qualified staff
(refer point 3 & 4 above) YES / NO
- h) Copies of Audited Financial Statements
1. FY 2014 – 15 YES / NO
 2. FY 2015 – 16 YES / NO
 3. FY 2016 – 17 YES / NO
 4. FY 2017 – 18 YES / NO
 5. FY 2018 – 19 YES / NO
- i) Copies of Income Tax Returns for the period –
1. FY 2014 – 15 YES / NO
 2. FY 2015 – 16 YES / NO
 3. FY 2016 – 17 YES / NO
 4. FY 2017 – 18 YES / NO
 5. FY 2018 – 19 YES / NO
- j) Copy of PAN card YES / NO
- k) Copy of GST Registration Certificate YES / NO
- l) Affidavit in original (duly notarized in non-judicial stamp paper of Rs) in support of no criminal proceedings are pending w.r.t. the firm and/or Partner in any Court of Law in India or before any Disciplinary Committee of ICAI / ICAI (erstwhile ICWAI) / ICSI or any other professional institutes / bodies as per template in Section-3 of this RFP (refer point 9 above) YES / NO
- m) Copies of Engagement Letter along with terms of reference/ Work Order in support of Internal Audit/ Statutory Audit experience of the firm (refer point 6 above) YES/NO
- n) Copies of Certificate for Turnover from Auditee Organisation / Audited Financial Statement of Auditee Organisation (refer point 6 above) YES/NO
- o) Copy of work completion certificate/ proof of final payment received by the Organisation (refer point 6 above) YES/NO

Date:

Place:

(Signature of the authorized signatory with name
& designation under common seal of the Firm)

REQUEST FOR PROPSAL- Part-2 PROFESSIONAL FEES CUM PRICE BID

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

Sl No.	Key Professionals	Projected Minimum no. of person days required to carry out the whole assignment	Fees / Person-Day
1	Partner	121	
2	Audit Team Leader	733	
3	Team member (Audit Assistant)	733	

Note:

- 1) GST will be paid on actual basis. However present rate of applicable GST may be indicated by the bidder.
- 2) The bidder is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

Date:

Place:

(Signature of the authorized signatory with name
& designation under common seal of the Firm)