

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

**RFP:- TCL/IA/RFP/2023/03**

**Office of the AGM (F&A), Internal Audit Department, WBSETCL**  
**Invite Request for Proposal through E-tender [Domestic Limited Competitive Bidding] from**  
**eligible and qualified parties for appointing a professional team to assist Internal Audit**  
**Department towards re-development of existing Internal Audit Manual (2nd Call)**

**Address: Vidyut Bhavan, 9<sup>th</sup> Floor, 'B' Block**  
**Block-DJ, Sector-II, Bidhannagar,**  
**Kolkata – 700 091**

**Phone: 2359-8399/2319-7494/2319-7721**

**Mobile : 9434910035/9434910081**

**Website: [www.wbsetcl.in](http://www.wbsetcl.in)**

**Email id: [agmiawbsetcl22@gmail.com](mailto:agmiawbsetcl22@gmail.com)**

These documents are meant for the exclusive purpose of bidding against this RFP and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.
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**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](http://www.wbsetcl.in) CIN: U40101WB2007SGC113474**

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**RFP No. TCL/IA/RFP/2023/03**

**DATED: April 11, 2023**

**NOTICE INVITING REQUEST FOR PROPOSAL THROUGH E-TENDER [DOMESTIC LIMITED COMPETITIVE BIDDING] FROM ELIGIBLE AND QUALIFIED PARTIES FOR APPOINTING A PROFESSIONAL TEAM TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS RE-DEVELOPMENT OF EXISTING INTERNAL AUDIT MANUAL (2nd Call)**

West Bengal State Electricity Transmission Co. Ltd. (WBSETCL), a Govt. Of West Bengal Enterprise, engaged in the business of transmission of electricity and Load Despatching activity across the state of West Bengal with annual turnover of around ₹ 1730 crore out of which Revenue from operations is ₹ 1690 Crore and has made a profit after tax of Rs. 487.69 Crore and having over 139 Auditable Units spread across the state, invites the Request for Proposal (2nd Call) through E-Tender [Domestic Limited Competitive Bidding] in single stage two folder mode i.e. Technical (Part-I) and Financial (Part – II) from Eligible and Qualified parties for appointing a professional team having adequate experience in taking up work of preparation of Internal Audit Manual in Government/ Semi Government organization/Other Companies/ Corporation/ PSUs/ Limited Companies, to assist Internal Audit Department towards re-evaluation and re-development of existing Internal Audit Manual in the Company for adoption. The RFP documents embodying details related to eligibility criteria, scope of the work and other instructions can be downloaded from the online e-tendering portal <https://wbsetenders.gov.in/> or <https://etender.wb.nic.in>.

**Sd/-**

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

**WBSETCL**

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### **Section-1 | Details of RFP**

#### **DETAILED TERMS & CONDITION AND IMPORTANT DATES REGARDING INVITATION FOR REQUEST FOR PROPOSAL THROUGH E-TENDER [DOMESTIC LIMITED COMPETITIVE BIDDING] FROM ELIGIBLE & QUALIFIED PARTIES FOR APPOINTING A PROFESSIONAL TEAM TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS RE-DEVELOPMENT OF EXISTING INTERNAL AUDIT MANUAL (2nd Call)**

##### **1. Schedule of date & Critical Information**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date/Time</b>
1	Date of publication (online uploading) of RFP and other documents	11 <sup>th</sup> April, 2023 from 2.00 P.M.
2	Documents download start date (Online)	11 <sup>th</sup> April, 2023 from 4:00 P.M
3	Pre-RFP Queries from intending Bidder.	That should be sent to email I.D.: <a href="mailto:agmiawbsetcl22@gmail.com">agmiawbsetcl22@gmail.com</a> within 17 <sup>th</sup> April, 2023 up to 17:30 Hrs.
4	Pre-bid meeting	19 <sup>th</sup> April, 2023 at 11.30 A.M
5	Bid submission start date (Online)	20 <sup>th</sup> April, 2023 from 10 A.M
6	Last date of submission of valid General Power of Attorney in favour of Signatory of the Bid and Declaration of Eligibility	04 <sup>th</sup> May, 2023 by 2.00 P.M
7	Bid submission closing (Online).	04 <sup>th</sup> May, 2023/ 14.00 Hrs
8	BID Opening date for Technical part (Online)	10 <sup>th</sup> May, 2023/ 14.00 Hrs*
9	Opening of Financial Proposals (Online)	The bidders shall be informed of the date & time of the opening of the price bid at a later stage after Technical evaluation.
10	Bid Validity	180 days from Bid Due Date i.e next day of the Price bid opening date.

11	Method of Selection	<p>The method of selection is: Least - Cost Selection (LCS).</p> <p>Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria would be considered technically qualified.</p> <p>The Bidder shall be selected on the basis of LCS Method, whereby lowest price financial proposal (L1) will be selected for Engagement.</p>
12	Estimated Completion Period for the Services	<p>12 weeks for Initiation, Design and Workshop Transition with an additional 12 weeks for post implementation support.</p>

\*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. Scope of Work

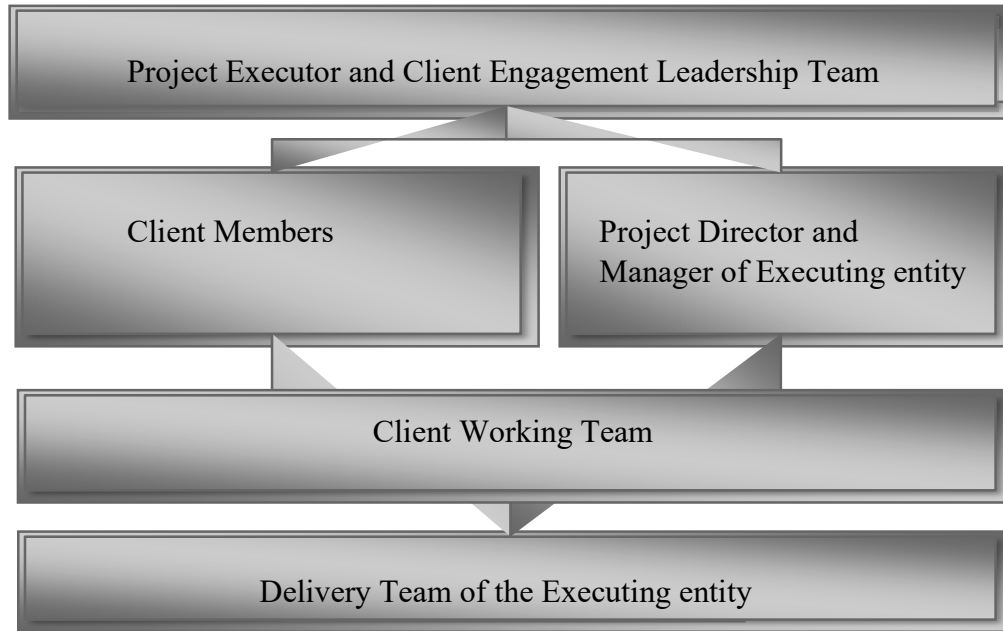
Type of Job	Description
<b>Redevelopment of Internal Audit Manual</b>	<p>The Internal Audit function of the Company has since incorporation been guided by the specific process guidelines and terms &amp; conditions, broadly based on the recommendation available in Draft Internal Audit Manual as prepared in 2010.</p> <p>Going forward, during Dec'2017 to Jun'2019, an extensive review has been carried out and the revised Internal Audit Manual has been prepared, by incorporating the required changes in conjunction with the prevalent statutory environment, functional segments in operation at the Company and the Regulatory framework applicable to the Company.</p> <p>Further, Due to implementation of SAP in July'19 w.e.f 01.04.19 and paradigm shift towards integrated accounting framework, substantial functional/operational changes were evident. Hence, requisite modifications to the drafted revised manual and other IA related documents of WBSETCL were due for incorporation.</p> <p>Hence before incorporating/amending the same management is willing to get the same re-evaluated for following: -</p> <ul style="list-style-type: none"> <li>To adopt a precise, effective and updated manual based on Financial Risk Reporting Framework associated with key business processes (Procure To Pay, Inventory Management, Employee Benefit Expense, Fixed Asset, Financial Statement Closure Procedure (FSCP), Revenue Management, and Treasury Management)</li> <li>An updated document containing the Process Criticality Map - a document summarizing the criticality of processes of the company.</li> <li>To update the document regarding control objectives with assessment of effectiveness</li> </ul>

	to strengthen the internal control system by adopting a systematic approach to the risk prone areas of operations.
	<p><b><u>Assessment of documents such as Draft Internal Audit Manual, Internal Audit Report, IFC Report etc. and updation of following documents: -</u></b></p> <ul style="list-style-type: none"> <li>❖ Organizational Structure for Audit Effectiveness</li> <li>❖ Internal Audit Approach and Methodology</li> <li>❖ Audit Plan, Program and Checklists based on SAP environment</li> <li>❖ Reporting Format for Internal Audits</li> <li>❖ Financial Risk Reporting Framework associated with key business processes</li> <li>❖ Prevalent Process Criticality MAP</li> <li>❖ Risk and Control Matrices</li> <li>❖ Identify automation necessities &amp; opportunities around Internal Audit</li> </ul> <p><b><u>Updating the Internal Audit Manual will assist and resolve following: -</u></b></p> <ul style="list-style-type: none"> <li>➤ Enhance overall internal control system.</li> <li>➤ Comprehensive Financial Risk Reporting Framework for key business processes.</li> <li>➤ Depict criticality of the processes mapped.</li> </ul>

### 3. Qualifying Criteria (Eligibility conditions)

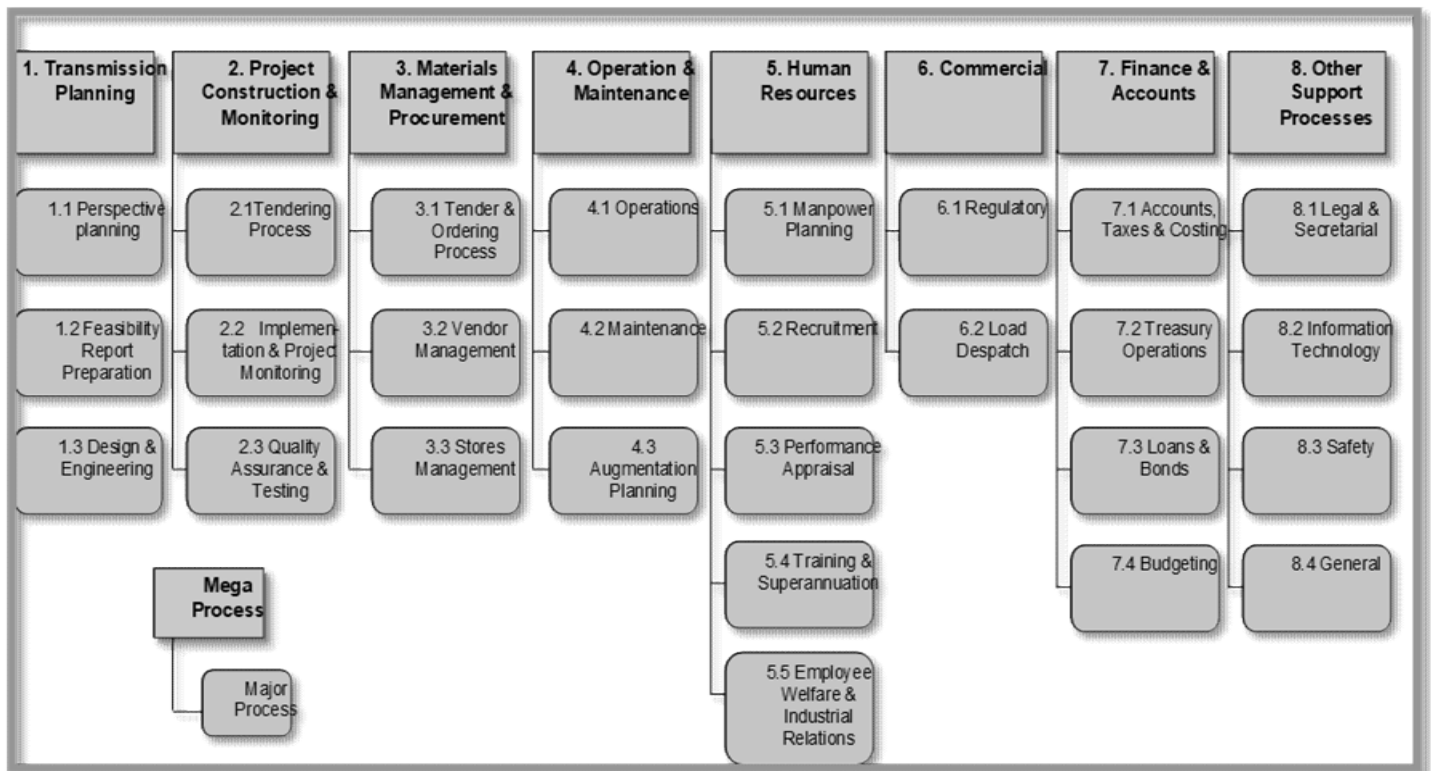
- a. Adequate past experience in Re-evaluation and Re-development of Internal Audit Manual in Government/Semi Government organization/Other Companies/ Corporation/ PSUs/ Limited Companies.
- b. The bidder must have full-fledged set up i.e Engagement Leadership and Delivery Team for executing similar projects in Government/Semi Government organization/Other Companies/ Corporation/ PSUs/ Limited Companies. Details of execution set up to be deployed by the bidder shall be furnished in their offer. Bidders shall upload scanned copies of valid and authenticated documentation in support of his capability/experience/requirement and qualification as per Part-1 of Section-3 to detailed RFP documents.
- c. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the Works and services.

4. **The proposed Team structure, Roles, and Responsibilities: -**



Role	Participants	Key responsibilities
<b>Engagement Leadership of Executing entity</b>	<ul style="list-style-type: none"> <li>➤ Project Director and Manager of Executing entity.</li> <li>➤ Project Administrator and Supervisor of Client.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide day-to-day program guidance</li> <li>• Provide introductions and assist with organizing interviews, etc.</li> </ul>
<b>Delivery Team of Executing entity</b>	Professional Team having sufficient expertise for executing similar projects in Government/Semi Government organization/ Other Companies/ Corporation/ PSUs/ Limited Companies	<ul style="list-style-type: none"> <li>• Conduct Field Work based on guidance provided by the Engagement Leadership Team</li> <li>• Adherence to Project Timelines</li> </ul>
<b>Client Members</b>	<b>Key Business Process Owners*</b> ( <i>Currently there are 8 Mega Processes having 27 Major Processes attached which are subject to modification</i> )	<ul style="list-style-type: none"> <li>• Provide data requested by the Delivery team</li> <li>• Help Delivery team in understanding the As-Is Process</li> </ul>

\*Sample mega-major process mapping is depicted below:



## 5. Evaluation Criteria and Process for Selection of Professional Firms to assist in redevelopment of existing Internal Audit Manual

- a. The WBSETCL will carry out a detailed evaluation of the bids determined to be substantially responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the bidding documents. Bids submitted by bidders with any technical or commercial deviations may be liable to be rejected. Bidders shall submit a filled-in proforma as per Part – 1 & 2 to Section – 3 of the detailed RFP.
- b. The WBSETCL will determine to its satisfaction whether the selected bidder has submitted the lowest evaluated responsive bid and is qualified in terms of the qualifying requirements stipulated in NIT and has the adequate capacity and capability to execute the Order.
- c. The evaluation will take into account the bidder's commercial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information of bidders sought by Purchaser in accordance with Part -1 to Section – 3 of the Detailed RFP as and when the Purchaser deems necessary and appropriate.
- d. The final evaluated bid prices of all the bidders as per Part-2 to Section-3 of the Detailed RFP, shall be compared among themselves to determine the lowest evaluated bid and, as a result of this comparison, the lowest bid will be selected for execution of Contract.



- e. The selected firm shall be issued a Letter of Engagement/Appointment by WBSETCL and, upon acceptance of the same by such selected Firm, will be appointed to assist the Internal Audit Department in redevelopment of existing Internal audit manual.

## 6. Submission of RFP

- a. RFP documents may be downloaded from website and submission of Technical Bid and Price Bid will be done by uploading the same in respective designated folder as per Time Schedule stated in Sl. No.1 to Part -1 of Detailed RFP. Both Technical Bid and Price Bid are to be submitted concurrently duly digitally signed in the website <https://wbttenders.gov.in> /or <https://etender.wb.nic.in>. using the Digital Signature Certificate (DSC). The virus scanned documents are to be uploaded duly digitally signed. Subsequently, the documents will get encrypted (transformed into non readable formats).

### **Technical Proposal:**

Technical proposal should consist of the documents as given below and be uploaded in the manner given below:

- **Technical Packet Cover:** Containing the following documents:

#### **1. Documents to be uploaded in the subfolders provided under “Fee/Pre-Qual / Technical” Cover)**

**1<sup>st</sup> Folder Name:-> (Bid Proposal, Power of Attorney and Declaration regarding Eligibility)**

### **Documents:**

- a. Bid Form as per **Annexure: 1** of Section 2 and **Annexure:4** of Section 3.
- b. A scanned copy of Original Power of Attorney, as per **Annexure: 3** of Section 2 duly attested by a Notary Public, authorising that the person(s) signing the bid has/have the authority to sign the bid and to make the bid binding upon the bidder is to be uploaded. *(While the original Power of Attorney shall be submitted physically (offline) to the Office of The Additional General Manager(F&A) Internal Audit, WBSETCL under sealed cover on or before the scheduled date & time as specified in the detailed RFP).*
- c. A scanned copy of Original notarized Declaration regarding Eligibility as per **Annexure: 2** of Section 2 affirming the eligibility of the bidder is to be uploaded. *(While the original Affidavit regarding Eligibility shall be submitted physically (offline) to the Office of The Additional General Manager(F&A) Internal Audit, WBSETCL under sealed cover on or before the scheduled date & time as specified in the detailed RFP).*

**2<sup>nd</sup> Folder Name:->(Annexures)**

### **Documents:**

- a. Filled in Annexures (1-3 of Section-2 and 4 of Section-3) is to be submitted.

**3<sup>rd</sup> Folder Name:-> [RFP, QR., Corrigendum (if any)]**

**Documents:**

- a. RFP
- b. Qualifying Criteria
- c. Corrigenda published (if any).

▪ **Other Important Document (OID) Cover:** containing the following documents:

- i. Other requirement specific to instant Empanelment/Engagement mentioned against Annexure-4 under Section -3.
- ii. THE ABOVE STATED OID /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST registration certificate, Professional Tax Clearance Certificate, E.S.I and E.P.F registration numbers, PAN and/or TAN Card.
B.	Company Detail(s)	Company Detail	Certificate of Incorporation /Documentary evidence regarding category of the manufacturer (Micro / Small / Medium / Large) like Registration Certificate issued by SSI / NSIC / Directorate of Industries etc.
C.	Credential	Credential	Work Order and Completion Certificate / Proof of Final Payment Received Engagement Letter along with terms of reference and type of audit.
D.	Declaration	Declaration	As per Annex-2
E.	Financial Info	P/L and Balance Sheet	Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c, Return of Income Tax, GST Return
F.	Manpower	Professional Personnel	Membership Certificate from ICAI/ ICWAI. DISA/CISA Certificate i.r.o Engagement Leadership.  Copies of engagement/ Appointment letter & final pass certificate

			issued by the Institute i.r.o Delivery Team.  Documentary Evidence
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- iii. Click the check boxes beside the necessary documents in the “My Document” list and then click the tab “Submit Other Important Document (OID)” to send the selected documents to OID folder.
- iv. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

N.B: Failure of submission of any of the above-mentioned documents as stated under the head “**Technical Packet & Other Important Document Cover**” will render the tenderer liable to be rejected for both Technical Packet & Other Important Document Cover.

**Price Proposal:**

Price proposal should consist of the documents as given below and should be uploaded in the manner detailed as under:

➤ **Documents to be uploaded in the subfolders provided under “Financial” Cover**

**Folder name:-> (BOQ)**

**Documents:**

BOQ. (As per Annex- 5 “**FINANCIAL PROPOSAL/PRICE BID**”)

- b. The bid shall be duly digitally signed by the person duly authorized by the bidder. A scanned copy of original power of attorney of the signatory of bid as per the format given in **Annex-3 of Section 2** in favour of Signatory of the Bid has to be uploaded by the bidder.
- c. Any interlineations, erasures, overwriting, cutting or alteration shall only be valid if they are digitally signed by the authorized signatory to the bid.
- d. Bids may be uploaded within the scheduled time frame as mentioned in the Sl. No.1 Part -1 of Detailed RFP. The WBSETCL shall not be responsible for any delay in submission of the bid in the online e-tendering portal.
- e. Bids shall be submitted in the manner specified here under:

**General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been appended below for assisting the Firm(s)/LLP(s) to participate in e-Tendering: -

i. **Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> or <https://wbtennders.gov.in> the web portal.

ii. Digital Signature certificate (DSC):

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

iii. The bidder can search & download RFP & Detailed RFP Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of RFP Documents. The intending bidder may download the tender documents from the website <https://etender.wb.nic.in> or <https://wbtennders.gov.in> directly with the help of Digital Signature Certificate on or before the scheduled date & time as specified above.

- f. Uploading of bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder. No request for sending the bid documents by post or by Courier Service shall be entertained. Bid documents are not transferrable.
- g. The purpose of the pre-bid meeting will be to clarify the scope of Service, and any issues regarding the bidding documents, if raised at that stage by the bidders. The WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the prospective bidders during the pre-bid meeting or thereafter.
- h. 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.
- i. 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.
- j. 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.

## **7. Responsibility of Bidder**

- a) The timely delivery of the application is the responsibility of participant firm.
- 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/e-tendering\\_portal](http://www.wbsetcl.in/e-tendering_portal) <https://wbtennders.gov.in/> or <https://etender.wb.nic.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.

#### **8. 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.

#### **9. 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.

#### **10. 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 statutes, 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.

#### **11. 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 Professional Firms and receiving and approving bills for payment.

## B. Supervising Officer

The WBSETCL designates Manager (F&A) – IA WBSETCL, as the Supervising Officer; who will supervise the entire job, liaison with the Client Members, Engagement Leadership and Delivery Team of the Firm or LLP, 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 issues if any should first be jointly discussed with the Client Members and Engagement Leadership members of the Company so that risks & exposures aspects can be mitigated immediately.

The Stages of prospective Delivery model w.r.t Deliverables under the current assignment and time frame set for the revaluation and redevelopment of targeted document and its roll-out and pertinent implementation would involve Prudent Initiation, Accurate designing for appropriate Future State, fruitful Workshop for transition and indispensable Post adoption/implementation support.

The table below exhibits the projected Work-Flow to be considered in accomplishing the engagement: -

Stages of Delivery Model	Insight of Requirement – ‘Deliverables’ [w.r.t Review and updation of Internal Audit manual]	Time Frame for Delivery
<i>Initiation</i>	<p>Assess current state of scope in targeted Business Process/Area –</p> <ul style="list-style-type: none"><li>a) Understanding End to end task performed by the IA Department.</li><li>b) Process understanding of In-scope process.</li><li>c) Review of following documents: Existing Internal Audit Manual, Internal Audit Reports, Audit Plan, Audit Program, Risk and control matrix (RCM) and Other available documents (if any).</li><li>d) Identify gaps and improvement opportunities based on review of existing document vis-à-vis current practice.</li><li>e) Discuss the gaps and improvement opportunities with relevant stakeholders take their buy in prior to</li></ul>	<b>Weeks 1 - 5</b>

<i>Design -&gt; Future State</i>	<p>Updation of following documents based on discussion with stakeholders: -</p> <ul style="list-style-type: none"> <li>• Organizational Structure for Audit Effectiveness</li> <li>• Internal Audit Approach and Methodology</li> <li>• Audit Plan, Programme and Checklist</li> <li>• Reporting Format for IA</li> <li>• Financial Risk Reporting Framework associated with key business processes</li> <li>• Process MAP</li> <li>• Risk and Control Matrices</li> </ul> <p>It is also expected to ensure the document also captures the control around following common key challenges as may be faced by company (Illustrative): -</p> <ul style="list-style-type: none"> <li>• SoD conflicts</li> <li>• Controls around ITGC and cybersecurity from IA standpoint</li> <li>• Area wherein automation can be brought in the IA department</li> </ul>	<b>Weeks 6-9</b>
<i>Workshop for Transition</i>	<ul style="list-style-type: none"> <li>✓ Acceptance on the final document by the IA team of WBSETCL.</li> <li>✓ Roll Out Workshop - Perform workshop and handover the final document for review.</li> </ul>	<b>Week 10-12</b>
<i>Post implementation support</i>	<ul style="list-style-type: none"> <li>✓ Post adoption/implementation support.</li> </ul>	<b>Week 13-24</b>

## 12. Performance Standard

The firm/LLP is expected to perform Services with the highest standards of professional and ethical competence and integrity. It is expected that compliance to different standards of auditing as may have been issued time to time by professional institutes / bodies etc with particular emphasis on Risk Assessment & Internal Control including ITGC shall be harmoniously exercised while carrying the audit work under the engagement. Regular review of performances shall be conducted in assessment of improvement in quality of services and effective utilization.

## 13. 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.

#### 14. Dedicated Core Team

The Firm/LLP should depute an Engagement Leadership and Delivery Team for co-ordination and execution of the Assignment. 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 Assignment in all circumstances.

#### 15. Ownership Of Material

Any 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/LLP may retain a copy of such documents.

#### 16. Terms of Payments

- i) Invoice for of the Professional Fees, should be submitted after successful i) Delivery and Acceptance of Draft document by Client Members & Project Administrator @ 20% of Total Fees, ii) Performing Rollout workshop and handover the final document for review before Client Members & Project Administrator @ 30% of Total Fees, iii) Acceptance of Documents by Client Members & Project Administrator and at Meeting of BoD @ 20% of Total Fees and iv) Post adoption/implementation support in complete form @30% of Total Fees. Moreover, invoice for T.A, D.A, & other claims as per actuals if any, should be submitted @100% at different stages as detailed above and separate invoices should be raised for fees for professional services and for reimbursement of T.A / D.A etc. All the Invoices should be GST compliant.
- ii) Travel entitlements/Daily Allowances & reimbursements shall be made in accordance with Rules and Regulations of the Company in vogue for Statutory Auditors for carrying out Audit in the various units located across the state and corporate unit(s). Reimbursement is subject to production of original tickets/bills.
- iii) Payment will be made in Indian Rupees **within 45 (Forty Five) 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 duplicate and 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 duplicate (one in original and other one in photocopy) along with relevant supporting documents with each set.
- iii) Original Vouchers should be raised against the Name of the Delivery Team 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.

#### **17. Paying Authority**

The Paying Authority shall be Asstt. Manager (F&A), Establishment Corporate, Vidyut Bhavan, 9<sup>th</sup> Floor, “B” Block, Kolkata-700091.

#### **18. Penalty**

For delay in delivery at each stage beyond 15 days of completion of time frame set (wherever applicable), penalty will be imposed at the rate of 0.5 % of the professional fees payable for such Engagement for every week or part thereof of delay, subject to a maximum deduction of 10 % of total professional fees.

#### **19. 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.

#### **20. 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. Participation in this RFP in the form of a Consortium and/or Joint Venture is not allowed.
- d. No binding relationship will exist between any of the Bidders and the Company until constitution of the contract.
- e. Non-solicitation of Personnel: - During the tenure of engagement and for subsequent 12 (twelve) months following its termination for any reason, the firm/LLP 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.

- f. The Company reserves the right to accept / reject any or all the RFPs without assigning any reason whatsoever.
- g. 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.
- h. The Company also does not bind itself to accept the lowest quotation.
- i. Overwriting / corrections / erase and / or use of white ink shall not be accepted and the offer shall be liable for rejection.
- j. 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.

## **21. 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.

## **22. 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.

## **23. 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.

#### **24. Termination**

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.

#### **25. Disqualifications**

**Firms/LLPs falling under any of the following conditions would be liable for disqualification.**

- a. Any court case or arbitration relating to disciplinary case pending against the firm/LLP or any of its partners/ designated partner.
- b. Any disciplinary action taken / disqualification issued by any Government Company / Govt. Body / Govt. Authority / State or Central govt. relating to any ground in India.

Further the Company reserves the right to cancel the empanelment / contract at any stage if the firm/LLP falls under the conditions mentioned above at 25 (a) to (b) subsequent to its award of contract.

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

**APPLICATION AND DECLARATION FORMAT: -**

**INVITATION FOR REQUEST FOR PROPOSAL THROUGH E-TENDER [DOMESTIC LIMITED COMPETITIVE BIDDING] FROM ELIGIBLE & QUALIFIED PARTIES FOR APPOINTING A PROFESSIONAL TEAM TO ASSIST INTERNAL AUDIT DEPARTMENT TOWARDS RE-DEVELOPMENT OF EXISTING INTERNAL AUDIT MANUAL (2nd Call)**

**[on the letterhead of the firm]**

**Request For Proposal No.:** TCL/IA/RFP/2023/03

**DATED:** 11<sup>th</sup> April' 2023

(1) Name of the Firm/LLP:

(2) Nature of the Firm/LLP

(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:

**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 professional team have carefully perused the RFP in its totality and understood its implication.
2. I along with my professional 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 professional team accept the professional fees quoted for this assignment in Financial Proposal and it should remain firm during the tenure of the engagement.
4. I along with my professional 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 professional team do declare that no criminal proceedings are pending w.r.t. the firm/LLP and/or Partner in any Court of Law in India AND no disciplinary action taken / disqualification issued by any Government Company / Govt. Body / Govt. Authority / State or Central govt. relating to any ground in India.

**Signature of the Authorized signatory**

**Power of Attorney in favour of Signatory of the Bid***(To be executed on non-judicial stamp paper of ₹10)*

KNOW ALL MEN BY THESE PRESENTS THAT WE, ..... [insert the name of the Bidder] ..... a Firm/LLP incorporated under the Indian Partnership Act 1932/Limited Liability Partnership Act 2008 and having its registered office at ..... [insert address] ..... (Hereinafter referred to as the Bidder) having been authorized by the Partners, inter alia, to execute contracts in the name of and for and on behalf of the Firm/LLP. I ..... [insert name of the person giving the power of attorney] ..... presently holding the position of ..... (Insert designation of the person giving the power of attorney) ..... in the Firm/LLP do hereby constitute, appoint and authorize Shri..... (insert name, designation and registered office address of the person to whom the power of attorney is being given) ..... as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental for submission of our bid against RFP no. .... floated by WBSETCL. I hereby further authorize the above attorney for signing and submission of the bid and all other documents, information related to the bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the bid and such documents related to the bid, and providing responses and representing us in all the matters before the Purchaser in connection with the Bid for the said tender till the completion of the bidding process.

I accordingly hereby nominate, constitute and appoint above named ..... severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever either of the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Firm/LLP if these presents had not been made.

IN WITNESS whereof I, ..... have executed these presents this the ..... day of ..... at .....

.....  
EXECUTANT

Designation.....

Name of Firm/LLP.....

.....  
Specimen Signature of Attorney

Name.....

Designation.....

Signature of the Attorney Attested

.....  
EXECUTANT

Name.....

Designation.....

Office Seal.....

**Section – 3**

**Annex-4**

**(In the Letter Head of Firm)**

**REQUEST FOR PROPOSAL- Part-1 TECHNICAL BID**

**(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)**

<b>Particulars</b>	<b>Details</b>		
1a. Name of the Firm/LLP.			
1b. Date of establishment (in dd/mm/yyyy format)			
1c. Firm/LLP's Registration Number			
1d. Address of the Firm/LLP (Head Office) with contact details.			
2. Details of Engagement Leadership (enclose required documents in the manner as specified in the RFP)			
<b>Full Name of the Project Director/Manager</b>	<b>Qualification</b>	<b>Membership number with date (dd/mm/yyyy)</b>	<b>Date of appointment as Director/Manager in the current Firm/LLP (dd/mm/yyyy)</b>
3. Details of Delivery Team (enclose required documents in the manner as specified in the RFP)			
<b>Full Name of the Professional in the Delivery Team</b>	<b>Qualification</b>	<b>Membership number with date (dd/mm/yyyy)</b>	<b>Date of appointment as Employee in the current firm (dd/mm/yyyy)</b>

4. Annual Turnover (Professional Receipts only) of the firm/LLP (in ₹ and as per audited financial statements & Return of Income)	<b>FY-2017-18</b>	<b>FY-2018-19</b>	<b>FY-2019-20</b>	<b>FY-2020-21</b>	<b>FY-2021-22</b>

5a. Experience in development of Internal Audit Manual 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	Under ERP environment? (Yes/No)	Turnover of concerned Financial Year	Is the Auditee Organisation engaged in Power Transmission/Distribution? (Yes / No)
		From	To				

6. PAN number of the Firm/LLP:

7. GST Registration number of the Firm/LLP:

8. Whether any criminal proceedings are pending w.r.t. the firm/LLP and/or Partner in any Court of Law AND no disciplinary action taken / disqualification issued by any Government Company / Govt. Body / Govt. Authority / State or Central govt. relating to any ground in India:

YES/NO [Please Tick (√) appropriately]

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

Please Tick (√) appropriately:

- |  |          |
|--|----------|
| a) Copy of Incorporation Certificate   | YES / NO |
| b) Copy of Certificate of Membership (refer point 2 & 4 above)                         | YES/ NO  |
| c) Copy of latest Certificate of Reconstitution of Firm/LLP (if any)                   | YES/ NO  |
| d) Copies of Qualification certificates of the Delivery Team<br>(refer points 3 above) | YES/NO   |
| e) Copies of Appointment letter issued to the Delivery Team                            |          |



(refer point 3 above)	YES / NO
f) Copies of Audited Financial Statements	
1. FY 2017 – 18	YES / NO
2. FY 2018 – 19	YES / NO
3. FY 2019 – 20	YES / NO
4. FY 2020 – 21	YES / NO
5. FY 2021 – 22	YES / NO
g) Copies of Income Tax Returns for the period –	
1. FY 2017 – 18	YES / NO
2. FY 2018 – 19	YES / NO
3. FY 2019 – 20	YES / NO
4. FY 2020 – 21	YES / NO
5. FY 2021 – 22	YES / NO
h) Copy of PAN card	YES / NO
i) Copy of GST Registration Certificate	YES / NO
j) Affidavit in original (duly notarized in non-judicial stamp paper of ₹10) in support of no criminal proceedings are pending w.r.t. the firm/LLP and/or Partner in any Court of Law in India AND no disciplinary action taken/disqualification issued by any Govt. Company /Govt. Body/Govt. Authority/ State or Central Govt. relating to any ground as per template given in RFP	
(refer point 8 above)	YES / NO
k) Copies of Engagement Letter along with terms of reference/ Work Order in support of experience of the firm (refer point 5 above)	YES/NO

Date:

Place:

(Signature of the authorized signatory with name

& Designation under common seal of the Firm/LLP)

## REQUEST FOR PROPSAL- Part-2 FINANCIAL PROPOSAL/ PRICE BID

Annex-5

**(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)**

Sl No. (A)	Description of Service (B)	Qty (C)	Professional Fees (E)
1.	Appointing a Professional team to assist Internal Audit Department towards Re-evaluation and Redevelopment of existing Internal Audit Manual, Roll-out accommodation and Implementation/Post-Implementation support. [12 weeks for Initiation, Design and Workshop Transition with an additional 12 weeks for post implementation support.]	<b>Lumpsum</b>	
<b>TOTAL PRICE</b>			

**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/LLP)