

NOTICE INVITING E-TENDER

ENGAGEMENT OF INTERNAL AUDITOR IN WEST BENGAL POLLUTION CONTROL BOARD FOR THE FINANCIAL YEAR 2022-2023.

Sub: Tender for Engagement of Internal Auditor

Ref: Tender Notice No: WBPCB/0123-3R-1/2007(Part-I)/e-14

Date: 16.01.2023

E-tenders are invited under two bid system (i.e. Technical & Financial) by the West Bengal pollution Control Board for engagement of Internal Auditor initially for the Financial Year 2022-2023 which may be renewed to further two years subject to satisfactory performance.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.wbpcb.gov.in & <https://wbtenders.gov.in>.

The last date for submission of E-tender is: **31/01/2023 upto 2:00 PM**. The technical Bids will be opened on **31/01/2023 at 3:00 PM**.

Earnest Money Deposit (EMD): The Earnest Money Deposit (EMD) of Rs. **10,000/-** (Rupees Ten Thousand only) should be submitted through online vide Memorandum No. 3975–F(Y) dated 28.07.2016 of the Audit Branch, Finance Department, Govt. of West Bengal. EMD received from the successful bidder will be kept as Security Deposit till the completion of the assignment. Tenders received late or without EMD shall be summarily rejected.

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

Bid should contain the following :-

Part 1 : Technical Bid – Folder – A

Part 2 : Financial Bid – Folder – B

Tender are invited from Chartered Accountant Firm / Cost Accountant Firm for appointment as Internal Auditors for the Financial Year 2022-2023.

Background :

The West Bengal Pollution Control Board (State Board) is a statutory board under the administrative control of the Department of Environment, Government of West Bengal. State Board has its Head Office and Central Laboratory at “Paribesh Bhavan,” Bidhannagar, Kolkata – 700 106 besides Salt Lake Stadium. The State Board has Eleven (11) Regional Offices and Five (05) Regional Laboratories at addresses given in **Annexure – I**.

Accounts of the State Board are computerized and maintained centrally at its Head Office. Some of the Regional Offices are located outside Kolkata but their bank accounts are operated at Head Office. All types of fees collected from different industries/units are verified and assessed at Regional Offices and these fees are collected online through all the branches of

Punjab National Bank throughout the State and centrally maintained by PNB, Mayukh Bhawan Branch, Salt Lake and also all the branches of ICICI Bank throughout the State which is centrally maintained by base branch, Technopolis Building. The State Board maintains about thirteen (13) current/savings/savings linked with fixed deposit bank account with different banks for different purposes which includes one (1) SNA account for the seven (7) different Regional Offices located outside Kolkata. Brief description of audit and accounts of the State Board is given in **Annexure – II.**

Notice Inviting Tender (NIT) :

Proposals are invited from eligible Chartered Accountant Firm / Cost Accountant Firm for engagement as Internal Auditors of West Bengal Pollution Control Board vide a service contract with specific terms and conditions. The contract shall be initially for a period of one year i.e. Financial Year 2022-2023, which may be renewed for another two years on yearly basis subject to satisfactory performance of the Firm and with the mutual consent of both the parties. Interested Chartered Accountant Firm / Cost Accountant Firm can download the Tender document containing detailed terms and conditions, scope and eligibility criteria from the official website: www.wbpcb.gov.in and <https://wbtenders.gov.in>.

The proposals (both technical and financial) by eligible Chartered Accountant Firms / Cost Accountant Firm should be submitted within due date and time (i.e. **31/01/2023 upto 2:00 PM.**) in the prescribed format and manner.

One Firm can submit only one BID. If a Firm submit more than one BID, all the BIDs submitted by that Firm will be rejected.

Important Information :

Sl.No.	Particulars	Information
01	Start Date or availability of Tender document in the official website.	17/01/2023 at 11.00 AM
02	Bid submission start date	17/01/2023 at 11.30 AM
03	Last date and time for submission of Bid.	31/01/2023 Upto 2.00 PM
04	Date and time for opening of Technical Bid.	31/01/2023 at 3.00 PM
05	Financial Bid Opening Date.	To be informed through e-procurement Portal.

Sd/-
Member Secretary
West Bengal Pollution Control Board