

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**NOTICE INVITING TENDER**

*Title of Consulting Services - INTERNAL Audit for WBSAPC & S*

---

Memo. No. WBSAPCS/3A-03-2017/436

Date:16/06/2017

**Section 1- Notice Inviting TENDER**

1. The West Bengal State AIDS Prevention and Control Society (hereinafter referred to as WBSAP&CS) invites TENDER from reputed audit firms to provide the following consulting services: **INTERNAL AUDIT of WBSAP&CS for the Financial Year [FY] 2017-2018**, likely to be extended for FY 2018-2019 and FY 2019-2020. More details on the services are provided in the Terms of Reference.

2. The firm will be selected under **Least Cost Selection Method** as per procedures described in this and the procurement rules of Government of West Bengal.

3. This Notice Inviting (NIT) includes the following documents:

- Section 1 - Notice inviting TENDER
- Section 2 - Instructions to Consultants - Data Sheet
- Section 3 - Financial Proposal - Standard Forms
- Section 4 - Terms of Reference

The details of the said notice inviting TENDER is also available on our website:

[www.wbsapcs.wbhealth.gov.in](http://www.wbsapcs.wbhealth.gov.in)

- *The Tenders/ CA Firms are requested to go through the terms of Reference and Scope of Works very carefully and diligently before submission of bids.*

Sd/  
Secretary, Deptt. of Health & Family Welfare  
& Project Director, WBSAP&CS.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
**1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091**

**Section 2- Instructions to Consultants - Data Sheet**

SI No.	
1.1	Name of the Client: West Bengal State AIDS Prevention and Control Society (WBSAP&CS) Method of selection: Least Cost Selection (LCS) method.
1.2	Financial Proposal to be submitted - Yes Name of the assignment is: Internal Audit of WBSAP&CS for the FY 2017-18
1.3.	The Proposal submission address is: Secretary, Dept. of Health & Family Welfare & Project Director, WBSAP&CS, 1 <sup>st</sup> Floor, Wing B, GN 29, Swasthya Bhavan, Salt Lake, Kolkata-700091. <ul style="list-style-type: none"> <li>➤ <b>Tender Publication Date:</b> Tender documents will be published on the official website of WBSAP&amp;CS as well as on the Notice Board of this Office on <b><u>20<sup>th</sup> June, 2017</u></b>,</li> <li>➤ <b>Pre-bid Meeting:</b> A meeting to discuss the scope of work of the said assignment will be held on <b><u>23<sup>rd</sup> June, 2017 at 3:00 p.m.</u></b> at the Conference Hall of WBSAP&amp;CS, 1<sup>st</sup> Floor, Wing B, GN 29, Swasthya Bhavan, Salt Lake, Kolkata-700091.</li> <li>➤ Proposals must be submitted not later than the following date and time by <b><u>3<sup>rd</sup> July, 2017 upto 2:00 p.m.</u></b></li> <li>➤ The proposals shall be opened for evaluation on the next working day i.e. <b><u>4<sup>th</sup> July, 2017 at 11:00 a.m.</u></b> <b>Authorized representative(s) of Consultants/ firms/ establishment should remain present at the time of opening of proposals.</b></li> <li>➤ <b>Late Bid:</b> Any Bid received after the deadline for submission of TENDER prescribed by the WBSAP&amp;CS shall be rejected without any further correspondence to the Bidder.</li> </ul> <p>The Client will provide the following inputs and facilities: The Client will share only the documents available with it regarding the assignment. No other support or facilities will be provided by the Client.</p>
1.4	Proposals shall remain valid 45 days after the submission date.
1.5	Proposals shall be submitted in the following language: English
1.6	<b>The estimated time required for the assignment is:</b> Internal Audit of WBSAP&CS with all its divisions and peripheral units must be completed <b><i>within 45 days from the end of each quarter.</i></b> <b>The Audit Report for each quarter shall be prepared individually in 3 (three) copies. A soft copy of the said report will have to be submitted to this office.</b> The internal audit shall be conducted on quarterly basis in the financial year and report has to be submitted on quarterly basis only. The audit must also present a summarized report on important lapses from audit point of view, irregular expenditures and other irregularities of serious nature in a separate sheet for each quarter along with the detailed report.
1.7	Amounts payable by the Client to the Consultant: as quoted by the Consultant in Form FIN 2. Only Service Tax as per applicable rates from time to time shall be paid extra on this amount. <b><i>Payment will be made only after satisfactory receipt and acceptance of Audit Reports for all the quarters taken together and TDS will be deducted as per Rule.</i></b>
1.8	Consultant/ firm/ establishment to state local cost in the national currency: Yes (in INR)
1.9	Consultant/ firm/ establishment must submit: a) A hard (paper) copy of the Financial Proposal.
1.10	Expected date for commencement of consulting services at: immediately after issue of work order or as may be directed by the WBSAP&CS.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
**1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091**

**2. Eligibility Criteria:** (may reconcile with “Key Personnel “requirement of Terms of Reference)

- a) Experience of Audit Firms – The firm should have a minimum professional experience of 5 (five) years. [Documentary evidence must be submitted]
- b) Annual Turnover of the Firm – The firm should have minimum annual turnover of 10 (ten) lakh during each of last 5 (five) years. [Documentary evidence must be submitted]
- c) No. of Internal Audit / Statutory Audit – The firm should have experience of carrying out minimum 3 (three) nos. of Internal Audit/ Statutory Audit of Public Sector Undertaking (PSU)/ Government Enterprise/ Health Sector/ Govt. Sector in each of the last 3 Financial Years. [Documentary evidence must be submitted]
- d) No. of qualified Chartered Accountants/ Cost Accountants with the Firm - The firm should have at least 1 (one) no of Chartered Accountant/ Cost Accountant as full time partner who has been associated with the firm on the last five years on the date of submission of TENDER. [Documentary evidence must be submitted]
- e) **The Firm should preferably have Head Office / Branch Office in Kolkata.** [Documentary evidence must be submitted]

**3. Technical Evaluation: The evaluation will be done as follows:**

**Step 1:**

**A. Details of firms:**

1	(a) Name of the firm	
	(b) Partnership or Sole Proprietorship Firm (please mention)	
	(c) i) Address, telephone, email of the Head Office. ii) Address, telephone, email of Kolkata office. iii) Mobile no of contact person	
	(d) PAN of the firm	
	(e) Copy of latest IT return, for the F.Y. 2013-14, 2014-15 duly acknowledged	
2	Registration No. of the firm	
3	Empanelment number with C&AG	
4	Date of Incorporation of the firm:	
5	Number of part time/ sleeping partners ( <i>if any</i> ) as on 1 <sup>st</sup> January 2017	
6	Number of accountant/ audit staff employed with the firm	
7	(a) Articles	
	(b) Other than Articles	
	(c) Other Professional Staff	
8	Last 3 years Average Turnover of the firm/ establishment	

*(List to be attached for Sl. No. 5 to 7)*

**Note:** The tender will be opened on the date specified; the name and address of the successful bidder(s) in technical evaluation shall be uploaded in the website of the WBSAP&CS. Any further

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

communications i.e. opening of financial bid / notice/ corrigendum etc. regarding this tender, shall be uploaded in the official website of WBSAP&CS only. The bidders are requested to follow the official website on regular basis.

**Documents to be submitted in Envelope I (Technical Bid):** - (May please revise this section for documents to be submitted)

- (i) **Earnest money** (EMD) of Rs.10,000 /- (Rupees ten thousand only) by way of A/c payee Demand Draft drawn in favour of "**West Bengal State AIDS Prevention & Control Society**", payable at **Kolkata** is to be enclosed along with the Technical bid. The Earnest Money so deposited shall not bear any interest. Bids without EMD are liable for rejection. No adjustment, of any pending amount/ EMD whatsoever, against EMD will be made. The Earnest money should be enclosed with the Technical bid and not with the Price Bid, since only Technical bid shall be opened/ evaluated first on the due date. For unsuccessful bidder EMD shall be returned after finalization of tender and for successful bidder EMD will be released only after successful execution of order placed. The Earnest Money Deposit will be forfeited if any successful bidder fails to accept the work order.
- (ii) In respect of eligibility criteria in Serial No. (1 & 2) duly certified photocopy/scanned copy of latest firm constitution issued by The Institute of Chartered Accountants of India/ Institute of Cost Accountant of India on or after **1<sup>st</sup> January, 2017**.
- (iii) In respect of eligibility criteria in Serial No.2, the firm should provide the **certified copy of Balance Sheet and P&L Account, uploaded in the Income Tax E-filing Portal and acknowledgements** of the same for the year ended on 31<sup>st</sup> March, 2014, 31<sup>st</sup> March, 2015 and 31<sup>st</sup> March, 2016.  
*[The documents may be scrutinized in future.]*
- (iv) In respect of Serial No. 2(c) list of companies audited as on 31<sup>st</sup> March, 2014, 31<sup>st</sup> March, 2015 and 31<sup>st</sup> March, 2016, supported by documentary evidences (i.e. letter of appointment/ engagement/ work orders etc.) are to be submitted.
- (v) Experience of Audit assignment in Government / PSU in last 5 (five) years.

Sl. No	Name of the establishment/firm	Whether as Internal Auditor/ Statutory Auditor	Year of auditing	Turnover of the Company Audited

- (vi) Proof of registered address of the establishment/ firm (i.e. electricity bill/ landline telephone bill/ municipal tax paid token / rent receipt etc.).
- (vii) Certified list of staff (namely paid staff and articles) classifying qualified, semi-qualified or fresher.
- (viii) An application has to be submitted with tender document addressing Secretary, Dept. of Health & Family Welfare & Project Director, WBSAPCS 1<sup>st</sup> Floor, Wing B, GN 29, Swasthya Bhavan, Salt Lake, Kolkata - 700091 for participation in Tender process.

(xi) TENDER shall be submitted in two envelopes: Technical Proposal and Financial Proposal, heading on covering envelope. The Technical Proposal shall be evaluated first followed by the EMD. Then Financial Proposal of technically qualified firms only shall be opened and evaluated.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**FORM : T E C H N I C A L P R O P O S A L S U B M I S S I O N F O R M**

---

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender [Insert TENDER number] dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake that our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal

you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**Section 3 - Financial Proposal - Standard Forms**

TENDER shall be submitted in two envelopes: Technical Proposal and Financial Proposal, heading on covering envelope. Technical Proposal shall be evaluated first. Then Financial Proposal of technically qualified firms shall be opened and evaluated. **Abnormally low quotes will have to be substantiated with detailed cost/ expenditure analysis failing which the financial bid will be summarily rejected.**

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

---

[Location, Date]

To  
The Project Director  
WBSAPC&CS

Dear Sir:

We, the undersigned, offer to provide the consulting services for Internal Audit of West Bengal State AIDS Control & Prevention Society..... in accordance with your Notice Inviting TENDER number [Insert TENDER number] dated [Insert Date]. We have attached Financial Proposal in FORM FIN 2: Summary of Costs. We understand that this amount is exclusive of the service tax (as per applicable rates from time to time), which shall be paid extra with the mentioned amount.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

We undertake that if our Proposal is accepted, we will complete the assignment in due time failing which penalty as may be decided by WBSAP&CS will be binding upon us. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

**FORM FIN-2 SUMMARY OF COSTS**

<i>Item</i>	<i>Costs</i>
Total Cost of Financial Proposal	A single lump sum all inclusive rate in INR for conducting Internal Audit of WBSAP&CS FY 2017-2018, Only Service tax as per applicable rates from time to time shall be paid extra on this amount (Quote the price in figures and in words).

Note:-

1. If there is discrepancy between the price quoted in figures and in words, the proposal shall be summarily rejected.
2. Payment for the services will be made only after successful completion of audit, and due acceptance of the said report by WBSAP&CS. TDS will be deducted as per rules.
3. If the rates quoted seems to be abnormally low or sounds unjustified, WBSAP&CS may ask for break-up of expenditure or cost analysis and if any bidder fails to clarify or justify, the said firm will be blacklisted and his bid will be summarily rejected.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**Section 4: Terms of Reference**

**Terms of Reference for Appointment of Internal Auditor for WBSAP&CS (FY 2017-18), likely to be extended up to FY 2018-2019, 2019-2020,**

**(Financial Audit)**

**Background**

The **WBSAPCS, WB** is a Society registered under the West Bengal Societies Registration Act, 1961 (registration number S/83934 of 1996-97). .....

**The WBSAPCS receives funds from two sources:**

- 1) The Department of AIDS Control (DAC), Ministry of Health and Family Welfare, Government of India (GOI), NACO
- 2) [The DAC was formerly functional as the National AIDS Control Organization (NACO), under the same Ministry]

**Preamble: Definitions and Abbreviations**

**Definitions:-**

- i. "Consultant" means any entity or person that will perform the work as described in Terms of Reference (TOR).
- ii. "Client" means (WBSAPCS, WB). The WBSAPCS, WB is represented through the Project Director
- iii. "Proposal" means the Technical and Financial Proposal to be submitted by the Consultant as per Section 3 of this NIT
- iv. "Terms of Reference" (TOR) means the document included in the Tender document as Section 4 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the State Blood Transfusion Council and the Consultant, and expected results and deliverables of the assignment.
- v. NGO, CBO, Peripheral Units,

**Abbreviations:**

- i. "GOI" means the Government of India.
- ii. "GOWB" means the Government of West Bengal
- iii. "WBSAP&CS" means the West Bengal State AIDS Prevention & Control Society.
- iv. "SBTC, WB" means the State Blood Transfusion Council, West Bengal.
- v. "DAC" means the Department of AIDS Control, formerly functional as the National AIDS Control Organization (NACO), under the Ministry of Health & Family Welfare, Government of India.
- vi. "UC" means the Utilization Certificate
- vii. "SOE" means the Statement of Expenditure.

**Objective of Audit:**

- (i) The objective of the audit is to prepare the Financial Statements (Balance Sheet, Income and Expenditure and Receipts and Payments) and to express a professional opinion on the financial **position of the WBSAP&CS on Quarterly Basis at the end of each financial quarter.**
- (ii) The WBSAP&CS accounts (books of account) will provide the basis for preparation of the Financial Statements and are established to reflect the financial transactions in respect of the project.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

- (iii) Special emphasis will have to be given on the NGOs, CBOs and other organizations working under the control of WBSAP&CS to ascertain their function, performance and due observance of rules. The audit will study the financial as well as the operational performance and comment on the functioning and performance of those organizations. Separate report in a consolidated manner incorporating and reflecting the balance sheets, income –expenditure statement of each NGO and such organizations will have to be submitted.
- (iv) The audit must also present a summarized report on important lapses from audit point of view, irregular expenditures and other irregularities of serious nature in a separate sheet for each quarter along with the detailed report.

**Scope:**

**The audit will be carried out on quarterly basis in accordance with Audit & Assurance Standards of Auditing issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India and will include such tests and controls as the auditor considers necessary under the circumstances. As the project is being implemented by a registered society within the Government, it is a pre-requisite that the key personnel should be familiar with the government accounting and financial procedures. In conducting the audit, special attention should be paid to the following:**

- (a) An assessment of the adequacy of the project financial management arrangements, including Internal controls. This would include aspects such as
  - (i) Adequacy and effectiveness of accounting financial and operational controls and needs for revision of the same, if any;
  - ii) level of compliance with established policies, plans and procedures
  - (iii) reliability of accounting systems, data and financial reports
  - (iv) methods of remedying weak controls or creating them where there are none
  - (v) verification of assets and liabilities.

This assignment is required to be carried out for each and every year of project implementation and specific comments on these aspects are required to be provided by the auditor annually in the Management Letter.

- (b) All funds sent by GOI/GOWB/ WBSAP&CS should be appropriately classified as (i) Utilized and (ii) Un-utilized. Utilization of funds shall be recognized as expenditure based on actual amount spent in accordance with the conditions as laid down in the relevant rules for release of funds.
- (c) All funds have been used in accordance with the relevant financial norms and financial regulations with due attention to economy and efficiency and only for the purposes for which they were provided.
- (d) All expenditure including procurement of goods and services has been procured in accordance with relevant provisions of the Procurement Procedures prescribed for the program. Proper documents namely, purchase orders, tender documents, Invoices, vouchers, receipts. pay bills, vehicle bills, TA bills etc., are duly maintained and linked to the transactions.
- (e) All the goods procured and issued -are supported by valid receipt and issue documents and are recorded in the stock/ inventory registers and the closing balances worked out correctly. Special

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

attention is needed on payment through cash.

(f) Expenditure incurred with reference to the budget allocation approved by NACO/ GOWB. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.

(g) The expenditures reported as per the periodic UCs/ SOEs are in agreement with the audited expenditure/books of accounts and variances are documented.

(h) An assessment of closing advances including staff advances. Present an ageing report of the outstanding advances for more than one year.

(i) An assessment of the compliance of previous audit observations raised, if any. The audit report should include a separate Para in this regard.

(j)

**The audit has to cover different CMOH Offices in all the 23 districts of the state, 36 nos of TI NGOs & CBO , 7 number of LWS NGOs , 7 number of Government OST centre and 19 ART centres that span across the state for the purpose of compilation, verification and auditing of accounts. .**

Based on the assessment of the adequacy of the Internal Audit of the peripheral units/ NGOs, the auditor should cover a sample not less than **25% of total peripheral units in each quarter**. No unit shall be covered twice in a year without permission from WBSAP&CS. In case of **the NGOs, CBOs and such other organizations 100% coverage per each quarter** is to be ensured which indicates that all the NGOs, CBOs and such other organizations are to be visited by the Audit. The auditor would need to physically visit the various field offices. The details of coverage along with date of peripheral units/NGOs should be separately indicated in the Audit Report. During audit the auditor is required to verify all the financial documents including BRS with his dated initial. **The audit must submit a copy of the bank passbook duly authenticated along with the audit report in support of the BRS.**

(k) In addition to the regular INTERNAL audit assignment, Fund-specific audit for a part-period of financial year may have to be conducted as per DAC/ GOWB's instruction from time to time for which no additional money will be paid.

(l) Finalization & compilation of the accounts on quarterly basis as per standard accounting procedure as prescribed by accounting standard as.

(m) Any other term(s) of reference as may arise and be deemed appropriate may be included here by WBSAPC&S.

(n) The audit report must contain a summary and synopsis on the state of accounts, procedural weakness, anomalies and loopholes as well as suggestions for rectification to ensure and error free accounting system.

(o) The audit has to cover **different CMOH Offices in all the 23 districts and 06 Health District of the State, 36 nos of TI NGOs, 07 nos of LWS NGOs, 07 nos of OST centres and 19 ART centres and 01 DAPCU office in Kolkata** that span across the State of WB for the purpose of compilation, verification and auditing of accounts. *However, the number of units, NGOS/ CBOS may change subject to the decision of WBSAP&CS to be intimated to audit in due course.*

(p) *For NGOs & CBOs the audit has to judge the admissibility of the claims submitted and received to*

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
**1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091**

---

*and from WBSAP&CS with a specific comment of the utilization of fund by the concerned UNIT/NGO/CBO. Any irregularity, misappropriation or unapproved/inadmissible expenditure must be brought to the notice of WBSAP&CS forthwith with suggestive remedial actions.*

**Fraud and Corruption**

1. Consultants should adhere to the highest ethical standards, both during the selection process and throughout the execution of work of audit. In pursuance of this policy, WBSAP&CS:

(a) Defines, for the purpose of this paragraph, the terms set forth below as follows:

i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution.

(ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) "collusive practices" means a scheme or arrangement between two or more consultants with or without the knowledge of the WBSAP&CS, designed to establish prices at artificial, non-competitive levels;

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of audit.

(b) will reject a proposal for work order if it determines that the Consultant recommended for work order has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the audit assignment;

(c) will declare a Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a client/ Government contract, if it at any time determines that the Consultant has, directly through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing the audit assignment; and

2. Consultants and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the GOI/ GOWB/ DAC/ WBSAP&CS/ SBTC,WB/ Public Sector Undertakings/ Government Organizations. in accordance with the above

3. Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded for work of audit.

**Financial Statements**

The financial statements should include:

(a) A summary of funds received on quarterly basis, showing the fund received from GOI, GOWB, WBSAP&CS,SBTC,WB, DAC, other sources, donors, if any separately;

(b) A summary of expenditures shown under the main project activities of expenditures; and

(c) A Balance Sheet showing accumulated funds of the project, bank balances, other assets of the project.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**Reconciliation with the Financial Reports**

In addition to the audit of Financial Statements, the auditor is required to audit the Statements of Expenditure (SOEs) and Utilization Certificates (UCs) used as the basis for the disbursement of funds by the GOWB/WBSAP&CS/other sources. The auditor should apply such tests and controls as the auditor considers necessary under the circumstances. These should be carefully compared for project eligibility with the relevant financing rules and regulations for guidance when considered necessary. The following are required to be annexed to the Project financial statements:

1. When ineligible expenditures, if any, are identified as having been included in the withdrawal applications, these should be noted separately by the auditor in an annexure.
2. The amount of expenditure reported in the UCs/ SOEs should be reconciled with the amount appearing under the summary of expenditures of the receipts and payments statement. During audit the auditor is required to verify all the financial documents including BRS with his dated initial. **The audit must submit a copy of the bank passbook duly authenticated along with the audit report in support of the BRS.**
3. **For NGOs & CBOs the audit has to judge the admissibility of the claims submitted and received to and from WBSAP&CS with a specific comment of the utilization of fund by the concerned UNIT/NGO/CBO. Any irregularity, misappropriation or unapproved/inadmissible expenditure must be brought to the notice of WBSAP&CS forthwith with suggestive remedial actions**

**Audit Opinion**

Besides a primary opinion on the Financial Statements, the audit report of the WBSAP&CS Accounts should include a separate paragraph commenting on the accuracy and propriety of expenditures shown in the UCs/ SOEs and the extent to which the fund-releasing authorities can rely on UCs/ SOEs as a basis for reimbursement.

**Expenses for Submission of Bid**

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and for subsequent processing the same. WBSAP&CS will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.

**Management Letter**

In addition to the audit reports, the auditor should prepare a "Management Letter" fund wise (DAC/ GOWB different heads of account) in which the auditor should:

- a) Give comments and observations, if any, on the accounting records, systems and controls that were examined during the course of the audit;
- b) **Identify specific deficiencies and areas of weakness (if any) in systems and Internal controls and make recommendations for their improvement including adequacy of control over peripheral units / CBOs/NGOs; where a sample of peripheral units/ CBOs/NGOs are covered by the auditor, the observations, if any, on such units should be listed in an annexure.**
- c) Comment on the adequacy of fund and its utilization

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

- d) Report on the degree of compliance with the financial/ internal control procedures as documented in the financial manual/ rules and regulations of the programme/ GOI/DAC/GOWB and relevant guidelines of peripheral units/ CBOs/ NGOs.
- e) Report any procurement which has not been carried out as per the appropriate procurement rules and guidelines of GOI/ DAC/GOWB.
- f) Report inappropriate cash payments, if any.
- g) Compliance of previous audit observations raised in management letter by previous auditor.
- h) Comment on the adequacy of the system of adjustment of advances including staff advances.
- i) Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the programme of WBSAP&CS.
- j) Bring to attention any other matter that the auditor considers pertinent.

The observations in the Management Letter must be accompanied by a suggested recommendation from the auditors along with management comments, both on the observations and suggested recommendations.

**General:**

As the project is being implemented by a registered society within the Government, it is a pre-requisite that the key personnel should be familiar with the government accounting and financial procedures. The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- (a) The audit team should be led by a Chartered Accountant/Cost Accountant with minimum 5 years of experience in audit.
- (b) The overall work of the audit team should be supervised a partner who is a Chartered Accountant/ Cost Accountant and should have at least 10 years of experience.
- (c) The audit team should include sufficient numbers of appropriate staff (Articles/Audit Clerks and other audit staff), commensurate with the size and scope of the assignment.

**Period of appointment:**

The auditor would be appointed for conducting Internal audit of WBSAP&CS for financial year 2017-2018, However, the same may be extended under same terms and conditions maximum for a period upto 3(three) years including the period for which initial appointment is given. The Internal Audit reports separately for each quarter should be submitted within prescribed time period for submission.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS Prevention & Control Society**  
1<sup>st</sup> Floor, Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata-700091

---

**Selection Method:**

Selection shall be made following a least cost selection method. The bidder quoting the least cost for auditing in terms of TOR shall be selected for appointment as Internal Auditor of WBSAP&CS.

**Conflict of Interest:**

The firm or any of its affiliates shall not be hired or engaged for any assignment that, by its nature, may be in conflict with another assignment of the firm to be executed for WBSAP&CS.

**Publication of Tender Result**

The name and address of the successful bidder(s) shall be uploaded in the website of the WBSAP&CS and each successful bidder shall be issued supply orders individually. Any further communications i.e. notice/ corrigendum regarding this tender, shall be uploaded in official website of WBSAP&CS only.