

West Bengal Electronics Industry Development Corporation Limited

Webel Bhavan, Block - EP & GP, Sector-V, Bidhannagar, Salt Lake, Kolkata 700091
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NOTICE INVITING OPEN TENDER

Notice Inviting WEBEL/ EOT/W/25-26/000004 Dated 06-05-25

For: Selection of Vendor for Internal Audit for ICT @ School Project

The G.M (COM) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table below:- (Submission of Bid Through Online Only)

Brief Description of Work	Tender Document Money (Rs) [Non Refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission (Online)	TECHNO-COMMERCIAL Bid Opening Date and Time (Online)
Internal Audit for ICT School	500	3000	19 May 2025 3:00 PM	21 May 2025 4:00 PM
BID Opening Venue	West Bengal Electronics Industry Development Corporation Limited Webel Bhavan, Block - EP & GP, Sector-V, Bidhannagar, Salt Lake, Kolkata 700091			

For Commercial Queries , Contact : Sraboni Das , **Designation:** DGM (FINANCE) , **Email:** sraboni.das@webel-india.com

For Technical Queries, Contact : Puspall Ghosh , **Designation:** , **Email:** puspall.ghosh@webel-india.com

DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Pre-BID Conference Date && Time	13 May 2025	1:00 PM
Last Date && Time of Corrigenda	15 May 2025	3:00 PM
Last BID Submission Date && Time	19 May 2025	3:00 PM
TECHNICAL BID	21 May 2025	4:00 PM
PRICE BID	23 May 2025	4:00 PM
Declaration Date && Time of Shortlisted Bidder List for Part 1	22 May 2025	4:00 PM

NOTICE INVITING TENDER

1 Technical Bid submission with digitally signed

The TECHNICAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

2 Financial Bid submission with digitally signed

The FINANCIAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

3 Price Bid/Financial Offer only if technical bid is qualified

The price bid / financial offer of the tenderer / bidder will be considered only if the technical bid of the tenderer is found qualified by the Tender Evaluation Committee (TEC) of WBEIDC. The decision of the TEC will be final and absolute in this respect.

SECTION A

ELIGIBILITY CRITERIA

1 Experience on the related job area

The bidder should have executed 1 single order of similar nature of jobs, particularly in AUDIT of Rs.200,000.00 each or more at any or The bidder should have executed 2 single order of similar nature of jobs, particularly in AUDIT of Rs.100,000.00 each or more at any or The bidder should have executed 3 single order of similar nature of jobs, particularly in AUDIT of Rs.70,000.00 each or more at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council/ Large corporate or similar organization in last 3 financial years. Work Order copies along with job completion certificate from the customer duly self-attested are to be submitted. In case of non-availability of attestation from Gazetted Officer, the bidder will have to produce original document for verification, without which the bid will be treated as non responsive and summarily rejected.

2 Minimum Annual Turnover for the last financial year

Turnover of the last Financial Year (2023 - 2024) should be Rs.600,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof). RS. 6,00,00.00

3 Aggregate Annual Turnover

Aggregate of Turnover of last 3 Financial Years (01-04-21 - 31-03-24) should be Rs.1,800,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

4 Company Profile & Article of Association

The Bidder must submit detail profile of the company and Articles of Association in the specified area of the job mentioned in this tender.

5 Incorporation certificate

The bidder should provide the certificate of incorporation under Comapny Act 1956.

6 No Consortium is allowed

The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

7 NO PART BID ALLOWED

Bidders have to quote all the items mentioned in tender document.No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

8 Details of Office Locations

The Bidder must have office(s) in WEST BENGAL. (Copy of Trade License and contact details of the office(s), at the specified locations to be submitted along with the bid).

9 Banned by Govt. or like organizations

The bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.

10 Additional Eligibility Criteria

ELIGIBILITY CRITERIA, ADDITIONAL TERMS & CONDITION , AND SCOPE OF WORK AS PER ATTACHED ANNEXURE-I & II..

SECTION B

INSTRUCTIONS TO BIDDERS

General for e-Tender**1 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>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

2 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 in Clause A.1. above. DSC is given as a USB e-Token.

3 Search and Download

The Bidder can search & download N.I.T. & Tender Document(s) electronically from using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5 Exemption under NSIC

Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security and Tender Fees up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached and documented through e-filing, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50,00,000/- only as per existing policy of WBEIDC Ltd.

6 Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A.(i). in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

eTender Tender Evaluation Committee**1 Opening & Evaluation of Tender**

If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

2 Opening of Technical Proposal

Technical proposals will be opened by the WBEIDC Tender Committee electronically from the website using their Digital Signature Certificate (DSC).

3 General Procedure

(1)Cover (folder) for Statutory Documents (Ref. Sl. No. A.(v).(a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the bid will be treated as non-responsive and Tender Committee will have the right to decide accordingly. (2) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. (3)Summary list of technically qualified tenderers will be uploaded online. (4)Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals. (5)During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection. (6)Intending tenderers may remain present if they so desire.

Financial Proposal**1 General part of Financial proposal**

Price Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Price bid in techno-commercial proposal will summarily cancel the bid.

e-Tender Financial Proposal**1 Quoting rate in Price Bid**

The financial proposal should contain all items mentioned in the Price Bid. The Bidder is to quote the rate online through computer in the space marked for quoting rate in the Price Bid.

SECTION B

INSTRUCTIONS TO BIDDERS

2 Digital Signature

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidder. Financial capacity of a bidder will be judged on the basis of information furnished.

3 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

4 Rejection of Bid

WBEIDCL reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Additional Instructions

1 Additional Instruction

PLEASE REFER ANNEXURE-I FOR DETAILED SCOPE OF WORK

SECTION C

GENERAL TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS**1 Assignments**

Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.

2 Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

3 Date & Time validity of the quotation

Any quotation submitted later than the date and time mentioned above will not be accepted

4 Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct. Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

5 Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

6 GTC-EMD-ONLINE PAYMENT

The bidder shall pay an EMD of Rs. 0 through Net banking or through RTGS/NEFT through the <https://wbtenders.gov.in> portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal. For detail payment procedure & guideline on the same bidders are advised to follow the same order. You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>

7 Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

8 Inclusion of freight & insurance

Price quoted should be inclusive of freight & insurance upto the delivery locations.

9 Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorized signatory / signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

10 Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

11 Insertion of Webel's GST in Vendor invoice

All bills/ invoices must be raised / submitted with proper GSTIN No. of WBEIDC Ltd (GSTIN No.- 19AAACW2411Q1Z1) for releasing payment.

12 Late Proposals

SECTION C

GENERAL TERMS & CONDITIONS

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

13 Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by Fax / e-mail.

14 Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

15 Non-eligibility of bid by Webel Group Company

No Webel group company allowed to bid in WBEIDC tenders, and bids will be summarily disqualified if received from any WEBEL group company.

16 Availability of PAN

Any quotation submitted without PAN of the vendor will be summarily rejected.

17 Proposal Currency

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.

18 Cancellation of PO

WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed delivery schedule is not adhered to by the supplier. Any loss arising out of such delay in the supply of the equipment / service, shall be on the supplier account.

19 Period of Validity of Proposals

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation. Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

20 Whom to report

Reporting: You have to report to MR. PUSPAL GHOSH for ALL purposes.

21 Deduction of Tax at Source

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

22 Additional Terms & Conditions

AT THE TIME OF ACCEPTING THE LOI, VENDOR IS ADVISED TO CHECK THE GST PERCENTAGE MENTIONED IN THE LOI. IN CASE OF ANY CHANGE BIDDER MUST INFORM SVP(COMMERCIAL) IN WRITING PRIOR TO ISSUE OF THE PURCHASE ORDER .ONCE PURCHASE ORDER IS ISSUED NO SUBSEQUENT REQUEST FOR CHANGE IN GST PERCENTAGE WILL BE ENTERTAINED.

SECTION D

SPECIAL TERMS & CONDITIONS

SPECIAL TERMS AND CONDITIONS

1 PBG after LOI

You are requested to convey your acceptance of this Letter of Intent and to submit the desired information at an early date and submit the required Bank Guarantee in the attached prescribed format within a period of 14 days from the date of placement of this Letter of Intent, failing which this Letter of Intent is likely to be treated as cancelled.

2 Consignee Details

Consignee Details: SCHOOL EDUCATION DEPARTMENT,GOWB,BIKASH BHAVAN,6TH FLOOR,KOLKATA700091

3 Contract Period

The contract will be valid for 12 MONTHS.

4 Taxes all inclusive

Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

5 Liquidated Damage

As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).

6 Payment Authority

Payment sanctioning authority: MR. PUSPAL GHOSH (SVP-EDUCATION)

7 Payment Terms

PAYMENT WILL BE MADE WITHIN 30 (THIRTY) DAYS OF SUBMISSION OF BILLS AFTER COMPLETION OF EACH QUARTER, ON SUBMISSION OF BILLS ALONG WITH THE QUARTERLY/FINAL REPORT OF ALL SEGMENTS DESCRIBED IN THE SCOPE OF WORK.

8 Security Deposit

Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 10% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the contract period (1 YEAR from the date of final acceptance of the end customer) of the quoted items.

BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	Internal Audit Appointment of Internal Auditor for evaluation of ICT@ School Project.	1	LS	

COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Deviation Details (if any)
1	Internal Audit Appointment of Internal Auditor for evaluation of ICT@ School Project.	1	LS		

ANNEX - BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No: (Mandatory)

Date: (Mandatory)

To,
Dy. General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "<Tender Title>" as per the Tender No. _____ dated _____.

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the L-1 bid for placement of order.

We had given an EMD/BG of Rs. _____ (DD/BG No _____ dated _____ on _____) along with the technical document.

We also abide to go through bank Guarantee of 10% of the job value as Performance Bank Guarantee.

Dated, this _____ day of _____ 20__

Signature:

.....
(In capacity of)
Duly authorized to sign bid for and on behalf of
(Name and Address of the Bidder)

(Affix Official Seal)

PRICE BID

This price has to be submitted online only.

ANNEX-EXP PROF
EXPERIENCE PROFILE

Name of the Firm:

List of projects completed that are similar in nature to the works executed during the last 3 (three) years, as stated above.

Sl. No.	Customer's Name	PO No. and Date	Value in Rs	Date of Successful Completion of the job	Completion Certificate Date issued by Customer

Note:

- i. Certificate from the Customers to be attached
- ii. Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title and capacity in which
application is made

ANNEX - SAO

STRUCTURE AND ORGANISATION

1) Name of Applicant 2) Office Address		
Telephone No.		
Fax No		
3) Name and Address of Bankers		
4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio- data		

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant including title
and capacity in which application is made

ANNEXURE: I

SCOPE OF WORK FOR INTERNAL AUDITOR TO EVALUATE ICT@SCHOOL PROJECT

1. Introduction

The ICT@School project aims to integrate Information and Communication Technology (ICT) into the educational framework of schools in West Bengal. The selection of a Chartered Accountant (CA) firm for internal audit is crucial to ensure the project's financial integrity, compliance, and effectiveness.

The internal auditors are required to visit at least 10% of schools each quarter to conduct a thorough internal audit of Fund claimed for 2024-25 by Implementing Agencies of the ICT@School project. to WBIEDCL, with particular emphasis on effectiveness, efficiency, and impact of the ICT@School project in West Bengal, ensuring it meets its goals of enhancing educational.

SERVICE INCOME

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls under the below mentioned business functions by a planned review of following accounting and business activities–

ICT@School project's order – records maintained; Submission of claims; collection; system of receipt of payment – records maintained; renewal and realization; reconciliation of income reported by the units with that reported by finance and accounts.

EXPENSES

Detailed and periodic internal audit recommendations aimed at operational improvement of the processes, aimed at enhancing quality / accuracy of information identifying of procedural weaknesses and strengthening of internal controls of business functions by a planned review of accounting and business activities

I. STATUTORY COMPLIANCES

Review of status, procedures and monitoring system for accounting, recording and reporting of information relating to -

TDS, VAT/Sales Tax, GST, PF, profession Tax etc. – tax deduction, tax deposit, tax return, litigation, assessment, contingent liability recognition, recording, monitoring and accounting, related party transaction, etc. compliance on a quarterly basis of various statutory compliances & Government Orders with recommendations on correction after timely and real time identification of legal consequences for non-compliances, if any.

Internal Auditor should review and report compliance of GST in each quarterly report right

from calculation of output, input and actual payment. All the returns need to be checked and confirmed in compliance with schedule date and a deviation report if any. Method/process of preparation of all the above also needs to be confirmed by internal audit. For lapses if any, specific guideline for improvement of the same to be guided in the report.

II. SALARY AND BENEFITS

Review of the accounting and control systems, procedures and monitoring system for accounting, recording and reporting of information relating to –

Attendance; leave records; preparation of payroll and disbursement; deductions; pay fixation; retirement benefits; leave encashment; final settlement; reimbursement of medical/vehicle/telephone, etc. expenses; loan/advance to employees – payment and recovery.

III. INFORMATION SYSTEMS ENVIRONMENT

The Firm is expected to provide necessary expertise in auditing in a computerized environment and will be required to present its recommendations on strengthening and improvement of all processes /and controls for the ICT@School project.

REPORTS ON OTHER ISSUES

- Report on risk management issue and internal control deficiencies identified and provide recommendation for improving operation
- Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time

OTHERS

The scope of internal audit mentioned above is illustrative and not exhaustive. The objective is not to put any restriction on the scope of internal audit. The internal auditors may add other activities/areas as they deem appropriate by communication and consultation with the audit committee of the Corporation.

For the purpose of quarterly internal audit, the above scope of work will be divided and related to each quarter so that at least all the areas would be covered in one financial year with related appropriate recommendations. However, few areas like statutory compliance, bank reconciliation etc. are required to be covered in every quarter.

Internal Audit (IA) should review and comment on the strength and weakness on Internal Financial Control (IFC) of ICT@School projects under aegis of West Bengal Electronics Industry Development Corporation Limited to enable statutory audit to comment in their Audit Report required as per section 143 of the Companies Act, 2013. IA should also advise necessary steps required to be initiated by West Bengal Electronics Industry Development Corporation Limited to improve / initiate needful action for improvement on the weakness area of internal control as well. Detection of fraud risks and/or any manifest systemic deficiencies that are likely to enhance fraud risks.

ANNEXURE: II

1. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

Firm of Chartered Accountants with at least one office in Kolkata, fulfilling minimum eligibility criteria as prescribed in Para-Selection Process given below.

Sl. No.	Criteria	Docs to be submitted
1.	Compliance with the Statutes- a. Trade License (valid up to 31.03.2025) b. Professional Tax (valid up to 31.03.2025) c. Good & Services Tax d. Income Tax e. Firm Card f. Peer Review Certificate issued by Peer Review Board (Valid as on the date of floating of tender)	a. Photocopy of Trade License b. Certificate of Registration Number and Enrolment Number c. GST Registration Certificate d. PAN and Income Tax Return for the Assessment Year 2023-24, 2022-23 & 2021-22. e. Firm Card f. Peer Review Certificate
2.	Age of Firm: Minimum 5 Years	Incorporation certificate/Partnership Deed (Completed years will be counted as on 31/03/2024).
3.	No. of Partners: Minimum 5 Partners (Fellow Chartered Accountants & Fellow Cost Accountants) and atleast 3 partners have qualified CISA/DISA.	Latest Firm Card Certificate of CISA/DISA
4.	Number of partners for Kolkata Branch	Self-Declaration in letter-head stating details of Partners (location-wise)
4.	Professional Receipts of firm:	Audited Financial Statements of firm for the year ended March 2023
5.	Experience of PSU Audit: Currently serving for FY 2024-25 or served in FY 2023-24 as Internal Auditor/Statutory Auditor for at least 05(five) companies (including at least one Central or State PSUs) whose turnover for year ended March 2023 or 2024 (as the case may be). Minimum ₹400 Crore	Appointment Letters from the concerned Auditees along with audited annual accounts of the auditees for year ended 31.03.2023 or 31.03.2024 (as the case may be).