West Bengal Housing Infrastructure Development Corporation Limited
(A Govt. of West Bengal Undertaking)
HIDCO BHABAN, 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata – 700156
Telephone No. (033) 2324-6037/38, Fax: (033) 2324-4833/3016/6009
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Memo No:3187/HIDCO/12099/28/2021-FIN(WBHIDCO) Dated:01/10/2021

NOTICE INVITING EXPERSSION OF INTEREST FOR APPOINTMENT OF A CHARTERED ACCOUNTANT FIRM TO CONDUCT INTERNAL AUDIT OF WBHIDCO

NOTICE INVITING E-TENDER NO:

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO),an enterprise under the Department of Housing, Govt. of West Bengal, invites Expression of Interest for appointment of a Chartered Accountant firm to conduct Internal Audit of WBHIDCO,as per the criteria set in this document, initially for the Financial Years 2021-22, that may be renewed/extended further for the Financial Year2022-23upon satisfactory performance as per the Competent Authority of WBHIDCO.

The detailed EOI document is available at https://wbtenders.gov.in/nicgep/appand also in WBHIDCO portal at https://www.wbhidcoltd.com. Interested participants who meet the pre-qualification criteria may submit their Expression of Interest online through wbtendersportal with all the necessary documents as mentioned in the EOI.

A pre-bid meeting will be held on 7th October 2021at 4.00 PM at 3rd Floor Conference Room..

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A) Preface

West Bengal Housing Infrastructure Development Corporation Ltd. (WBHIDCO) was setup as a Government Company in April 1999. Though this Corporation has a state-wide mandate, its immediate focus area is the development of a planned town near the City of Kolkata – New Town, Kolkata. New Town Kolkata – a SMART Green Intelligent Future City i.e., New Town Kolkata is one of India's latest and fastest-growing planned new cities. The Township is strategically situated in the North-Eastern fringes of Kolkata, the capital of West Bengal. On one side, it is adjacent to Salt Lake City, another planned city close to the capital city of Kolkata and on the other, it is in close proximity to the Netaji Subhash Chandra Bose International Airport in Greater Kolkata.

New Town, Kolkata is fast emerging as a Smart and Green Township, which caters to the housing needs of all classes of people in the society and provides job opportunities to thousands of young people as more and more IT giants are setting up their units here.

Currently, WBHIDCO Ltd is maintaining its Accounting records on SAP S4 HANA (accounting software) and therefore, final accounts are prepared on SAP.

WBHIDCO has the following Revenue Centres as of now, with a potential of more being added to the list in near future :

1. Eco-Park
2. Café Ekante
3. Mother's Wax Museum
4. Eco Urban Village
5. Rabindra Tirtha
6. Nazrul Tirtha
7. Snehodiya
8. Biswa Bangla Convention Center
9. Gitabitan Township
10. Eco-Park Golf Arena
11. Bengal Silicon Valley Tech Hub
12. Biswa Bangla Gate
13. New Town Library
14. New Town Fintech Hub
15. SwapnaBhor
16. Bangla Misti Hub

B) Project Objective:

In order to enhance the operational efficiency and assisting WBHIDCO, the Company wishes to select local Audit Firms (Chartered Accountant Firm) under section 138 of The Companies Act, 2013, for the Financial Year 2021-22 for its Internal Audit. The selected Audit Firm will be

appointed initially for the Financial Year 2021-22 and may be renewed for a further period of oneFinancial Year 2022-23based on performance and on mutually agreed terms and conditions.

The objective of the audit is to seek a professional opinion on the financial statements of WBHIDCO and to ensure that funds received and expenditure incurred are in accordance with the laid down financial rules, applicable prescribed procurement procedures of Government of West Bengal, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels as prescribed by the Companies Act 2013 and corresponding Rules and IND AS (Indian Accounting Standard) and strict observance of internal control procedures.

C) <u>Scope of Service:</u>

The scope of work is broadly designed to cater the needs of the management so as to ensure the following but not limited to the same:

1. Transactions are recorded as per principles of Indian Accounting Standards and Guide lines issued from time to time by the Institute of Chartered Accountants of India and the Assets and Liabilities, Income and Expenditure are booked to proper accounting heads
2. Utilization of external funds is in accordance with the Government Orders/AA&FS.
3. Funds are utilized for purposes for which they are provided.
4. Goods and services have been procured in compliance with the provisions of the Tender Agreement.
5. Transactions are duly supported by proper supporting documents.
6. Propriety of the transactions are maintained and deviations, if any, to be pointed out.
7. Checking the maintenance of books of accounts and records.
8. Checking the bank reconciliation statements.
9. Checking of component wise, category-wise and account head wise expenditures.
10. Checking of investments, short term deposit etc. made from time to time.
11. Checking of various taxes/statutory compliance.
12. Verification of fixed deposit register and checking of interest received.
13. To check statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Board of Directors Meeting are given in the Books of Account

Financial Books

1. Vouching of Cash Book, Bank Book Journal, Vouching of Imprest Cash
2. Scrutiny of General Ledgers, Commenting on outstanding Utilisation Certificates, Unadjusted Advances etc.
3. Verification of cash, cheques on hand etc. as on 31st of March every year.
4. Verification of vouchers and sheets ensure correct accounting head.
5. Scrutiny of general ledger and Verification of Profit & Loss Account and Balance sheet andother Schedules. Physical Verification of Stores with Store Ledgers.
6. Verification of Salary/ Consultancy payments, P.F. LT., TDS, etc., and verification of submission of various return to the competent authority in time, TDS Reconciliations.
7. Verification of financial Transactions , promptly and after the necessary authorisation (Board decisions/Office Orders/Government Orders etc.) was recorded.

Comprehensive audit

1. The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment

decisions, delegation of financial powers and management of information systems, organizational effectiveness, management of equipment, etc.

System Improvement

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

The Chartered Accountant firm so appointed would be required to give:

1. Audit Certificates and issue any other certificate as may be required by the Company from time to time without any additional fee to be paid by the Company.
2. Statements in annual Internal Audit Report that describes the overall internal control of WBHIDCO will report compliance/non compliance of all/any law, rules, Act etc. The responsibilities of the audit also include reporting on the adequacy of statements.

Liaison

The selected Auditor(s) will liaise with the Management for the periodical meetings to reviewthe progress of the work and to ensure requirement be fully met. To suggest the measures for costcontrol.

8. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Audit report of this assignment.

Others

1. Audit shall be on Continuous Basis.
2. Certification and authentication of WBHIDCO's IT & Non-IT Projects Utilization Certificates
3. Income Tax Service including filling of Returns, getting Assessments done, TDS compliance and consultancy on Income tax matters.
4. Filing of annual returns with Registrar of Companies.
5. Performance of Consultants on compliance of GST /Income Tax including filling ofreturns, getting Assessment done, TDS consultancy and compliance thereof.
6. Performance of Audit and Consultants in Provident Fund, Gratuity and other related matters.
7. Consultancy in stocktaking and physical verification of Fixed Assets. h) Any other related matters of importance.

Reporting

After finalization of Audit, the Auditor shall submit Audit Report on the Accounts Audited as per timelines given in Section- III.

GENERAL

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of WBHIDCO, and all other documents and information which they think necessary for

the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

General Conditions

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in similar kind audit.
2. The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from WBHIDCO.
3. The Audit of Accounts of WBHIDCO as per the assigned work has to be completed in a time bound manner as specified in Section- Execution of the Service.
4. The selected firm will be required to comply with the instructions if any issued by the WBHIDCO
5. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
6. These are only proposed draft terms and conditions and can be modified at any time by WBHIDCO at its sole discretion.

In case of any dispute, the decision of CHAIRMAN/ MD, WBHIDCO shall be final and binding.

D) Non-Disclosure Agreement

The selected Bidder has to sign Non-Disclosure Agreement with WBHIDCO. It will be selected bidder responsibility to get this agreement signed along with contract agreement.

E) Execution of the service:

The audit firm would be required to conduct the Internal Audit of WBHIDCO in accordance with the Standards (Auditing, Review and Others) issued by the Institute of Chartered Accountants of India and in accordance with the Standards on Quality Control, Generally Accepted Auditing Principles and the Scope of Service mentioned above, comprising such test of controls and procedures on audit as the auditors feel necessary under the circumstances. The timelines for execution of the internal audit would be as follows:

Schedule	For the period	Remarks
1st Quarterly Audit	1 April 2021 to 30th June 2021	Audit to be commenced immediately after award of work. Should be completed by 15th Nov 2021
2ndQuarterly Audit	1 July 2021 to 30 September 2021	Should be completed by 15th December 2021
3rd Quarterly Audit	1 October 2021 to 31 December 2021	Should be completed by 31 January 2022
4th Quarterly Audit	1 January 2022 to 31 March 2022	Should be completed by 30 April 2022
Annual Audit	1 April 2021 to 31 March 2022	Should be completed by 31 May 2022

The audit of the accounts should be carried out on quarterly basis without any overlapping. Quarterly audit reports & annual audit report need to be submitted to the Chairman, WBHIDCO

in triplicate after completion of each quarter and the audit period should be minimum of 20 days for each phase of audit covering the entire scope.

Audit firm is required to visit office as and when required as per scope of work. The audit should be executed by a competent team of professionals, comprising of at least 3 qualified Chartered Accountant with at least 2 years of experience and at least 2 semi-qualified staff (CA/ CMA/ CS Inter or MBA (Finance) or M.Com) who have strong exposure and experience and should be closely supervised by a Partner level person who would oversee the overall audit and attend all meetings with Senior Officers and the Competent Authority of WBHIDCO, whenever such meetings are called for.

F) <u>Eligibility Criteria:</u>

Sl.NO	ELIGIBILITY CRITERIA	DOCUMENT PROOF
1	• The bidder may be a Chartered Accountant engaged in conduct of Internal Audit. • The bidder shall be solvent at the date of bidding.	• Copy of Certificate from the Institute of Chartered Accountant. • Documentary proof for business operation in India
2	Minimum 5 Years of existence .	A self-declaration by the Bidder may be submitted in this regard in a Non-Judicial Stamp Paper.
5	Minimum 5 Years of experience in Practice by at least 3 Partners (i.e., holding certificate of practice)	Work order to be submitted.
6	Experience of Audit of Government Companies for at least 1 entity in last 5 Financial years	Work order to be submitted.
7	Experience of Internal Audit/ Statutory Audits (other than Government Companies) for at least 2 entities carried out during last five years	Work order to be submitted.
8	Average turnover of Audit Firm of preceding 3 Financial Years i.e., 2018-19, 2019-20, 2020-21 of at least INR 20 Lakhs	Accounts to be submitted.
9.	Experience of auditing in SAP environment at least 1 client	A self-declaration by the Bidder may be submitted in this regard in a plain paper.

10.	The Bidder should not have in the past 3 years, preceding the due date of this proposal, been (i) Expelled from any project or contract by anygovernment or government instrumentality (ii) barred by any government or government instrumentality in India.	A self-declaration by the Bidder may be submitted in this regard in a Non-Judicial Stamp Paper.
11.	Other mandatory legal documents • Trade License • GST Registration Certificate • Income Tax Return (Last 3FY) • Copy of PAN • Articles of Association/Company • Registration (depending oncompany type) • Professional Tax Clearance Certificate for last FY	Copy of the valid documents
12.	The bidder shall submit a Power of Attorney of Authorization for signing the bid in minimum Rs.10.00 Non-Judicial Stamp Paper.	Scanned copy of the Power of attorney certificate

G) <u>Bid Evaluation Mechanism:</u>

The score of Technical Proposal shall be given 70% weightage and that of the Financial Proposal shall be given 30% weightage.

1) **<u>Technical Evaluation</u>**

The proposals shall be evaluated through 'Quality and Cost Based Selection(QCBS) process and ranked accordingly by a Committee constituted by WBHIDCO. Both the Technical and Financial Proposals shall be marked separately. The Audit Firms should carry out self evaluation and submit the same.

Sl. No.	Criteria	Scoring		Supporting document to be submitted	Maximum Score
1	Years of existence from the date of incorporation to 01.01.2021 in Kolkata	**No. of years**	**Marks**	Certificate of incorporation	15
		5	5		
		5 to 10	10		
		Above 10	15		
2	No. of Partners (in Kolkata) out of which	**No. of Partners**	**Marks**	Self-attested Declaration on letter	15

Sl. No.	Criteria	Scoring		Supporting document to be submitted	Maximum Score
	at least 3 should be Partners as on 01.01.2021	3	5	head of the Audit Firm	
		4 to 10	10		
		Above 10	15		
3	No. of Paid Qualified professionals - Chartered Accountants	**No. of Paid Qualified professionals**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	5
		2	1		
		3 to 10	3		
		Above 10	5		
4	No. of Years of experience in Practice	**No. of years**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	5
		5	1		
		5 to 10	3		
		Above 10	5		
5	Experience of Statutory/ Internal Audit of Public Sector Companies (other than Banks & Financial Institutions) during the preceding Financial Year (i.e., 2020-21)	**No. of audits**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	15
		2	5		
		3 to 5	8		
		6 to 8	10		
		Above 8	15		
6	Experience of Audit of Infrastructure Development Companies	**No. of Audits**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	10
		1	3		
		1 to 3	5		
		Above 3	10		
7	Experience of Internal Audit/ Statutory Audits (other than Infrastructure Development Companies) carried out during last five years	**No. of Audits**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	5
		2	2		
		2 to 5	3		
		Above 5	5		
8	Average turnover of Audit Firm of preceding 3 Financial Years i.e., 2018-19,	**Average Turnover (Rs. In Lakhs)**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	10

Sl. No.	Criteria	Scoring		Supporting document to be submitted	Maximum Score
	2019-20, 2020-21	10	5		
		10 to 25	10		
		25 to 50	15		
		Above 50	20		
9	Experience of auditing in SAP environment at least 1 client	**Experience of auditing in SAP Environment**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	10
		1 client	5		
		Above 1 client	10		
10	Empanelment with CA&G	**Status**	**Marks**	Self-attested Declaration on letter head of the Audit Firm	10
		Yes	10		
		No	0		
				Total maximum Score	100

Based on the above Marks, each applicant would be assigned a technical score out of 100. The applicants having technical scoring more than 70% will be declared eligible for financial evaluation.

2) **Financial Evaluation**

i. The Financial Proposals of only Technically Qualified Bidders will be opened for further consideration. The Bidder (L1) who has quoted the lowest price will be given a score of 100. The other Bidders (N, N1, N2, N3 etc.) will be allotted scores based on the score of L1 as per the formula: "L1/N x 100". ;

ii. The all-inclusive lump sum fee excluding of GST will have to be quoted by the bidders at the appropriate section of the financial proposal. Disclosure or indication of quote at any other section will lead to disqualification of the bidder.

3) **Final Evaluation**

The total score for Bidders shall be calculated based on the following formula:
(Total Score = 70% of Technical Score + 30% of Financial Score).

The total composite score (technical and financial score) through QCBS method shall be used to rank the Bidders. The bidder scoring highest composite score will be the preferred bidder subject to compliance with all other relevant terms and conditions.

H) Terms &Conditions:

1) The Audit Firm must have GST Registration Certificates and PAN valid at least up to the date of submitting their bids. Applications for such clearance addressed to the

competent authority, subject to production of authenticated receipt, may also be considered.

2) The selected bidder will have to enter into non-Disclosure Agreement along with contract agreement with WBHIDCO within 07(seven) days from the date of issuing Work Order.
3) The agreement shall be initially for the audit period – Financial year 2021-22 and 2022-23, that may be renewed/extended further for duration of another financial year 2023-24 upon satisfactory performance.
4) Fees Payable: Payment would be made as per milestones defined in the Payment Schedule below. Payments would, however, be released only after approval by the Competent Authority.
5) Internal Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of WBHIDCO, and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.
6) Any bid /offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
7) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid shall be done online as per Time Schedule of this Notice inviting EOI.
8) No conditional bid/offer shall be accepted.
9) A prospective Bidder requiring any clarification about the EOI document and scope of work may contact through e-mail at fo@wbhidco.in . After opening of EoI responses, if the EoIcommittee feels, they may ask for supporting documents in respect of the claim of the bidder and the bidder will have to submit supporting documents as well as written clarifications as required by the committee within three days.
10) Earnest Money Deposit: Rs.1,000.00(Rupees one thousand Only) to be submitted online through any net banking enabled bank account or offline through any bank by generating NEFT / RTGS Challan from the wbtender portal. Bidders are also advised to submit EMD of their bid, at least 03 (three) working days before the bid submission closing date as it requires time for processing of Payment of EMD.

    Offline submission of **EMD** should be in favour of WBHIDCO LTD., KOLKATA only through RTGS/NEFT in the WBHIDCO's Bank Account in Union Bank of India, Salt Lake City Branch. EMD in form of DD/PO shall not be accepted.

    BANK DETAILS towards EMD for payments through Indian Rupees only:-

1)	Account Name	West Bengal Housing Infrastructure Development Corporation Ltd.
2)	Bank & branch name	Union Bank of India, Salt Lake City Branch

3)	IFS Code	UBIN0810231
4)	Account number	10231101100134

Bidders should take utmost care to ensure that the EMD and intimation are made correctly. EMD deposited elsewhere will not be considered for participation in thise-tender. No interest will be payable on the EMD. The EMD of the Successful Bidder shall be automatically retained and will be converted to Security Deposit for the selected bidder.

In case the submitted documents are found false, their offer would stand cancelled and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Bidder may not be allowed to take part in any of the bids which may be held by WBHIDCO in future.

Confirmation on electronics transfer of EMD through **NEFT/RTGS** will have to be submitted as soft copy (Scanned copies of the Originals) along with the tender. The successful bidder will submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI within specified time as mentioned in the letter of acceptance. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with according to legal provision including barring the bidder in participating in any tender of WBHIDCO Ltd. for one year. Successful tenderers/bidders, who will not submit all relevant copies of the documents physically as stipulated in this NIT, will be barred from participating in any further tender of WBHIDCO for one year from the date of this NIT.

11) Refund of EMD: The Earnest Money of all the unsuccessful bidders deposited online through https://wbtenders.gov.in/nicgep/app will be refunded according to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016.EMD of the unsuccessful bidders, deposited offline would be returned by WBHIDCO Ltd. after completion of the bidding process.
12) The EOI response submitted by the Bidder should be in English language only. All the documents relating to the EOI (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & WB HIDCO will be in English language only.

13) WBHIDCO reserves the right to accept / reject, at its sole discretion, any or all evaluated Technical / Financial Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.
14) No Sub-contracting will be allowed.
15) No Consortium is allowed to participate.
16) No claim of any category and type, on this ground shall be entertained. The contractor and WBHIDCO shall make every effort that such situation does not arise.
17) No claim for interest or compensation will be entertained in respect to any money or balance of

payment which may be due or alleged to be due to the agency owing to any dispute between the contractor and WBHIDCO or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.

18) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by WBHIDCO. WBHIDCO Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
19) Prospective applicants are advised to carefully note the minimum qualification criteria before tendering the bids.
20) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
21) Mobilization advance, time/cost overrun and consequent cost escalation for any material, professional resource etc. will not be allowed.
22) Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in similar kind audit.
23) The selected Firm will have to start the audit within 10 days from the date of issuance of theletter of appointment from WBHIDCO.
24) The selected firm will be required to comply with the instructions if any issued by the WBHIDCO.
25) The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
26) These are only proposed draft terms and conditions and can be modified at any time by WBHIDCO at its sole discretion.
27) In case of any dispute, the decision of CHAIRMAN, WBHIDCO shall be final and binding.
28) Annexure-I to V attached with this EoI will have to be uploaded in the wbtenders portal along with other documents.

I) <u>Payment Schedule:</u>

All payments would be claimed by the Firm from WBHIDCO on being due, and would be accepted for payment by the Competent Authority of WBHIDCO based on the satisfactory completion of the work in sole discretion of WBHIDCO. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

Sl. No	Milestone stage completion	Payment Schedule
1	After successful completion of 1st Quarterly Audit	20% payment
2	After successful completion of 2nd Quarterly Audit	20% payment
3	After successful completion of 3rd Quarterly Audit	20% payment

4	After successful completion of 4th Quarterly Audit & Annual Audit	40% payment

The audit firm shall raise invoice after successful completion of audit and as per the work order. WBHIDCO shall make payment on receipt of such invoice in triplicate.

WBHIDCO shall be entitled to deduct applicable tax (if any) at source as per Income Tax Act, 1961 from all payments due to the Auditing Firm under the contract. As regards the Indian Income Tax Act, surcharges on Income Tax and any other corporate tax, WBHIDCO shall not bear any tax liability, whatsoever, irrespective of the mode of contracting.

J) Penalty Provisions:

1) Delay in completion of audit: A penalty of Rs. 200/- per day may be imposed on audit firm in case of any unjustified delay in successful completion of audit work at the sole discretion of the Competent Authority of WBHIDCO subject to 10% of amount of fee as and when due.
2) Change in team of professional carrying out the assignment: A penalty of Rs. 1,000/- may be imposed on every change in members of professionals deployed for carrying out of aduit at the discretion of the Competent Authority of WBHIDCO.

Note: Overall penalty amount in any case should not be in excess of ten percent of fund to be released.

K) Bidding Process:

1) The bid documents containing the Company Profile and Work Experience of the bidder will have to be uploaded on the wbtenders portal of NIC in (.rar) file.
2) The financial bid to be opened in front of all technically qualified persons, whose names would be listed on WBHIDCO website's Announcement section.
3) WBHIDCO Ltd. authority reserves the right to cancel the EOI due to unavoidable circumstances and no claim in this respect will be entertained.
4) Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid / Sealed Bid.
5) There shall be no provision of Arbitration.

L) Schedule of Dates:

Sl. No.	Schedule	Date & Time
1.	Publication of EOI	2nd October 2021
2.	Pre-bid meeting	7th October 2021
3.	Start date for downloading the EOI document	8th October 2021
4.	Last date for downloading the EOI document	15th October 2021
5.	Start date of Submission of Technical document	16th October 2021
6.	Last Date of Submission of Technical and financialdocument	24th October 2021
7.	Opening of Technical Proposal	25th October 2021
8.	Date of Technical Presentation	26th October 2021
9.	Date of Publication of the list of qualified Bidders	27th October 2021

Sl. No.	Schedule	Date & Time
10.	Date of Opening of Financial Bid	28th October 2021
11.	Date of Publication of the final selection	29th October 2021

Joint Managing Director

WBHIDCO Ltd.

Copy forwarded for information to: -

1) General Manager (Administration), WBHIDCO
2) Chief Engineer, WBHIDCO
3) Chief Finance Officer, WBHIDCO
4) Company Secretary, WBHIDCO
5) Finance Officer, WBHIDCO
6) PS to the Hon'ble Chairman

Joint Managing Director

WBHIDCO Ltd.

EOI FORM On Auditing Firm's Letter Head

Annexure 1: Technical Proposal

To
The Joint Managing Director (A),
WBHIDCO Ltd.,
HIDCO BHABAN, Premises No. 35-1111,
Biswa Bangla Sarani(MAR), 3rd Rotary, New Town,
Kolkata-700156

Sub: Appointment of Chartered Accountant Firms for conducting audit of WBHIDCO Ltd. for the financial Year 2021-22.

Sir,

With reference to your EOI No: …../HIDCO/…../2021 Date: ……, 2021 for appointment of Audit Firms for conducting audit of for the Financial Years 2021-22, I/we wish to apply for the appointment as Internal Auditor of WBHIDCO Ltd. and the particulars enclosed as per Annexure- B.

1. Further, I/we hereby certify that: I/we have read all the provisions/ clauses of the EOI document and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I/we have not taken any deviation to any clause.
2. Further, it is to confirm that our offer shall remain valid for acceptance for a period of60days from date of opening of bids.
3. I/ We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
4. I/ We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EOI.
5. I/ We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. I/ We understand you are not bound to shortlist / accept the EOI you receive.

Signature of the Authorized Signatory and Seal of the bidder
Full Name: ……
Designation/Firm Name: ……
Address with Phone: ……
Mobile No and Email ID: ……

Note:

a) In absence of above declaration/certification, the response is liable to be rejected andshall not be taken into account for evaluation.

b) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

On Auditing Firm's Letter Head

Annexure 2: Financial Proposal

To
The Joint Managing Director (A),
WBHIDCO Ltd.,
HIDCO BHABAN, Premises No 35-1111. Biswa Bangla Sarani(MAR),
3rd Rotary, New Town,
Kolkata-700156

Sub: Appointment of Chartered Accountant Firms for conducting audit of WBHIDCO for the Financial Years 2021-22 and 2022-23.

Table for Quoting Fee for the Assignment in terms of the Tender:
(To be kept in a separate Envelope sealed properly while sending the proposal)

Sl. No.	Particulars	Fee in INR Price bid shall be quoted	
1.	All-inclusive Lump sum fee (including TA/DA and other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis with escalation provision for whatever reason) valid till the complete execution of the assignment.	(in figure)	(in words)

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature of the Authorized Signatory and Seal of the bidder
Full Name: ……
Designation/Firm Name: ……
Address with Phone: ……
Mobile No and Email ID: ……

Annexure 3: Details of the Responding Bidder

(To be submitted on the letterhead of the bidder)

1.	Name of the firm	
2.	Address of the Registered/Head Office	
3.	Telephone no. and E-mail address	
4.	ICAI Registration No. with RegionName	
5.	CAG Empanelment No.	
6.	Web Site Address	
7.	Date of constitution of the firm	
8.	PAN of the firm	
9.	Date since when the firm has a full time FCA	
10.	Number of Full-Time Partners as on 31-03-2021 (Details to be provided in "Annex-C")	
11.	Number of Full Time Chartered Accountant Employees as on 31-03 2021	
12.	Number of Branches (Details to be provided in "Annex-D")	
13.	Whether the firm is engaged in any statutory/ Internal/ Concurrent Audit and other accounting work of any Govt. Companies/ Autonomous body, and Academic Institutions etc. (If yes, details may be given "Annex E").	
14.	Details of Company's Registration (Please enclose copy of the company registration document)	
15.	Average Turnover of the Firm (last 3years)	

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure 4: Declaration for not being blacklisted

(To be submitted on the letterhead of the bidder)

Self-declaration for not being blacklisted by any Government Entity

(Date)
To,

Sub: Submission of an EoI for appointment of a Chartered Accountant Firm to conduct Internal Audit of WBHIDCO
Ref: EoI Notice No.

Dear Sir/Madam,

In response to the above mentioned EOI I/We, _____, as _____ <Designation> of M/s_____, hereby declare that we are having unblemished past record and are not declared blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of the Authorized Signatory and Seal of the bidder
Name:
Designation:
Date:

On Firm's Letter Head

Annexure 5:Details of Full Time Partners of the Firm

Sl. No.	Name of the Partner	Membership No.	Membership – FCA/ ACA	Date of joining the Firm (Full time)	Station & region where residing at present

Signature of the Authorized Signatory and Seal of the bidder
Name:
Designation:
Date

On Firm's Letter Head

Annexure 6: Particulars of Branches of the Firm (including foreign branches, if any):

Sl. No.	Station at which located	Complete address with PIN code & telephone number	Name of the partner in charge of the Branch	Date of opening branch	Region

Signature of the Authorized Signatory and Seal of the bidder
Name:
Designation:
Date

On Firm's Letter Head

Annexure 7: Details of Statutory/ Internal Audit work/ Any other Accounting Work of Govt./ Listed Companies, Autonomous Body, Academic Institutions, etc. in hand with the firm/ undertaken in the last five year as on 31-03-2021

Name of Clients Companies	Type of Audits Tick appropriate Box		
	Statutory	Tax	Internal/ Others
PSU 1)			
2)			
Public Limited 1)			
2)			
Private Limited 1)			
2)			
Autonomous Bodies 1)			
2)			
Infrastructure Development Companies 1)			
2)			
Others 1)			
2)			

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date

On Firm's Letter Head

Annexure 8: Declaration

I/We the following partners of M/s. …… Chartered Accountants do hereby jointly and severely verify and declare:

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information. the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under,
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949,
4. that the constitution of the firm as on 31 March of the relevant year shown is same as that in the constitution certificate issued by the ICAL

Sl. No.	Name of the Partner	Membership Registration No.	PAN	Signature of Partner

Signature of the Authorized Signatory and Seal of the bidder
Name:
Designation:
Date