

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/24-25/000020 Dated 11-09-24

For: Appointment of Internal Auditor for Fy 2024-25.

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)
Appointment of Internal Auditor for Fy 2024-25.	500	3000	23 September 2024 12:00 PM	25 September 2024 3:00 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 : Suman Banerjee, **Designation:** VP, **Email:** suman.banerjee@webel-india.com

For Technical Queries, Contact : Debabrata De, **Designation:** DGM (F&A), **Email:** debabrata.de@webel-india.com

DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Query Submission. Last Date & Time	17 September 2024	10:00 AM
Last Date && Time of Corrigenda	17 September 2024	3:00 PM
Last BID Submission Date & Time	23 September 2024	12:00 PM
TECHNICAL	25 September 2024	3:00 PM
FINANCIAL	upon shortlisting by the Audit Committee	3:00 PM
Declaration Date & Time of Shortlisted Bidder List for Part 1	upon shortlisting by the Audit Committee	5:00 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) and/or by the Audit Committee of WBEIDC. The decision of the TEC will be final and absolute in this respect.

SECTION A
ELIGIBILITY CRITERIA

1 Eligibility Criteria

ELIGIBILITY CRITERIA, SELECTION PROCESS, ADDITIONAL TERMS & CONDITION, TECHNICAL BID FORMAT AND SCOPE OF WORK AS PER ATTACHED ANNEXURE-I, II, III & IV.

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 only in the capacity of firm (including LLP), not otherwise. 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 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). Duly filled Technical Bid Format (as per Annexure- III) is to be submitted with office seal and signature of the authorized person. Any deviation will cause disqualification.

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) Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents 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 as mentioned in the tender document. Insertion/indication 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 as submitted at the time of bidding 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-II and ANNEXURE-IV FOR SCOPE OF WORK & ANNEXURE- I for CONTRACT AWRAD METHODOLOGY.

SECTION C

GENERAL TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS

1 Assignments

Assignment of the job to third party and/or through outsourced manpower 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. 3000.00 (Rupees Three Thousand Only) through Net banking or through RTGS/NEFT through the <https://wbenders.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 these 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

BC Sample Report

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

SECTION C

GENERAL TERMS & CONDITIONS

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.

13 Non escalation of Price

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

14 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.

15 Availability of PAN

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

16 Proposal Currency

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

17 Cancellation of PO

WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed terms and conditions 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.

18 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.

19 Whom to report

Reporting: You have to report to MR. DEBABRATA DE for ALL purposes.

20 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.

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: WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED.WEBEL BHAVAN BLOCK:EP & GP, SECTOR: V,SALT LAKE, KOLKATA:91

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. DEBABRATA DE, SVP(ACCOUNTS & AUDIT).

7 Payment Terms

Payment will be made within 30 (Thirty) days from the discussion and approval of the quarterly Internal Audit Report by the Audit Committee.

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 for the FY 2024-25 under QCBS	1	LS	

COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Deviation Details (if any)
1	Internal Audit for the FY 2024-25 under QCBS	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)

ANNEX - PBG

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the MD, WBEIDC (hereinafter called WBEIDC') having agreed to exempt _____ (hereinafter called the said contractor(s)) from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank)

_____ (hereinafter refer to as the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ (office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no _____) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank), _____ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the _____ day of 20_____
for _____
(Indicate the name of bank)

PRICE BID

This price has to be submitted online only.

Annexure-I

Eligibility Criteria

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

Selection Process

The final bidder will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 70:30. Technical evaluation will be made on following criteria:

Pre-Qualification Criteria			
Sl. No.	Criteria	Score	Docs to be submitted
1.	Compliance with the Statutes- a. Trade Licence (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)	Not Applicable	a. Photocopy of Trade Licence (Must be identified as Annexure-1) b. Certificate of Registration Number and Enrolment Number (Must be identified as Annexure-2A and Annexure-2B respectively) c. GST Registration Certificate (Must be identified as Annexure-3) d. PAN (Must be identified as Annexure-4) and Income Tax Return for the Assessment Year 2023-24,2022-23 & 2021-22 (Must be identified as Annexure-5) e. Firm Card (Must be identified as Annexure-6) f. Peer Review Certificate (Must be identified as Annexure-7)
Technical Evaluation Criteria			
2.	Age of Firm: (Maximum Marks-20) Minimum 10 Years After that – If more than 10 Years but less than equal to 15 years or More than 15 Years less than equal to 25 years or More than 25 Years	10 12 14 20	Incorporation certificate/Partnership Deed (Completed years will be counted as on 31/03/2024). (Must be identified as Annexure-8)
3.	No. of Partners: (Maximum Marks-18)		Latest Firm Card

	<p>Minimum 5 Partners (Fellow Chartered Accountants & Fellow Cost Accountants) and atleast 3 partners have qualified CISA/DISA.</p> <p>After that –</p> <p>If number of Partners more than 05 but less than equal to 09</p> <p>If number of Partners more than 09 but less than equal to 15</p> <p>If number of Partners more than 15</p>	<p>9</p> <p>12</p> <p>14</p> <p>18</p>	<p>(Must be identified as Annexure-9)</p> <p>Certificate of CISA/DISA</p> <p>(Must be identified as Annexure-10)</p>
4.	<p>Number of partners for Kolkata Branch-(Maximum Marks-20)</p> <p>If More than 4 but less than or equal to 6</p> <p>or</p> <p>More than 6 but less than 9</p> <p>or</p> <p>More than 10</p>	<p>10</p> <p>15</p> <p>20</p>	<p>Self-Declaration in letter-head stating details of Partners (location-wise)</p> <p>(Must be identified as Annexure-11)</p>
4.	<p>Professional Receipts of firm: (Maximum Marks-12)</p> <p>Minimum ₹75 Lakhs, after that-</p> <p>1 point for each extra ₹25 Lakhs , maximum point should not exceed 6</p>	<p>6-12</p>	<p>Audited Financial Statements of firm for the year ended March 2023</p> <p>(Must be identified as Annexure-12)</p>
5.	<p>Experience of PSU Audit: (Maximum Marks-20)</p> <p>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</p> <p>After that-</p> <p>2 points for each Statutory or Internal Audit of PSU for the FY 2024-25 or 2023-24., maximum point should not exceed 10</p>	<p>10-20</p>	<p>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).</p> <p>Must be identified as Annexure-13)</p>

	(Concurrent Audit and Internal Audit of any Bank/Public Financial Institutions will not be considered for the clause no. 5 entirely)		
6.	Interaction with the Authorised Committee	10 (max)	Bidder (represented by Concerned Partner) will be required to present before the committee.

Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 50 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid.

Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed) = X	Financial Bid (Assumed) = Y ₹	Financial Score (L*100/Y) = Z	Total Score (X*0.70 + Z*0.30)
A	90	7	85.71	88.71
B	80	7	85.71	81.71
C	60	6 (L)	100	72

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.7/- as per his quote even if his financial bid is higher or equal than other bidders.

Annexure-II

Terms and Conditions

- a. The contract shall be initially for the Internal Audit of the accounts for the Financial year 2024-25. Renewable for maximum 02 (two) financial years at the sole discretion of the management.
- b. Internal Audit of the Corporation shall be undertaken on quarterly basis . Detailed report on the finding along with suggestions\remedial measures will be submitted adhering the timeline as follows-

Period	Draft Report Submission (a)	Meeting with the Management (b)	Final Report Submission
Quarter ended 30 th June, 2024	Within 30 days from the issue of LOI	Within 07 working days from (a)	Within 05 working days from (b)
Quarter ended 30 th September, 2024	04 th November, 2024	-Do-	-Do-
Quarter ended 31 st December, 2024	25 th January, 2025	-Do-	-Do-
Quarter ended 31 st March, 2025	2 nd May, 2025	-Do-	-Do-

- c. The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the Corporation so long as its contract is continued with the WBEIDC Ltd..
- d. The Firm shall be entitled for payment towards fee for Internal Audit work on completion of audit for the year subject to discussion and approval in the Audit Committee Meeting. Statutory Taxes as applicable shall be deducted from the payment released.
- e. The Corporation shall not provide any conveyance facility to the staff of Firms during the course of Internal Audit.
- f. Internal Audit Report shall be submitted in the format as given in Appendix-A
- g. Detailed Audit Plan (Department-wise) including broad areas of audit shall be submitted within 02 working days of commencement of audit for the first quarter and revised/updated Audit Plan (if any) is to be submitted within 02 working days from the final submission of the audit report pertaining to the immediately preceding quarter.

Other General T&C:

- a. Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
- b. Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
- c. Bidder shall not be under liquidation, court receivership or similar proceedings.
- d. Bidding documents shall at all times remain the exclusive property of the WBEIDC Ltd.
- e. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Tender Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.

- f. WBEIDC LTD. shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
- g. WBEIDC LTD. reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- h. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- i. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- j. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- k. The Bidder shall quote in Indian Rupees.
- l. The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

Appendix-A

Observation Title:		
Observation No.:	Department:	Risk Rating: High/Medium/Low
Detailed Observation:		
Management Response:		
Recommendation:		
Implementation Date:	Root Cause: Policy/Operational	

Annexure-III

Technical Bid Format

Kindly note the details as stated below are required to be furnished by the Bidder.

DETAILS OF BIDDING FIRM/COMPANY: AS ON 31st March, 2024

- i. Name of Firm/Company:
- ii. Address of Head Office of Firm:
- iii. Landline Number:
- iv. Email Address:
- v. Website:
- vi. Constitution of Bidder: (Partnership firm, LLP etc.)
- vii. Date of Registration/Incorporation:
- viii. PAN Number:
- ix. GST Number:
- x. Name of Partner authorized by the firm to sign the tender:
- xi. Contact Person Name:
- xii. Mobile No.:
- xiii. Landline No.:
- xiv. Email Address:

OTHER DETAILS OF THE FIRM/COMPANY (w.r.t Kolkata office)

- a. Office Address in Kolkata:
- b. Landline Number:
- c. Email Address:
- d. Number of Offices/Locations in India:
- e. Number of Offices/Locations out of India:
- f. No. of Partners:
- g. Number of Chartered Accountants employed:
- h. Number of Cost Accountants employed:
- i. Number of Staff (including article assistant) (other than Chartered Accountants and Cost Accountants) employed:

DETAILS OF PARTNERS:

[Format given below may be modified appropriately to furnish details of all partners. In cases where the bidding firm has more than 5 partners, the bidder may furnish in Technical Bid, name and details of 5 senior most partners.]

1. Name of Partner:
Qualifications:
No. of Years of Work Experience (as partner of the Audit Firm) :

2. Name of Partner
Qualifications:
No. of Years of Work Experience (as partner of the Audit Firm):

3. Name of Partner
Qualifications:
No. of Years of Work Experience (as partner of the Audit Firm):

4. Name of Partner

Qualifications:

No. of Years of Work Experience (as partner of the Audit Firm):

5. Name of Partner

Qualifications:

No. of Years of Work Experience (as partner of the Audit Firm):

ENGAGEMENT PARTNER DETAILS:

- i. Name of Person proposed to be identified as Engagement Partner:
- ii. Designation:
- iii. Qualifications:
- iv. Experience and Suitability of the person [Not more than 150 words]:

ENGAGEMENT TEAM LEADER DETAILS:

- i. Name of Person proposed to be identified as Engagement Team Leader:
- ii. Designation:
- iii. Qualifications:
- iv. Experience and Suitability of the person [Not more than 150 words]:

DETAILS OF ENGAGEMENT TEAM / AUDIT TEAM:

- i. Proposed number of audit assistants/employees to be deployed:

TURNOVER/GROSS RECEIPTS OF THE FIRM:

FY 2023-24: INR

FY 2022-23: INR

FY 2021-22: INR

BANK DETAILS OF THE FIRM/COMPANY:

1.	Type of Account	
2.	Account Number	
3.	Name of Bank	
4.	Name of Branch	
5.	Address of Branch	
6.	MICR Code	
7.	IFSC Code	

EXPERIENCE OF FIRM IN CONDUCTING ASSIGNMENTS:

Internal Audit Experience

Sl. No.	Client name	Period of Audit	Turnover(₹ in Crores)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Statutory Audit Experience

Sl. No.	Client name	Period of Audit	Turnover (₹ in Crores)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

DETAILS OF REMITTANCE OF EMD:

Amount:

Date of Transaction:

Transaction Reference Number/UTR (Unique Transaction Reference) Number:

Annexure-IV

Scope of Work

Sl. No.	Department	Broad Audit Coverage
1.	Administration	i. Appointment of Security and Conservancy personnel through agency
		ii. Processing of remuneration to Security and Conservancy personnel & Statutory Compliances
		i. Appointment of Motor Car service providers
		ii. Non-compliance of the requirement of Motor vehicle Act e.g. invalid registration of vehicles, non-availability of driver licenses, non-availability of pollution certificate etc.
1.	Administration	iii. Allotment/ allocation of vehicles, log books
		i. List of Events organised and approval
		ii. budgetary approval and actual expenses
		i. Process of vendor selection & Procurement of Stationeries
1.	Administration	ii. Process of issuance of Stationeries
		iii. Updation of register
		iv. Physical verification of inventories
		1.
2.	Finance	ii. Physical verification of Cash
		iii. Bank Reconciliation Statements
		iv. Non-Cash Adjustments
		v. Investments
		vi. Fixed Assets including Depreciation
		vii. Pending Direct Tax and Indirect Tax litigations
		viii. Performance Bank Guarantee
		ix. Employee & Other Advances
		x. Reconciliations under Income Tax Act
		xi. Reconciliations under GST Law
		3.
3.	Legal	ii. Title deeds of assets
		1.
4.	Revenue Generating Departments	ii. Participation in tenders
		iii. Sale price determination
		iv. Recognition of Revenue (as per applicable accounting standards)
		v. Debtors Management & Reconciliation
		vi. Unexecuted Customer orders
		vii. Debtors ageing
		viii. Franchisee Activities
		5.
5.	Commercial & Tendering	ii. Selection of vendors & tendering process
		iii. Security Deposit/Performance Bank Guarantee
		iv. Purchase Orders
		6.
6.	Secretarial	ii. Forms & Returns filed with RoC

7.	Human Resources	<ul style="list-style-type: none"> i. Recruitment/Promotion/Transfer/Suspension/Retirement/Death ii. Payroll processing including increment (payroll employees & outsourced) including statutory deductions iii. Attendance & Leave records (payroll employees & outsourced) iv. Recovery of advances
8.	Infrastructure Development and Maintenance	<ul style="list-style-type: none"> i. Annual Maintenance Contracts ii. Vendors' empanelment iii. Statutory Compliances
9.	Inventories	<ul style="list-style-type: none"> i. Physical Inventory Management and Valuation ii. Physical Verification of Inventories
10.	IT System	<ul style="list-style-type: none"> i. Access restriction system control to IT assets, server room etc. ii. user list, password policy, backup system, adequate email security provisions iii. Compliance with Intellectual Property Rights Act iv. Preventive maintenance schedule

OTHERS

- i. 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.
- ii. The internal auditors are expected to review the systems in operation, SOP as well as adequacy and adherence of the system, internal control, etc.
- iii. 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.
- iv. Internal Audit (IA) should review and comment on the strength and weakness on Internal Financial Control (IFC) of WBEIDC and all its Subsidiaries 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 WBEIDC to improve / initiate needful action for improvement on the weakness area of internal control as well.
- v. IA should review and report in each quarter on the status of outstanding receivables on the WBEIDC. They should review each item of receivables and their health and comment on each of them. They may suggest / advise steps to be initiated to recover old outstanding. They should prepare their report separately for each department to enable the Management to take up the same with each HODs separately.
- vi. Detection of fraud risks and/or any manifest systemic deficiencies that are likely to enhance fraud risks
- vii. Review and regular reporting of the tender process across all divisions and entities for all procurement of all goods and services
- viii. Advice on SOPs that are issued and / or amended from time to time
- ix. Recommendation of operational improvements by rationalization in areas of common/duplication of resources across WEBEL, inter se.

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