



WEST BENGAL STATE SEED CORPORATION LIMITED

(A GOVT. OF WEST BENGAL COMPANY)

Regd. Head Office: 6, Ganesh Chandra Avenue, (5th Floor), Kolkata – 700013

Memo No921...../WBSSCL-HO

Date: 17/09/2024

NOTICE INVITING e-Tender

Tender Reference No. : WBSSCL/MD/KOL/NIT-30/2024-25

Subject: Submission of rate for Internal Audit, Analysis and Examination of Annual Accounts and Report of WBSSCL.

The Managing Director, West Bengal State Seed Corporation Limited (WBSSCL), invites e-Tender no.30/2024-25 Dt.17.09.2024 for the work detailed in the table below.

Name of Work	Earnest Money	Period covering	Eligibility of Bidder
Internal Audit, analysis and examination of Annual Accounts and report of WBSSCL as per scope of work.	Token EMD amount @ of Rs. 5,000/- (Rupees Five thousand only) will have to be deposited through online in the form of Net Banking or RTGS/NEFT as per e-procurement portal of Govt. of West Bengal http://wbtenders.gov.in in favour of 'West Bengal State Seed Corporation Limited', Payable at Kolkata is required to be documented through e-filing. The balance amount if any i.e. @ of 2% of order less Rs.5,000/- amount (if required) is required to be paid after finalization of financial bid before issuing work order.	With effect from financial year 2023-24 with a provision to renew the same for another one year with mutual consent between the successful bidder & WBSSCL at the same terms and conditions subject to satisfactory performance and approval of the authority.	Bonafide and Resourceful C.A. / Costing Firm having experience in similar nature of service fulfilling requisite eligibility criteria as stated in the NIT.

TERMS AND CONDITIONS

1. Scope of Work :

Examination and analysis of accounts for the Financial Year 2023-24 to find out irregularity if any which has financial implication on the interest of WBSSCL, details as follows-

- Scrutinize, verify and audit the accounts (all books and records) of the 14 district unit offices, Two Regional Offices and Head Office of the Company (WBSSCL) and submit 4 quarterly internal audit reports to the management within 15 days from completion of each quarterly period. **List of offices are separately attached.**
- Whether there have been under statement of revenue or over statement of expenditure which in effect under states profit of the company and thereby reducing quantum of revenue.
- Verify district accounts & district-wise cost analysis to find out the district wise performance and verify district stock position of all 14 district units of WBSSCL.
- Scrutinise the detail of payments.
- Scrutinise the investments.
- To assist in compliance with and reply of audit queries raised by different auditors.
- Any other irregularities which will be found to be rectified in case of a particular company.
- Internal Audit of all books and records of Production wing, Marketing & Procurement wing, Engineering wing and establishment wing of Head Office, 2 Regional setup of WBSSCL and 14 District unit offices.
- Reconciliation of Debtors and Creditors of WBSSCL.

2. In the event of e-filling, intending bidder may download the tender document from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
3. Technical & Financial Bid are to be submitted concurrently duly Digitally Signed in the website <http://wbtenders.gov.in>. Submission of Technical & Financial Bid will be done as per time schedule stated below. The bidders must put the rate in the BOQ. GST is applicable as per extant provisions of Rules & changes thereof.

Sl. No.	Particulars	Date & Time
i	Publishing & Documents download Start Date	23-09-2024; 11.00 A.M.
ii	Bid submission start date (On line)	23-09-2024; 11.55 A.M.
iii	Pre- bid meeting	30-09-2024; 1.00 P.M.
iv	Bid Submission closing (On line)	21.10.2024; 3.00 P.M.
v	Bid opening date for Technical Proposals (Online)	23-10-2024; 3.00 P.M.
vi	Date of uploading list for Technically Qualified Bidder (online) after disposal of appeals, if any. (Online).	To be notified later on
vii	Date for opening of Financial Proposal (Online)	To be notified later on

4. The bidder participating in the bidding process must furnish address of the registered office, e-mail ID & **person responsible with contact no.** in letter head duly signed by the authorized signatory for communication from the WBSSCL. All correspondence under this tender shall be served/ delivered by e-Mail to / from the Managing Director, WBSSCL, 6, Ganesh Ch. Avenue, 5th Floor, Kolkata-700 013, e-Mail ID - wbsocl@gmail.com. All correspondence to be communicated from this e-mail shall be treated as official.
5. The each and every bidder participating in the bidding process must submit **an affidavit (Notarized) on a Non-judicial Stamp Paper of Rs.10/- containing a self-declaration on “the bidding firm has not been convicted/blacklisted by any Govt. organization/ semi or quasi Govt. organization/ Corporation of GOI or any other State Govt. in the country during last three years”**. Suppression of such facts/ events happened during the period in question shall invite punishment to be decided by the Corporation along with disqualification from the bidding process.
6. Only the bonafide, resourceful and experienced C.A. / Costing Firms can participate in the tender process.
7. **Eligibility criteria for participation in the bid-**
Experience of CA / Costing Firms– The firm should have a minimum professional experience of 10 (Ten) years, preferably in seed growing Companies.
The agency needs to submit:
 A) GST Registration certificate;
 B) Trade license valid at the time of submission of bid;
 C) P. Tax payment challan up to the date of submission of bid if not more ;
 D) Income Tax returns with acknowledgement for F.Y.s 2023-24, 2022-23 & 2021-22;
 E) Power of Attorney;
 F) Partnership Deed and copies of necessary documents to this effect is to be submitted.
 G) Tax Audited Report in **3CD Form** for F.Y.s 2023-24, 2022-23 & 2021-22.
8. **No. of Partners of the Firms** – The firm should have minimum **7(Seven) no. of Partners**. Scanned copies of the certificate issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India are to be submitted duly certified by 2 partners.
9. **Annual Turnover of the Bidder** – The firm should have a minimum average annual turnover of 100.0 lacs. (Average of last three F.Y.s 2023-24, 2022-23 & 2021-22). [Tax Audited Report in **3CD Form** is to be furnished along with Financial statements for the last 3 (Three) F.Y.s 2023-24, 2022-23 & 2021-22;
10. **No. of Internal Audit** – The firm should have an experience of carrying out at least 01 (One) no. of Internal Audit of Public Ltd. Company, State / Central Govt. undertaking Company having a minimum turnover of Rs.100.00 crores in any of the 3 Financial Years 2023-24, 2022-23 & 2021-22. The below mentioned table is required to be filed and duly certified by the Authorized signatory of the bidder.

Name of the Public Ltd. Company, State / Central Govt. undertaking Company	Whether as Internal Auditor	Year of auditing	Turnover of the Public Ltd. Company, State / Central Govt. undertaking Company

11. **No. of qualified CAs/CMAs with the Firm** - The firm should have at least 2 qualified employees Chartered Accountants /Cost Accounts on the date of Tender submission. (Document duly certified by 2 (two) partners is required to be submitted).
12. **Conflict of Interest** – The firm should not be associated in professional capacity with the Suppliers Company for the period under review and up to submission of final report so as to have any conflict of interest. **(Declaration in this respect has to be submitted in letter head duly signed by the authorized signatory).**
13. The Firm should have Head Office / Branch Office in Kolkata. **(Declaration in this respect has to be submitted in letter head duly signed by the authorized signatory)**
14. The arrangement under this invitation offer shall come into force with effect from the date of execution of “Agreement”.
15. The “Agreement” shall remain effective for a period of **one year** from the date of execution of an “Agreement”, which may be extended further for one year with mutual consent between the bidder & WBSSCL unless terminated prematurely by WBSSCL at its discretion and satisfaction. The WBSSCL does not bind itself to adduce any reason for such extension / termination of the Agreement to any bidder but may intimate such reason if it is considered necessary / warranted by circumstances.
16. The successful bidder after acceptance of the rate communicated by the Managing Director, WBSSC Ltd. shall execute **an agreement** in the prescribed format covering all the terms and conditions on a Non-Judicial Stamp Paper (**purchased in the name of the bidder at his own cost**) of Rs. 50/- within **five working days** from the date of receipt of the letter of acceptance.
17. All rates / fees quoted offered to WBSSCL shall remain valid for at least two years from the date of entering into the “Agreement” and the said offer shall be applied during the period of extension of agreement subject to fulfillment of relevant provisions.
18. **Release of EMD & Security Deposit:**
 - i) On application EMD & security deposit of the successful bidder will be released after completion of contract period.
 - ii) EMD of every disqualified bidder shall be released through the e-Procurement Portal of the Government of W.B. after the comparative statement has been prepared and approved.
19. In case of failure to provide service as order of this corporation and within the stipulated date, work order will be deemed cancelled and penal action will be **taken as per Para 13 below. Whereas, this situation mentioned if arises, then apart from the action mentioned herein, the WBSSCL also reserve the right to take necessary steps as per existing Govt. norms in order to ensure complete of valued work timely.**
20. **Penalties for Non-Compliances, Violations and Non-Performance:**
The following penalties would be imposed for non- compliance, violation or non-performance of any of the terms and conditions of the NIE:
 - a) EMD and entire security deposit would be forfeited.
 - b) The Firm will be blacklisted for three years from participation in any tender process of the WBSSC Ltd. The Firm would be given an opportunity of being heard in this regard. The matter would be considered by the tender recommending authority and it shall make a recommendation in this regard. The recommendation of the tender recommending authority shall be considered by the tender accepting authority or the State Government as may be specified.
21. WBSSCL reserves the right to consider / reject any or all offers invited under the present tender without assigning any reason thereof.
22. **Mode of Payment:**
25% of total value will be payable on submission of every quarterly report, subject to acceptance of the management of the report submitted.
23. Any disputes, questions or difference or any interpretations arising out of or in connection with the terms & conditions of this tender if not settled/ resolved amicably, then they shall be referred to a sole arbitrator who shall be appointed by the Managing Director of the ‘Corporation’, herein after referred as WBSSCL, in accordance and subject to provision of the Arbitration and Conciliation Act, 1996 or any other enactment or statutory modification thereof for the time being in force. The place of Arbitration shall be Kolkata and the language of arbitration shall be English. The award of the arbitrator shall be binding on both the parties.

24. When any dispute occurs and when any dispute is under arbitration, except for the matter under dispute, the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations as per the agreement based on terms & conditions of the tender.
25. All disputes and Court cases are subject to the Jurisdiction of the Hon'ble Calcutta High Court only.
26. No conditional offer will be accepted.
27. In case of concealment of any fact, if detected later on, such bidder will be debarred from all future dealings with WBSSCL and penal action will be taken within the provisions of this tender.
28. That any licenses/ statutory obligations that expire during the contract period shall be duly renewed by the Bidder without any lapses.
29. Except as otherwise stated above, WBSSCL reserves right to delist any successful bidder if fails to comply with the order satisfactorily or any licenses adjudged as essential criteria in this tender submitted by the bidder if cancelled by any State / Central Enforcement Agencies. The WBSSCL will also delist any successful bidder if its activities are found to be prejudicial on verification through its own sources.
30. Deduction of Taxes & duties: - As applicable, as per norms.
31. Lowest (L1) rate in BOQ will be accepted subject the approval of Tender Evaluation Committee.

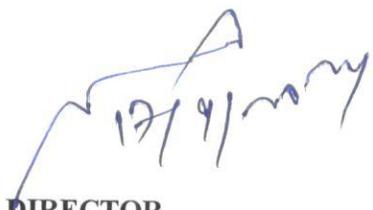

MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED

Memo No.- 921 /1(11)/WBSSCL

Dated : 17-09-2024

Copy forwarded for information and necessary action please to:-

- 1)The Finance & Accounts Officer, WBSSC LTD., Kolkata.
- 2)The Members of Tender Evaluation Committee of this Office (All).
- 3)Notice Board & Website of this office for wide circulation.
- 4)Local Post Office;
- 5)Local Police Station;


MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED

Declaration by the Bidder

1. I/ We have read and understood the NIT, Terms & Conditions as contained in this Tender Ref. No. WBSSCL/MD/KOL/ NIT-30 / 2024-25 and I have submitted the bid in accordance with above conditions and instructions of this tender document.
2. The information furnished in the bid are true and factual and I/ we clearly understood that our tender is liable for rejection, if any information furnished is found not to be true and not factual at any point of time and the WBSSC Ltd reserves right to initiate actions as deemed fit

Place:

Date:

(To be digitally signed by the Bidder)

(To be filled and signed by the authorized signatory)

Particulars	Details
Name of The Farm	
GST Registration certificate	
An affidavit (Notarized) on a Non-judicial Stamp Paper of Rs.10/- containing a self-declaration on "the bidding farm has not been convicted/ blacklisted by any Govt. organization/ semi or quasi Govt. organization/ Corporation of GoI or any other State Govt. in the country during last three years"	
Valid Trade license	
P. Tax payment certificate up to the date of submission of bid if not more	
Income Tax returns with acknowledgement for F. Y.s 2023-24, 2022-23 & 2021-22	
Power of Attorney in favour of Authorized signatory	
Partnership Deed	
Tax Audited Report of the bidder firm in 3CD Form for F. Y.s 2023-24, 2022-23 & 2021-22	
No. of Partners of the Firms	
Annual Turnover of the Bidder	
No. of qualified CA's/ CMA's (other than partners) with the Firm	
Experience of bidder firms	
Declaration of Head Office / Branch Office in Kolkata has to be submitted in letter head duly signed by the authorized signatory	

List of Districts

1	Head Office	6 Ganesh Chandra Avenue, Kolkata 700 013,
2	Regional Office Burdwan	Kanainatshal, Sripally, Purba Barddhaman, 713 103,
3	Regional office Jalpaiguri	Krishi Bhawan, 5 th Floor, Club Road, 735 101,
4	District Office- Bankura	Shubhankar Sarani, Pratap Bagan, 722 101,
5	District Office - Birbhum	Hatjan Bazar, Suiiri, 731 102,
6	District Office - Purba Bardhaman + Paschim Bardhaman	Kanainatshal, Sripally, Purba Barddhaman, 713 103,
7	District Office - North 24 Parganas	21, K. N . C. Road, Barasat, 700 124,
8	District Office - Hooghly + Howrah	Rice Research Station, Chinsurah, 712 102,
9	District Office - Purba Midnapore + Paschim Midnapur + Jhargram	Beej Bhawan, Phoring Danga, Abas, 721 102,
10	District Office - Purulia	Krishi Bhawan, 5 th Floor, North Lake Road, 723 101,
11	District Office - South 24 Parganas	Newtown, Samrat Nurshing Home, Diamond Harbour, 743 331,
12	District Office - Nadia	Dakat Pukur, Road Station, Krishnanagar, 741 101,
13	District Office - Malda	Makdampur, Gour Road, Seed Complex, 732 103,
14	District Office - Murshidabad	Krishi Bhawan, 2nd Floor, 20 Krishna Nath Road, Baharampur, 742 101,
15	District Office - North Dinajpur + South Dinajpur	Beej Bhawan, Udaypur, Karnajora, Raiganj, 733 130,
16	District Office- Jalpaiguri + Kalimpong + Darjeeling	Seed Bank Complex, Sahidgarh, Mainaguri, 735 228,
17	District Office – Coochbehar + Alipurduar	Beej Bhawan, Vibekananda Street, Krishi Khamar, 736 101.

(Rate to be quoted in electronically generated BOQ only, not to be quoted within Technical Bid portion)

BOQ	
.Description of works/Services	Rate (Amount in INR) (Lump sum for the Year (2023-24) + GST separately (as applicable))
Internal Audit, analysis and examination of Annual Accounts and report of WBSSCL as per scope of work	

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

➤ Registration of bidders :

Any bidders 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://wbtenders.gov.in> the bidders is to click on the link for e-Tendering site as given on the web portal.

➤ Digital Signature Certificate (DSC):

Each bidders 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. DSC is given as a USB e-Token.

➤ The bidders can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

➤ 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).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) **Statutory Cover containing the following documents as laid down in their respective clauses mentioned herein with:**

Token EMD amount @ of Rs. 5,000/- (Rupees Five thousand only) will have to be deposited through online in the form of Net Banking or RTGS/NEFT as per e-procurement portal of Govt. of West Bengal <http://wbtenders.gov.in> in favour of 'West Bengal State Seed Corporation Limited', Payable at Kolkata is required to be documented through e-filing. The balance amount if any i.e. @ of 2% of order amount is required to be paid after finalization of financial bid before issuing work order.

i. Self-declaration is required to be submitted in the letter head as per given format.

N.I.T. (downloads properly and uploads the same as digitally signed). **The rate must be quoted in the electronically generated B.O.Q only.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case of quoting any rate in N.I.T., the tender is liable to be summarily rejected.**

THE ABOVE STATED STATUTORY (TECHNICAL DOCUMENTS)
SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
1.	Certificate(s)	Certificate(s)	P Tax; Valid Trade License
2.	Certificate(s)	GST Registration Certificate	GST Registration Certificate
3.	Certificate(s)	Permanent Account No.	PAN
4.	Company Details	Firm Details 1	Partnership Deed; No of Partners; No of qualified Employees
5.	Credential	Credential 1	Experience of carrying out Internal Audit of Public Ltd. Company, State / Central Govt. undertaking Company having a minimum turnover of Rs.100.00 crores in any of the 3 Financial Years 2023-24, 2022-23 & 2021-22.
	Declaration	Declaration File 1	Declaration of Head Office / Branch Office in Kolkata has to be submitted in letter head duly signed by the authorized signatory
6.	Declaration	Declaration File 2	An affidavit (Notarized) on a Non-judicial Stamp Paper of Rs.10/- containing a self-declaration on "the bidding firm has not been convicted/ blacklisted by any Govt. organization/ semi or quasi Govt. organization/ Corporation of GOI or any other State Govt. in the country during last three years.
7.	Financial info	Technical Personnel On Contract	Power of Attorney in favour of Authorized signatory
8.	Financial info	Financial Statement	Please Upload P/L & Balance Sheet (2021-22) in place of 2020-21
9.	Financial info	Financial Statement	Please Upload P/L & Balance Sheet (2022-23) in place of 2021-22
10.	Financial info	Financial Statement	Please Upload P/L & Balance Sheet (2023-24) in place of 2022-23

Tender Evaluation Committee (TEC)

1. Evaluation Committee constituted as per Order of the Managing Director, West Bengal State Seed Corporation Limited will function as Evaluation Committee for selection of technically qualified bidders
2. Opening & evaluation of tender:
If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal:
Technical proposals will be opened by the Managing Director, West Bengal State Seed Corporation Limited and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending bidders may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and if found in order. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified bidder will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon the bidders & 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.
- **After opening the financial bids of the technically qualified Bidders the Financial evaluation statement will be sent to Tender Committee and Technical-Cum-Works-Committee, for their consent/objection if any.**

FINANCIAL PROPOSAL

10. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the **rate** online through computer in the space marked for quoting rate in the BOQ.
11. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.
12. Financial capacity of a bidder will be judged on the basis of information furnished.
13. Penalty for suppression / distortion of facts:
If any bidder fails to produce the original hard copies of the 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 bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
14. Rejection of Bid:
WBSSCL 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 WBSSCL's action.
15. **Award of Contract**
 - i) The Bidder who have quoted lowest rate in respect of items mentioned in NIT and BOQ, Award of Contract will be given to him, provided he accepts in writing to execute the whole contract on the basis of item wise lowest rate (L1) quoted by him as per Govt. norms.
 - ii) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
