



# THE SHALIMAR WORKS (1980) LIMITED

(WHOLLY OWNED BY THE GOVERNMENT OF WEST BENGAL)

Regd. Office: HRBC Office Compound, Canteen Building, 1<sup>st</sup> Floor,  
Munshi Premchand Sarani, Kolkata – 700021  
Tele Fax: +91 (033) 2262-0099  
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Website: [www.shalimarworks1980ltd.com](http://www.shalimarworks1980ltd.com) CIN: U45207WB1981SGC033266

## Corrigendum-I to the Tender Document referred below:

- 1) Tender No. SWL-eTENDER/54 (2025)/738 dated 05.01.2026
- 2) Tender ID: 2026\_TSWL\_983660\_1
- 3) Description of Work: Expression of Interest (EOI) through e-Tendering in the enclosed format (Annexure-II) from Chartered Accountant firms registered with Institute of Chartered Accountants of India (ICAI) for appointment as Internal Auditor for extending services as per scope of work (Sl.5 under Section-B).

All concerned are requested to note that the Para-9 of Section-A, General Terms and Conditions of the Tender Document and Para-4(4)(5)(6) of ITB has been revised as follows:

Clause/Para	Existing Para	Revised Para
Para-9 of Section-A General Terms and Conditions	Prospective firms requiring any clarification about the EOI document and scope of work may contact through e-mail at gmshalimarworks@gmail.com or shalimaraccounts@gmail.com. If required, the firms may contact General Manager/Financial Advisor & CAO at our Head Office for any clarification with prior appointment.	Prospective firms requiring any clarification about the EOI document and scope of work may contact through e-mail at gmshalimarworks@gmail.com or shalimaraccounts@gmail.com <b>within 5.30 PM of 09.01.2026 addressing the General Manager, HO or Financial Advisor &amp; CAO of this Company. No query receiving beyond 5.30 PM of 09.01.2026 will be accepted.</b>
Para-4(4) of ITB	Closing date and time of Bid submission: 11/01/2026 18:00:00	Closing date and time of Bid submission: 15/01/2026 11:30 hrs.
Para-4(5) of ITB	Submission of original copies of DD (Cost of Tender & EMD) at Head Office, SWL against acknowledgement: Before 12/01/2026 14:30:00	Submission of original copies of DD (Cost of Tender & EMD) at Head Office, SWL against acknowledgement: Before 15/01/2026 14:30 hrs.
Para-4(6) of ITB	Opening of Technical bid (Part-I): 12/01/2026 14:30:00	Opening of Technical bid (Part-I): 15/01/2026 15:00 hrs.

All other terms & conditions of the Bid document will remain unchanged.

*S. Bhattacharjee*  
S. Bhattacharjee  
General Manager



# **THE SHALIMAR WORKS (1980) LIMITED**

**HRBC Office Compound, Canteen Building, 1st Floor,**

**Munshi Premchand Sarani, Kolkata-700021.**

**Telephone No. 033 22620099, Email: gmshalimarworks@gmail.com**

## **TENDER DOCUMENT**

**FOR**

**E-TENDERING**

**OF**

**APPOINTMENT OF INTERNAL AUDITOR**

### INSTRUCTION TO BIDDERS (ITB)

Description of Work/Job	Period	Cost of Tender Document	EMD
Expression of Interest (EOI) through e-Tendering in the enclosed format (Annexure-II) from Chartered Accountant firms registered with Institute of Chartered Accountants of India (ICAI) for appointment as <b>Internal Auditor</b> for extending services as per scope of work (Sl.5 under Section-B).	a) 4th Quarter of FY 2025-26 (AY 2026-27) or Part thereof. b) Entire FY 2026-27 (AY 2027-28)	Rs.1,500.00	Rs.10,000.00

**1) Eligibility Criteria:**

- a) The prospective firms shall have registration with the Institute of Chartered Accountants of India (ICAI) and also shall have registered office in Kolkata with adequate infrastructure for extending desired services as per Scope of Work (Sl.5 under Section-B) given in the tender. Document in support of the same has to be submitted along with Technical bid.
- b) One of the Auditors of the firm assigned for Internal Audit of the Company must have Diploma in Information Systems Audit (DISA), offered by the ICAI. Document in support of the same has to be submitted along with Technical bid.
- c) The firm should be a firm of Chartered Accountants. Copy of certificate from their respective institute to be submitted along with Technical bid.
- d) The firm must have at least **05 (five)** partners including at least **04 (four)** FCA partners. Partnership deed containing the name of the partners has to be submitted with Technical bid.
- e) The firm should have an experience for a minimum period of 10 (ten) years in the field of Internal Audit. A self-declaration by the firm may be submitted. Credential in support of the same has to be submitted along with Technical bid.
- f) Firms providing Internal Audit services for Government Companies/PSUs/Corporations/ Undertakings/Parastatals in the last 5 years shall be eligible to participate in this tender. Appointment letter(s) by the Auditee in support of the same has to be submitted with Technical bid.
- g) The firm must have average annual financial turnover of at least Rs.75,00,000.00 (Rupee seventy five lakh only) during the preceding three financial years expiring 31st March i.e. on 31.03.2025, (FY. 2022-23, 2023-24 & 2024-25) [Audited accounts to be submitted with bid document].

- h) The firm must have valid CAG empanelment. Document in support of the same has to be submitted along with Technical bid.
- i) The firm intending to participate the bid must have adequate technical staff. A statement stating *inter alia* name, designation, period of attachment with the firm and assigned job is to be enclosed under proper attestation.
- j) The firm should have a good record of successful completion and commissioning of similar project in time. Supporting documents/certification with due attestation to be enclosed.
- k) Disqualification Status: The applicant must not be debarred or disqualified by any regulatory authority. Declaration in this regard has to be submitted along with Technical bid.
- l) Documents/certificates to be enclosed with the bid have been stated under Para-3 of ITB.

## 2) Cost of Tender & Earnest Money Deposit (EMD):

- a) **Non-refundable Tender Cost of Rs.1,500.00** (Rupees one thousand five hundred) only is to be submitted online in favour of “The Shalimar Works (1980) Ltd.”, Account No. 19670510001264, UCO Bank, FCC-India Exchange Place Branch, IFS Code UCBA0000002 or Demand Draft drawn on any Nationalized Bank in favour of “The Shalimar Works (1980) Ltd.”, payable at Kolkata. A scanned document in support of payment of tender cost is to be uploaded and to be submitted to SWL in original in case the firm is submitting Demand Draft for Tender Cost.
- b) **Earnest Money Deposit (EMD) of Rs.10,000.00** (Rupees ten thousand) only is to be submitted online in favour of “The Shalimar Works (1980) Ltd.”, Account No. 19670510001264, UCO Bank, FCC-India Exchange Place Branch, IFS Code UCBA0000002 or Demand Draft drawn on any Nationalized Bank in favour of “The Shalimar Works (1980) Ltd.”, payable at Kolkata. A scanned document in support of payment of EMD is to be uploaded and to be submitted to SWL in original in case the firm is submitting Demand Draft for EMD.

The Earnest Money as above has been fixed for the purpose of this tender only having no relation to the prospective contract price. **This amount of EMD in case of successful tenderer would be retained as Performance Guarantee and will be refunded to him after completion of work. Any tender not accompanied by Tender Cost and Earnest Money shall be summarily rejected and considered as non-responsive.**

Earnest Money deposited by the unsuccessful tenderers shall be refunded to him without any interest and on specific written request from the tenderers after issuance of order to the successful tenderer.

If after submitting offer under this e-tender, the tenderer withdraws/modifies his tender or fails to furnish the performance guarantee/security deposit as per terms of tender documents in the form of Bank Guarantee within the stipulated time, on acceptance of the tender, SWL

shall have right to forfeit/confiscate the amount of earnest money in full or part thereof deposited by the tenderer.

**c) The Earnest Money may be forfeited:**

- i) If the firm withdraws the bid during the period of bid validity.
- ii) During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated.

**3) Documents to be uploaded:**

- a) Technical Proposal/Bid (Part-I):
  - i) Scanned copy of the proof of payment of Tender cost
  - ii) Scanned copy of the proof of payment of EMD
  - iii) Self-attested NIET including all sections and Corrigendum, if any issued by SWL
  - iv) Application as per Annexure-I duly filled up, stamped & signed along with supporting documents
  - v) EOI Form as per Annexure-II duly filled up, stamped & signed along with supporting documents
  - vi) Scanned copy of other important documents (below mentioned)
    - A) Registration certificate with the Institute of Chartered Accountants of India (ICAI).
    - B) Certificate of DISA offered by the ICAI
    - C) Documents in support of registered office in Kolkata
    - D) Credentials/work orders for similar nature of job
    - E) Declaration against experience for a minimum 10 (ten) years in the respective field
    - F) Successful completion certificate of similar nature of job
    - G) Deed/documents containing the name of all active partners
    - H) PAN registration
    - I) GST Registration
    - J) ITR for the last 3 years showing turn over (FY 2022-23, 2023-24 & 2024-25)
    - K) Audited BL & PL account of last 3 years (FY 2022-23, 2023-24 & 2024-25)
    - L) Documents in support of valid CAG empanelment
    - M) List/statement of adequate technical staff stating *inter alia* name, designation, period of attachment with the firm and assigned job
    - N) Declaration about “Not being black listed” previously by any Government/Non-Government/Semi-Government/Parastatals/PSUs/Private or any other organisations for which the agency was awarded contract for providing Internal Audit.
    - O) Power of Attorney/Authorisation for signing the tender, if applicable.

**All the documents should be duly stamped & signed by the Competent Authority of the firm allowed to sign the documents as a token of acceptance.**

**b) Financial Proposal/Bid (Part-II):**

- i) BOQ (Bill of Quantity)

**Notes:**

- A) The rate to be quoted excluding of GST.
- B) The bidders are required to quote the rate online only in BOQ folder. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.
- C) Only downloaded copy of the BOQ is to be uploaded.

**4) Important Dates and Time:**

Sl.	Particulars	Date & Time
1.	Publishing date	05/01/2026
2.	Document Download start date	06/01/2026 10:00:00
3.	Bid submission start date	07/01/2026 10:00:00
4.	Closing date and time of Bid submission	11/01/2026 18:00:00
5.	Submission of original copies of DD (Cost of Tender & EMD) at Head Office, SWL against acknowledgement	Before 12/01/2026 14:30:00
6.	Opening of Technical bid (Part-I)	12/01/2026 14:30:00
7.	Opening of Financial bid (Part-II)	To be notified later
8.	Date of publication of the final selection	To be notified later

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Seal and signature of the tenderer



General Manager, SWL

**SECTION – A**  
**GENERAL TERMS AND CONDITIONS**

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- 1) Open Tenders (two part bid) are invited online (as per Amended Rule 47(8) in FD Notification No.5400-F(Y) dated 25.06.2012) from experienced, bonafide and financially sound private or public sector entity/enterprises/undertaking/agency/joint venture company or consortium or partnership firms registered under Indian Partnership Act, 1932, firms or companies for carrying out the above mentioned work. Intending firms may participate & download the tender documents from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
- 2) The financial bid of the prospective tenderer will be considered only if the technical bid of the tenderer is found qualified/responsive. The decision of the Tender Evaluation Committee in this regard will be final and binding upon all concerned.
- 3) SWL does not take any responsibility for the delay caused due to non-availability of internet connection, internet traffic jam etc. for online bids.
- 4) SWL reserves the right either to accept or reject any or all the tenderers at any time without assigning any reason thereto.
- 5) The firm, at his own responsibility, risk and cost, may discuss with SWL that may be necessary for preparing the bid as mentioned in the Notice Inviting e-Tender, before submitting the offer.
- 6) Conditional/incomplete tender will not be accepted.
- 7) The intending firms shall clearly understand that whatever may be the outcome of the present invitation of bids, the tender accepting authority reserves the right to accept or reject any offer without assigning any reason whatsoever and will not be liable for any cost that might have been incurred by any tenderer at any stage of bidding.
- 8) Prospective firms are advised to note carefully the eligibility criteria as mentioned in NIET. Offers of firms fulfilling the eligibility criteria will only be opened.
- 9) Prospective firms requiring any clarification about the EOI document and scope of work may contact through e-mail at [gmshalimarworks@gmail.com](mailto:gmshalimarworks@gmail.com) or [shalimaraccounts@gmail.com](mailto:shalimaraccounts@gmail.com). If required, the firms may contact General Manager/Financial Advisor & CAO at our Head Office for any clarification with prior appointment.
- 10) After opening of EOI responses, if the EOI committee feels, they may ask for supporting documents in respect of the claim of the firm and the firm will have to submit supporting documents as well as written clarifications as required by the committee within three days.
- 11) **Each page of Bid & EOI (including Annexures) should be stamped and signed by the authorised signatory of the firm.**

- 12) SWL reserves the right to verify the authenticity of the credentials of all the firms submitted with bid from the Credential issuing Authority during the bid evaluation process. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other documents found incorrect/manufactured/fabricated, that firm would not be allowed to participate in the tender and that application will be rejected without any prejudice. The SWL reserve the authority to take appropriate action as per existing laws for such action. The firm may be black listed by the SWL Authority.
- 13) The General Manager reserves the right to cancel the NIET / Corrigendum due to unavoidable circumstances and no claim in this respect will be entertained in any circumstances.
- 14) If there be any objection regarding pre-qualification criteria, the intending firm may contact SWL within 2 (two) days from the date of publication of NIET.
- 15) Before issuance of the order, the Tender Inviting Authority may verify the credentials and other documents of the lowest tenderer, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured, false and fake, the order will not be issued in favour of the said tenderer under any circumstances.
- 16) The successful firm shall be intimated of his selection for the award of contract. Hence no enquiry in this regard will be encouraged.
- 17) **Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances.**
- 18) Online bid must be submitted not later than the specified date & time.
- 19) The SWL reserves the right to extend the due date for submission of bids by amending the bid documents, wherever necessary without assigning any reason thereto.
- 20) If it is found that the services provided are not satisfactory, the contract may be terminated as per discretion of SWL.
- 21) Interested firms/their authorised representatives carrying their authorization (maximum 2 persons) may be present at SWL (HRBC Office Compound, Canteen Building, 1st Floor, Munshi Premchand Sarani, Kolkata 700021) at the time of opening of technical/financial bid.
- 22) **For the purpose this EOI 'Firm/bidder/tenderer' means a Firm of Chartered Accountants and includes Limited Liability Partnerships.**

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Seal and signature of the tenderer



General Manager, SWL

## SECTION – B

### SPECIAL TERMS AND CONDITIONS

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**1) Place of Work:**

The work has to be carried out at the registered office at HRBC Office Compound, Canteen Building, 1<sup>st</sup> Floor, Munshi Premchand Sarani, Kolkata - 700021 and Factory at 1, Foreshore Road, Howrah - 711102, as required.

**2) Duration of Contract:**

4th Quarter of FY 2025-26 (AY 2026-27) or part thereof and entire FY 2026-27 (AY 2027-28).

**3) Bid Validity:**

Quoted rate should remain valid for a period not less than 6 months (180 days) from the last date of submission of financial bid. If the firm withdraws the Bid during the period of Bid validity, his Earnest Money Deposit/Security Money Deposit will be forfeited.

**4) Evaluation of Tender:**

- i. The evaluation therefore will be made in 02 (two) phases – Technical Evaluation & Financial Evaluation. Technical evaluation will be based on eligibility criteria and other technical aspects of the Bid Document excluding financial aspects. Financial evaluation will be made on the basis of rates quoted towards fees offered.
- ii. In case of **tie bid**, the provision as mentioned in Finance Department G.O. No. 2320-F(Y) dated 07.06.2022 would be followed.
- iii. The L-1 price will be evaluated based on the total price of BOQ for 4<sup>th</sup> quarter of FY 2025-26 (AY 2026-27) and annual internal audit for FY 2026-27 (AY 2027-28).

**5) Firm's Scope of Work:**

- a) Checking of correctness of entries made in software (Exactly.net).
- b) Checking of Bank Reconciliation Statement of all the Bank Accounts maintained by the Company.
- c) Review of Fund Management (Cash, Bank including Term Deposits and Bank Guarantee)
- d) Cost benefits analysis on various projects undertaken by the Company.
- e) Review and age-wise analysis of Receivable and Payables and to comment on the status of receivables / adjustments as regards payables, analysis of write back / adjustments, if any.
- f) Reviewing various Agreements/orders with the Vendor for AMC and other contract works.
- g) Evaluation of tendering procedure for engagement of contractors towards any project work.
- h) Checking of entire purchase procedure including Compliance made in respect of tendering procedure and quotations received from at least three parties etc.
- i) Vouching of various payments made by the Company (Cash Vouching, Bank Vouching and Journal Vouching) with sufficient documentary evidence.
- j) Checking of Fixed Assets Register, Scrap Register etc.
- k) Checking of Stores Records with special emphasis on receipt and issues of materials.
- l) Inventory Management to assess adequacy or deficiency including classification of slow moving / non-moving items.

- m) Report on Maintenance of Book of Accounts of the Company as per Companies Act, 2013 as amended.
- n) Physical verification of stores items under ABC Analysis on Test basis in presence of authorized person of the Accounts Dept.
- o) Rendering assistance in preparation of Financial Statement for presentation of the same before the Statutory Auditors and adherence of applicable Accounting Standards issued by ICAI in preparation of Financial Statements.
- p) Certification regarding Annual Average Turn Over of the Company along with Loss & Profit Statement
- q) Any other related activities as may be required from time to time on the basis of discussion with Management.

**6) Variation in Work:**

Minor work if any, not indicated in the scope of work, but required for statutory compliance, is to be performed within the quoted rate without any additional fees.

**7) Additional Work beyond Scope of Work:**

To be performed by the Firm against fair additional fees mutually agreed upon.

**8) Submission of Report:**

After checking of documents as per audit, programme to be prepared by Auditor. As per scope of work, monthly progress report to be submitted for giving reply/documents to the respective observations given by Auditor and information required to finalise the Audit observation. In order to maintain the work schedule, the above procedure to be followed month after month. However, final quarterly report to be submitted after discussion with the Sr. Management of Finance and Accounts Department within 01 (one) month after the closure of the quarter.

**9) Certification of Work:**

By the Financial Advisor and Chief Accounts Officer of SWL.

**10) Rate/Price:**

- a) To be quoted all inclusive lump sum fees in INR separately for 4th quarter of FY 2025-26 (AY 2026-27) and annual internal audit for FY 2026-27 (AY 2027-28). The quoted price should be inclusive of TA/DA and any other out of pocket expenses etc. Taxes, if any, will be applicable extra as per extent rule. However, the total job shall be awarded to L-1 firm only based on total quoted price.
- b) The firms are required to quote the fees online only in BOQ folder. Quoting fees in any other form or in any other document will render the tender liable to be summarily rejected.
- c) Only downloaded copy of the BOQ is to be uploaded.

**11) Performance Security/Security Deposit:**

- a) The sum of performance security is Rs.30,000.00 (Rupees thirty thousand only).
- b) The EMD of Rs.10,000.00 (Rupees ten thousand only) in case of successful firm would be retained and will be converted to Performance Security/Security Deposit for the selected firm till the satisfactory completion of their services.

- c) Balance Performance Security/Security Deposit of Rs.20,000.00 (Rupees twenty thousand only) may be submitted either in the form of RTGS/NEFT through scheduled/nationalised banks in the account of “The Shalimar Works (1980) Limited” in the Account No. 19670510001264, UCO Bank, FCC-India Exchange Place Branch, IFS Code UCBA0000002 (**OR**) in the form of Demand Draft drawn in favour of The Shalimar Works (1980) Limited, Payable at Kolkata from any scheduled/nationalised banks (**OR**) in the form of irrevocable bank guarantee of any scheduled/nationalised banks towards Performance Guarantee/Security Deposit within 15 days of the issue of the work order. Proforma for Bank Guarantee has been stated in Annexure-III of this Tender document.
- d) No interest will be paid on Performance Security/Security Deposit.
- e) Total Performance Security/Security Deposit of Rs.30,000.00 (Rupees thirty thousand only) will be released within 01 (one) month after expiry of the terms of agreement provided the firm has offered successful & satisfactory services to be evaluated by the authorised employee of the Company. In case of unsuccessful services and the services if considered not satisfactory, the entire security deposit or part thereof may be confiscated by the Company and the decision of the Company in this regard will be final and binding upon all.

**12) Work Done Certificate (WDC):**

Work done certificate based on the actual work done to be submitted duly signed by the authorised representative of SWL. This WDC will have to be submitted at the time of raising bill(s) for each quarter after successful completion of work.

**13) Terms of Payment:**

- a) Professional fees of Internal Auditor will be made quarterly on submission of bill along with quarterly report.
- b) Three copies of tax invoices marked, original, duplicate & triplicate with related papers/documents complete in all respect are to be submitted. Payment shall be released provided Tax Invoices are submitted as per terms of the Bid Document. Taxes, if applicable shall be recovered from bill.
- c) A work done certificate along with the copy of work order has to be enclosed on the body of the claim/tax invoice under dated signature & seal before submission to SWL.

**14) Penalty Provisions:**

A penalty of Rs.200.00 (Rupees two hundred only) 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 SWL subject to maximum of 10% of amount of fee.

**15) Presentation at any Meeting:**

The Internal Auditor may be required to present their findings and observations/opinion before the Competent Authority of SWL/External Auditor/CAG/Board. The time and venue of such a meeting will be intimated separately. No separate TA/DA will be given for attending such meetings.

**16) Non-Disclosure Agreement:**

The selected firm has to sign Non-Disclosure Agreement with SWL. Proforma will be available at the time of issuance of Work Order. It will be selected firm's responsibility to get this agreement signed along with contract agreement. In case of any dispute, the decision of MD, SWL shall be final and binding.

**17) Force Majeure:**

Standard Force Majeure conditions at the seller's own workshops/ establishment shall only be accepted. Force Majeure occurrence notice will have to be given within 7 days of Force Majeure for a possible delivery extension after verification.

**18) Arbitration:**

For disputes arising in executing and discharge of the contract from either side the Managing Director of SWL, HRBC Office Compound, Canteen Building, 1st floor, Munshi Premchand Sarani, Kolkata – 700021 shall act as Arbitrator between the SWL authority & awarded firm.

**19) Jurisdiction:**

Litigation, if any, pertaining to the firm will come under the jurisdiction of High Court at Kolkata.

**20) Acceptance:**

The firm has to sign the NIET document with official seal as a token of their acceptance of the terms and conditions and submit along with technical bid. The firm selected for placing award letter will have to send their consent within 7 (seven) days from the date of receipt of the intimation for selection by SWL.

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Seal and signature of the tenderer

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General Manager, SWL

**Annexure-I**  
**FORMAT OF APPLICATION**  
**(on Firm's Letter Head)**

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1. Name of the partnership firm/LLP : \_\_\_\_\_
2. Details of the partnership firm/LLP
  - a) Registration of the Institute : The Institute of Chartered Accountants of India
  - b) Type of the partnership : Firm/LLP
  - c) Registration No. : \_\_\_\_\_
  - d) Date from which continuing as Partnership Firm/Registration of LLP: \_\_\_\_\_

3. Details of Head Office & Branch Office:

a) Head Office:

Address	State	Contact No.	Email

b) Branch Office:

Address	State	Contact No.	Email

4. Details of Partners in the Partnership Firm/Limited Liability Partnership:

SL	Name of the Partner	Membership No.	Membership Status (ACA/ACMA/ FCA/FCMA)	CISA/ DISA	Date of joining in the partnership firm/LLP as partner	Document submitted (yes/no)

5. Details of Qualified Assistants:

SL	Name of the qualified assistant	Qualification	Institute	Date of joining in the firm/LLP	Supporting documents (Final pass certificate/ Mark sheets etc.)

6. Details of Experience of Audit in Government Companies/PSUs/Corporations/Undertakings/Parastatals sector from FY:2020-21 to FY: 2025-26:

SL	Name of Company	Year of Audit	Type of Audit viz. Statutory/Cost/Internal Audit	Credential/documents submitted (yes/no)

7. Income Tax PAN No. of the partnership Firm/LLP:

8. GST Registration No.:

9. Bank Details of the partnership Firm/LLP:

a)	Bank Name	
b)	Bank Address	
c)	Name of the Branch	
d)	Type of Account	
e)	Bank Account No.	
f)	IFSC	

10. Contact Details of the partnership Firm/LLP:

a)	Name of the Authorised Person	
b)	Designation	
c)	Mobile No.	
d)	Email ID	

11. We hereby confirm that all terms & conditions as specified in the EOI and annexures thereto have been accepted by us.

12. This is to certify that all the information given above is accurate and any misstatement will be liable for rejection of our participation in EOI and blacklisting by SWL as per Company's procedure.

\_\_\_\_\_  
Signature of the tenderer with office seal

**Annexure-II**  
**Technical Proposal**  
**EOI FORM**  
(on Auditing Firm's Letter Head)

To,  
The Managing Director  
The Shalimar Works (1980) Ltd.  
HRBC Office Compound, Canteen Building, 1<sup>st</sup> Floor,  
Munshi Premchand Sarani, Kolkata – 700021.

**Sub.: Appointment of Chartered Accountant Firms for conducting Internal Audit of SWL as per Scope of Work mentioned in NIET for the period of .....**

Sir,

With reference to your EOI/NIT No: ..... dated ..... for appointment of Audit Firms for conducting audit of SWL for the 4th quarter of Financial 2025-26 (AY 2026-27) to FY 2026-27 (AY 2027-28), I/we wish to apply for the appointment as Internal Auditor of SWL.

- 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 of 180 days from the 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.
- 7) I/We hereby declare that we have “Not being black listed” previously by any Government/Non-Government/Semi-Government/Parastatals/PSUs/Private or any other organisations for which the firm was awarded contract for providing Internal Audit.

Signature of the Authorised Signatory and Seal of the firm: .....

Full Name: .....

Designation/Firm Name: .....

Address: .....

Mobile No. and Email ID: .....

**Note:**

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Firms not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

**Annexure-III**  
**Format of Performance Bank Guarantee**

THIS DEED OF GUARANTEE made this ..... day of ..... BETWEEN ..... (hereinafter called 'THE BANK') which expression shall unless excluded by or repugnant to the context, be deemed to include its successors in Office and assigns of the ONE Part and THE SHALIMAR WORKS (1980) LTD., having their Head Office at HRBC Office Compound, Canteen Building, 1<sup>st</sup> Floor, Munshi Premchand Sarani, Kolkata-700021 (hereinafter called 'THE BUYERS') which expression shall unless excluded by or repugnant to the context be deemed to include their successors in Office and assigns of the other part.

WHEREAS Messrs ..... having its registered Office at ..... (hereinafter called 'THE SELLER') have accepted an Order No: ..... for supply of ..... from the Buyer to manufacture and deliver the same to Buyer in good condition.

AND WHEREAS it is one of the terms of the said order that the Seller shall furnish to the Buyer a Bank Guarantee comprising ..... % of the value of the order amounting to Rs. ..... (Rupees ..... ) only for the satisfactory performance of the equipment/materials supplied against the said order at least for a period of ..... from the date of supply i.e., from ..... to ..... AND WHEREAS the Buyer has agreed to accept such Bank Guarantee.

NOW THIS INDENTURE WITNESSTH THAT in consideration of the premise the Bank hereby unequivocally undertakes and agrees with the Buyer to pay to the Buyer upon demand in writing whenever required so by them to do and within a fortnight from the date of such demand sum or sums not exceeding in the whole of Rs. .....(Rupees .....)

Only as may become payable to the Buyer by the seller by virtue of or arising out of the terms and conditions of the said Order. Provided it is hereby expressly stipulated and agreed that if any question arises as to whether any sum has become payable by the seller to the buyer by virtue of or arising out of the said order, the decision of the Buyer will be final and conclusive and the Guarantee herein contained shall not be revocable by notice or by reason of dissolution or winding up of the business of the seller of any change in the constitution or composition of the Seller's business and the liability of the Bank under this presents shall not be impaired in any way by any extension of time or variation or alteration made given conceded in the conditions of the said order or any other indulgence given by the buyer or by reasons of any failure on the part of the Buyer to enforce any of their remedies against the Sellers and / or by reasons of failure on the part of the Buyer to observe or perform any of the stipulation contained in the said order and to be observed or performed by the Sellers or by any other dealings between the Buyer and the Seller whether any of the above takes place with or without the knowledge of the Bank and that the Guarantee herein contained shall remain in full force and virtue only. All claims and demands of the buyer arising out of or in connection with the said order have been fully paid and satisfied PROVIDED ALWAYS AND IT IS HEREBY AGREED BETWEEN THE PARTIES THAT a Bank's liability under this Indenture shall remain in full force from the date of issue of the Guarantee till ..... and is limited to sum of Rs. ..... (Rupees ..... ) only.

NOTWITHSTANDING anything stated above our liability under the Guarantee is restricted to Rs. ..... (Rupees ..... ) only.

Our Guarantee shall remain in force upto ..... and unless a claim or demand in writing is made on the Bank within 6 months from the date of expiry of the Bank Guarantee the Bank shall be released and discharged from all liabilities there under.

Date: \_\_\_\_\_

SEAL of the Bank:

**Signature Not Verified**

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Digitally signed by RAHUL KAR  
Date: 2026.01.05 17:51:41 IST  
Location: West Bengal-WB