



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, Kshudiram Bose Sarani, Belgachia, Kolkata-700 037
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Prof. Partha Das, Ph.D.
Registrar (Actg.)

Memo No. WBUAFS/Admn/ET(25-26)/351

Date:20.02.2025

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Log-on for submission: <http://www.wbtenders.gov.in>
University Website: <http://www.wbuafsc.ac.in>

NOTICE INVITING e-TENDER
e-NIT Reference No - WBUAFS/ADMN/ET-048/2025-2026
(RE TENDER)

The Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender for engagement of internal auditor of the University initially for 01(one) year (01.04.2026 to 31.03.2027) which may be extended for another years on satisfactory performance of the agency.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> and also be viewed from the University Website <http://wbuafsc.ac.in>.

Last date & time of submission of bid electronically is on 28.02.2026 at 12.00 Hrs IST.

Name & Address of the Department: West Bengal University of Animal & Fishery Sciences, Belgachia Campus, Kolkata.

IMPORTANT ACTIVITIES

Sl. No	Activities	Date & Time
1.	e-tender Publishing Date	20.02..2026 at 15.00 Hrs
2.	Document Download start date	21.02.2026 at 15.00 Hrs
3.	Bid submission start date	21.02.2026 at 17.00 Hrs
4.	Pre bid Meeting date	25.02.2026 at 16.00 Hrs
5.	Last date of submission of Bid	28.02.2026 at 12.00 Hrs
6.	Technical Bid opening date	02.03.2026 at 12.00 Hrs and onwards
7.	Technical Bid opening Summary sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be notify later
8.	Uploading Technical Bid Evaluation Sheet (TBE)	-do-
9.	Financial Bid opening date	-do-
10.	Uploading of Financial Bid evaluation sheet	-do-
11.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-
12.	Uploading of Award of Contract (AOC) (Supply order/ Work Order)	-do-

A Pre-Bid Meeting will be conducted at 25.02.2026 at 16.00 Hrs in the office of the undersigned at Belgachia Campus. All the interested potential Bidders are advised to participate in the said Pre-Bid Meeting.

The above schedule is fixed; however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website & Notice Board at above addressed office.

1. ABOUT WBUAFS

The West Bengal University of Animal & Fishery Sciences (WBUAFS) is a state-aided University under the administrative control of Animal Resource Development Department, Govt. of West Bengal. The University began its journey with the heritage of century-old Bengal Veterinary College on 2nd January, 1995 with the enactment of West Bengal University of Animal & Fishery Sciences Act-1995. Though established as full-fledged University in 1995, its heritage status can be traced out to the establishment of Bengal Veterinary College in 1893. The University is imparting teaching, research and extension activities in the field of Veterinary and Animal Sciences, Fishery Sciences and Dairy Technology. The University has three campuses located at Belgachia (Kolkata), Chakgaria (Kolkata) and Mohanpur (District: Nadia).

2. AREAS TO BE COVERED DURING THE INTERNAL AUDIT

Location of the site

- a. Faculty of Veterinary & Animal Sciences & Faculty of Dairy Technology
West Bengal University of Animal & Fishery Sciences
P.O.Krishi Viswavidyalaya
Dist: Nadia, West Bengal-741252
- b. Faculty of Veterinary & Animal Sciences
West Bengal University of Animal & Fishery Sciences
37,K B Sarania, Belgachia 700 037
- c. Faculty of Fishery Sciences
West Bengal University of Animal & Fishery Sciences
5, Budherhat Road, PO-Panchasyar, Kolkata 700 094
- d. Administrative Office
West Bengal University of Animal & Fishery Sciences
68 K B Sarania, Belgachia 700 037

3. Name of the Services.

Sl No	Name of the Works	Earnest Money
1	Engagement of Internal Auditor to WBUAFS (2026-2027)	10000.00

4. SCOPE OF WORKS:

The Audit should be conducted keeping in the view the 'Scope of Work'. The detailed scope of work is listed below.

Internal audit is an important tool of management to keep watch and exercise control over activities of the Company. With specialized knowledge of professional firms of Chartered Accountants and Cost Accountants, WBUAFS endeavors to significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient Internal Audit mechanism. Companies Act 2013, while giving statutory recognition to the Internal Audit and making it mandatory for certain class of companies vide Rule 13 of the Companies (Accounts) Rules 2014, recognizes the importance and usefulness of Internal Audit by providing that the report of the Board of Directors shall contain the details in respect of adequacy of internal financial control with reference to the Financial Statement (Sub-rules 4 & 5 of Rule 8 of Companies (Accounts) Rules 2014.

Accordingly, to strengthen the control over WBUAFS 's financial and other activities management will rely extensively on the reports submitted by Internal Auditors and hence responsibilities of Internal Auditors are vast and it is expected that the Internal Auditors shall apply their expertise in bringing out the deviations and irregularities and support the concerned unit(s) in streamlining its/ their activities. WBUAFS management also desires to gather valuable suggestions from Internal Auditors to review, modify and enhance professionalism and financial discipline in the Company. Based upon WBUAFS 's requirements and working following are the broad guidelines for Internal Auditors –

The internal auditor must visit the sites of works under taken by WBUAFS as stated above.

4.1 PRIME RESPONSIBILITIES OF THE INTERNAL AUDITOR

- (a) Should ensure that no transaction, agreement, act or commitment of the WBUAFS is ultra vires to the laws prevailing and/ or applicable for the period under audit.
- (b) Should ensure that no transaction is booked in the books of accounts against mandatory accounting standards issued by the Institute of Chartered Accountants of India and/ or as notified by Companies (Accounting Standards) Rules, 2015 as amended from time to time.
- (c) Should ensure that no transaction is booked in the books of accounts of WBUAFS, fundamental accounting assumptions and accounting concepts unless the Ind AS is/ are superseded by Company's Accounting policies.
- (d) Should ensure that while recognizing transactions WBUAFS 's accounting policies are adhered to.
- (e) Should ensure that the circulars, guidance and (accounting) instructions issued from time to time by WBUAFS 's Office to comply with the changes in laws, business requirements, smoothening of procedures and ease of accounting are being followed properly and correctly. It is also expected that internal auditor should check and ensure that treatment given to transactions is not ultra vires to the circulars, guidance and instructions so issued by WBUAFS.
- (f) Should assess and enhance internal checks and control within the organization.

4.2 MAJOR FOCUS AREAS

The Internal Auditor should, check and report that whether Unit(s) under audit is satisfactorily discharging their duties with respect to Finance & Accounts.

- a. Proper and timely maintenance of books of accounts including vouchers and supporting documents .
- b. Internal control mechanism for handling of cash and cash transactions. c. Salary, advances, temporary advances and other employees related transactions.
- d. Timely preparation of monthly Trial Balances/ Final Accounts and notes thereon.
- e. Timely and correct deposition of taxes and levies (direct and indirect), filing of returns and settlement of disputes as and when arise, if any.
- f. Budget allotment and utilization of funds against respective budget heads only.
- g. Proper and timely booking of revenue, expenditures, liabilities and assets
- h. Maintenance of Fixed Assets Register and physical verification of assets
- j. Reconciliation of main/ general ledgers with subsidiaries for stores, debtors, creditors, receivables and payables etc. and eliminating differences between main and subsidiary ledgers.
- k. Recoverable and payables from/ to departments are properly and timely recorded and efficient efforts are being made to settle the transactions.
- l. SD/EMD (deposited as well as received) should also be audited as to safeguard WBUAFS's interest and there should not be any instance of losing business or exposure to business risk because of lack of procedural efficiency.
- m. Bank Guarantees received by WBUAFS should not expire or get renewed to protect WBUAFS interest.
- n. Each segment income and expenses should be booked properly and intersegment incomes should be properly identified and booked
- o. The Internal Auditors should test the Risk Control Matrixes relating to Internal Financial Controls.
- p. Suggestions for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by government
- q. Suggestion for better accounting practices and business policies based on auditors' experience with practicality of uniform applicability in a pan India environment
- r. Suggestions for betterment of processes, capturing of information and improving MIS
- s. Suggestion for improvement in internal control system for financial and non-financial activities

4.3 Procurement & Works (Pre-award and Execution)

- a. Audit of Works including operation and maintenance contract
- b. Procurement of works and materials
- c. Verification of contracts and PO awarded to the vendors
- d. Verification of utilization certificates

5. REPORTING REQUIREMENTS

On completion of audit of each quarter, the following steps should be taken before finalization of the report:

1. Partner/s of the Firm/LLP should meet and discuss the preliminary audit observations with the respective Sectional Head and so that timely corrective action may be taken.
2. The replies/corrective actions/rectifications taken by the Sectional Head need to be checked and if found satisfactory, preliminary audit observation to be settled and mentioned in the Quarterly Audit report along with relevant supporting documents.
3. Based on the outcome, a Final Audit Report strictly in prescribed format needs to be prepared covering all the units so audited. The report should also contain specific comments as settled and unsettled audit observations along with suggestions for improvements, if any.
4. Irregularities of serious nature/frauds noticed during audit may be reported to Finance Officer through a special report.
5. The Audit Report thus compiled shall be structured as outlined hereunder and be divided into separate parts namely:

PART A:

I: Brief About the departments/revenue centers /cost centers audited

II: Brief About the / project/works audited

The Auditor has to provide Brief about the / project/works audited clearly providing details regarding the Project/work, Contractor, Value of Work so awarded, Actual/ Expected Date of Commencement and Completion of the package, Financial Progress of work, Extensions granted to the contractor.

Deviations from the approved/sanction limits, if any etc.

Note:

After the submission of acceptance to the Appointment offer, the Auditor shall discuss their Audit Plan with the concerned officials and seek the required details in the prescribed format to ensure availability of such data at the time of commencement of Audit.

PART B: Audit Observations & Suggestions

PART I: Executive Summary of Significant observation

The Auditor shall prepare a summary of all the significant observations so raised during the course of audit giving an overview of the entire report in a few points clearly stating the major issues observed, drawn conclusions and recommended course of actions in a complete but brief synopsis.

PART II: Important items which, in the opinion of the Internal Auditor, need to be brought to the notice of Management

The Auditor shall clearly list all the significant discrepancies observed during the course of audit and the observations in which, the auditor feels immediate attention of the Management is required, specifying the financial implications, if any. The Auditor shall also bring out the important deviations from policies, systems and procedures of WBUAFS, if any. The

Auditors are also required to review the adequacy and effectiveness of the Internal Control/ Internal Financial Control, including documentation and adherence to Delegation of power of the company, pertaining to assigned audit units.

PART III: Matters which are, inadvertent/erroneous! Minor in nature and would be adequate, if rectified at site /audit location .

The Auditor shall, in this part, highlight all those issues that have been observed during the course of audit, of inadvertent/erroneous/minor nature that could have been/ had already been rectified at the respective units and does not require Management attention.

PART IV: Action taken by the unit on previous outstanding Internal Audit paras / Internal Audit Reports

The Auditor shall in this part provide comments on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by Internal auditors in the previous financial years. It may be

ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and pending audit observation to be furnished in the Audit Report.

PART V: Status of Litigation/Arbitration Cases pending at different levels The Auditor is required to provide details relating to Litigation/Arbitration Cases pending at respective forums where the same are pending, the last date of hearing, progress so made till date, details of the consultants/advocates so hired etc.

PART VI: Suggestions for systems Improvement The auditor shall in this part provide suggestions for further improvements that might add value and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system.

PART C: Certifications

PART I: Checklist for Compliance of Laws applicable to the Auditor shall provide confirmation in respect of the compliance of the various laws so mentioned.

PART II: Compliance Certificate

The Auditor shall also provide a certificate clearly stating their independence and non-existence of any personal interest in the WBUAFS that may have a potential conflict with the interest of the WBUAFS. Further, the Auditor shall also provide confirmation regarding compliance of all laws, guidelines, rules & regulations issued by the Central, States and other Government and Local Authorities.

PART III: Certificate of Assurance and Report on Effectiveness of Internal Control/Internal Financial controls.

Internal Controls are key check points for effective working of an organization. The Auditors are required to provide confirmation with respect to effectiveness of internal controls/ Internal Financial Controls, coverage of entire scope of audit etc.

6. AUDIT REPORT

The Audit Report should be concise, to the point and should be professionally written covering all important aspect. Above guidelines are indicative and not exhaustive. Wherever internal auditor notices issue to report he should clearly report in

such a way that shall meaningfully be used by WBUAFS. Further, internal auditor is expected to have good working knowledge of 'Standards on Internal Audit' (SIA) issued by ICAI from time to time and should suitably apply such standards while conducting internal audit and concluding his comments. The Management/ Executive summary should be integral part of audit report and auditor is expected to prepare the same on quarterly basis and send to audit officer at the Corporate Office.

7. SUBMISSION OF AUDIT REPORT

The Auditor is required to submit the quarterly audit report in three spiral copy, and 1 soft copy (both word and signed scanned PDF) to WBUAFS as per the time schedule mentioned in serial no 8.1 under terms of reference

8. TERMS OF REFERENCE OF INTERNAL AUDIT

The terms and conditions for conducting Internal Audit in WBUAFS are indicated hereunder: -

8.1 Time line for financial year 2026-27.

Schedule	Period of coverage	Remarks
First Quarter	April to June 2026	Audit to be commenced immediately after awarding the contract and report should be submitted within 15 days from the end of the quarter
Second Quarter	July to September 2026	Report should be submitted within 15 days from the end of the quarter
Third Quarter	October to December 2026	Do
Fourth Quarter	January to March 2027	Do

8.2 Audit Fees WBUAFS shall pay an all-inclusive Lump sum fee including GST per quarter (including TA/DA and other out of pocket expenses, etc.) for the entire scope of work covered till the complete execution of the assignment after deducting applicable Income Tax TDS.

8.3 Payment of Audit Fees

SL no	Quarterly Audit	Payment Schedule
1	After submission of Audit Report of 1st Quarter 2026	25%
2	After submission of Audit Report of 2 nd Quarter 2026	25%
3	After submission of Audit Report of 3 rd Quarter 2026	25%
4	After submission of Audit Report of 4 th Quarter 2027	25%

The audit fee shall be released only after submission of report.

9. ELIGIBLE CRITERIA FOR PARTICIPATION IN THE BIDDER.

The interested CA/CWA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender.

- a) **EMPANELLEMENT WITH C&AG:** The CA/ICWA Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) .
- b) **EXPERIENCE:** The CA/ ICWA Firm should have experience of at least three (3) years from the date of registration of the firm. As on date of opening of Technical bid.
- c) **NO. OF PARTNERS:** The CA/ ICWA firm should have at least five (5) partners on the date of tender submission at least three (3) should be Fellow member.
- d) **NO. OF QUALIFIED CA's:** The CA/ ICWA firm should have at least five (3) Chartered Accountants/Cost Accountant as employee (other than partners) as on the date of tender submission out of which at least three(3) should be Fellow member.
- e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA/ ICWA firm should have conducted either statutory audits and /or internal audits of at least three Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU .
- f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA/ ICWA Firm shall not be less than Rs. 1 (One) Crore for last three financial years.
- g) **LOCATION OF CA FIRM's OFFICE:** The CA/ ICWA firm should have the registered / main office in Kolkata (around the jurisdiction of 30 KM of main campus i.e. Belgachia Kolkata 700037).
- h) Valid PAN Card in the name of bidder/organization
- i) Valid Trade License (up-to-date) in the name of bidder/organization.
- j) Valid GSTIN applicable under GST Acts & Rules. Valid 15-digit goods and service taxpayer identification number (GSTIN) under GST Act, 2017(vide memo no 4374-F(Y), dated: 13/07/2017 of Finance Dept.)
- k) Income Tax Return copy for last three financial years.(2022-2023,2023-2024, 2024-2025)

10. TECHNICAL PROPOSAL OF SERVICES

Sl. No.	Particulars	To be uploaded to the site of http://www.wbtenders.gov.in
1.	EMD	Documentary evidence for Payment of earnest money made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS.
2.	Tender Form	Original sign copy.
3.	PAN	Valid PAN Card in the name of bidder/organization
4.	Valid Trade License	Valid Tread License (up-to-date) in the name of bidder/organization
5.	Valid GST Registration Certificate	Valid GSTIN applicable under GST Acts & Rules.
6.	Constitution of Company/ Company details	For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, valid Joint Venture or Consortiums (Valid Trade License/ acknowledgement/ Receipt of application for Trade License/ Revalidation applicable under the Rules) OTHER
7.	Credential of work	As stated in eligibility criteria.
8.	Income Tax Return copy	Income Tax Return copy for last 3 financial years
9.	EMPANELLEMENT WITH C&AG	Certified copy of empanelment letter issued by C&AG is to be submitted
10.	Experience of the Firm	Certified Copy of Experience Certificate.
11.	NO. OF PARTNERS.	Certified Copy of no. of partners.
12.	NO. OF QUALIFIED CA's/CWA's	Certified copy of relevant documents from ICAI/ICWAI is required to

		be submitted.
13.	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.
14.	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for – FY 2022-2023: FY 2023-2024 : FY 2024-2025: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2022-2023,2023-2024, 2024-2025 b. Income tax return along with income computation sheet for last 3 years (A.Y. 2022-2023,2023-2024, 2024-2025)
15.	LOCATION OF CA/CWA FIRM'S OFFICE	The location of the CA/ICWA firm's office shall be as per Clause 9(g) of the e-NIT.
16.	Affidavit for non-Blacklisted (Annexed)	To be submitted

II. FINANCIAL PROPOSAL OF INSTRUMENTS

- Financial bid will be opened only when technical bid is found to be qualified.
- Financial Proposal must be duly filled as per BOQ.
- Price can be quoted only in INR.
- Validity of tender: Quoted rate shall remain valid for a period of at least 365 days.
- All duties, taxes and other levies payable by the Bidders under the contract shall be included in the total price.
- No conditional financial bid shall be entertained / accepted.

N.B. Periodical inspection/ surprise visits will be carried out by the Officers authorized for checking performance of the agency during the tenure. The payment will be released after inspection of the area proposed for protection.

12. INSTRUCTION TO THE BIDDERS:

- Intending bidders may download & upload the tender documents free of cost from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- Intending bidder may obtain Digital Signature Certificate from the approved service provider of Govt. of India.
- Tenders have to be submitted ON-LINE in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) in e-tender portal <http://wbtenders.gov.in> by using DSC.
- All the desired documents have to be uploaded in Technical Bid (Part-I).
- Eligibility of opening the Financial Bid (Part-II) for finalization of firms & rates will depend on the outcome of the documents uploaded in the Technical Bid (Part-I).
- The Financial Bid shall consist of only the details of rates offered.
- The intending bidders may please note that all the columns in the Technical Bid as well as Financial Bid are to be filled meticulously with precision along with documentary evidence wherever necessary.
- The offered rates for various items should be quoted in BOQ (Bill of Quantities) i.e. Financial Bid (Part-II) in the dedicated column & to be uploaded separately.

13. Special Instructions to the consultant Contractors/Bidders for the e-submission of the bids online through this e Procurement Portal

- a) Bidder should do Online Enrolment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT /MtnlTrustline/SafeScript/TCS.
- b) Bidder then logs into the portal giving user id / password chosen during enrollment.

- c) The e-token that is registered should be used by the bidder and should not be misused by others.
- d) DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- e) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- f) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- g) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- h) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- i) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together
- j) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- k) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- l) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- m) It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- n) In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- o) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- p) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- q) At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- r) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- s) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- t) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

- u) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- v) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- w) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- x) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

14. EARNEST MONEY (EMD): -

- a) In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:
 - b) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:
 - c) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - d) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - e) Bidder will receive a confirmation message regarding success/failure of the transaction.
 - f) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - g) If the transaction is failure, the bidder will again try for payment by going back to the first step.
- Payment through RTGS/NEFT:
- i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
 - ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

15. REFUND/SETTLEMENT PROCESS FOR EMD: Online Receipt and Refund of Earnest Money through State Govt. E-bid Portal: Please follow G.O. No. 3975-F(Y) dated 28.07.2016 available in www.wbfin.nic.in.

16. ADDITIONAL PERFORMANCE SECURITY: Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder in the accepted bid value is 80% or less of the Estimate put to tender followed by the order no 4608-F(Y) dated 18th July, 2018, Finance Department, Government of West Bengal.

17. ACCEPTANCE OF TENDER: Acceptance of Tender will be followed as per Finance Department order No 2320- F(Y) Dated, 7 June, 2022

18. Signing of formal tender contract/agreement after acceptance of e-tender:
The contractor/bidder, whose bid is approved for acceptance, shall within 10 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Registrar , WBUAFS.

If the selected LI bidder fails to turn up even after 30 days after the initial 15 days from the date of uploading of the AOC in the e-Procurement portal or the despatch date of official communication for signing of the Contract/Agreement, the selected bidder is liable for penal actions which shall comprise blacklisting, debarring from

future participation in Government tenders, immediate forfeiture of the Earnest Money deposited in the tender, other penal actions as stipulated under clause of the e-NIT.

19. GROUND FOR SUSPENSION AND DEBARMENT:

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- iii. Unauthorised use of one's name/digital signature certified for purpose of bidding process.
- iv. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- v. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complaints about any bidder, posting baseless allegation about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vi. Refusal to accept an award after issuance of 'Letter of Acceptance' or enter into contract with the Government without justifiable cause.
- vii. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.
- viii. Subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- ix. Failure solely due to fault or negligence of the Contractor, to mobilize and start work within the specified period as mentioned in the 'Letter of Acceptance' / 'Letter of Acceptance cum work Order' / 'Work Order' / 'Notice of Process' / 'Award of Contract' etc. ultimately resulting in rescindment of contract.
- x. Failure to fully and faithfully comply with the contractual obligations without valid cause, or failure to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract, ultimately resulting in rescindment of contract.
- xi. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and / or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.
- xii. Refusal or failure to upload a self-declaration in specimen format of Form-4 to the effect of any previous debarment imposed by I&WD, any other Department of State Government and or Central Government.
- xiii. Wilful or deliberate abandonment or non-performance in a project or contract by the contractor / suppliers resulting to substantial breach thereof without lawful and / or just cause(s).

20. TRADE LICENSE , GSTN REGISTRATION CERTIFICATE & PAN

- a. Each bidder should upload Trade License of their firm. Incorporation certificate issued by the Competent Authority will be accepted if bidder fails to upload Trade License.
- b. Each bidder should upload Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017 obtained from competent authority. If the bidder is exempted from Tax they should upload exemption Certificate obtained from competent authority.
- c. ORIGINAL PAN card issued by competent authority is to be uploaded.

21. GENERAL

- a. No Tender/Tender pre-requisites such as Earnest Money Deposit, Sample etc., will be accepted after date & time of scheduled closing.
- b. Conditional Tenders and Tenders not accompanied with the documents shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- c. Submission of hard copy of financial bid (BOQ) is totally prohibited. Disclosure of rate in the technical bid will lead to rejection of bid.
- d. Any addendum/corrigendum/extension of validity period will be notified at our departmental website

www.wbuafscl.ac.in

- e. The uploaded document in the tender without containing necessary enclosures and incomplete or tampered documents shall be rejected at the time of evaluation without any further notice to the bidder.
- f. In case of products with Brand Name, the Tendering Firm is required to mention the Brand Name against each item. In case, I.S.I. Marked products, the Tendering Firm shall have to produce License of manufacturing from B.I.S. ISI/BIS marked items would be preferred and non-ISI/BIS items will be considered only when ISI/BIS marked items are not available.
- g. **The undersigned reserves the right to reject any or the entire tender at any stage without assigning any reason thereof .**
- h. Any dispute/difference arising out of this Tender will be referred to the sole arbitrator to be appointed by WBUAFS and the same will be held at Kolkata high court only. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.
- i. When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.
- j. Firm quoting rates on behalf of its Principal should indicate in tender paper that it is a DIVISION of the principal firm.
- k. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.
- l. In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible. Every document uploaded by the bidder should be clear, legible otherwise it will not be considered for acceptance.
- m. The offered rate should be valid for 365 days but the period may be extended or curtailed at the discretion of the undersigned/ Appropriate Committee/ Tendering Authority and requirement.

22. PAYMENT

- a. No advance shall be payable under any circumstances and payment shall be remitted through NEFT/RTGS as per the bank details mentioned on bill submitted to the Institute.

23. The certification fees shall be as detailed below:

- a. Total expenditure **up to ₹5,00,000.00** – @ **0.70%** of the expenditure
- b. Total expenditure **up to ₹10,00,000.00** – @ **0.50%** of the expenditure
- c. Total expenditure **above ₹10,00,000.00** – @ **0.30%** of the expenditure

Memo No. WBUAFS/Admn/ET(25-26)/351

Copy forwarded for information and wide circulation to:

1. The Finance Officer, WBUAFS.
2. Vice-Chancellor's Secretariat, WBUAFS.
3. The In-Charge, WBUAFS with request to upload the notification to the University website portal.
4. Notice Board, Office of the Registrar, WBUAFS.
5. Office Copy.

Sd/-

Registrar (Actg.)

Date:20.02.2025



Registrar (Actg.)

ANNEXURE-I
CHECK-LIST
Information about Bidders
(To be furnished online with the Technical bid)

Sl. No.	Particulars	Page No
1.	EMD	
2.	Tender Form	
3.	PAN	
4.	Valid Trade License	
5.	Valid GST Registration Certificate	
6.	Constitution of Company/ Company details	
7.	Credential of work	
8.	Income Tax Return copy	
9.	EMPANELLEMENT WITH C&AG	
10.	REGISTRATION: with ICAI/ICWAI	
11.	NO. OF PARTNERS.	
12.	NO. OF QUALIFIED CA's/CWA's	
13.	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated Pre eligibility Criteria	
14.	ANNUAL TURNOVER OF THE FIRM: (ANNEXURE-IV) Details for annual turnover for – FY 2022-2023: FY 2023-2024 : FY 2024-2025: Average Turnover for three years:	
15.	LOCATION OF CA/CWA FIRM'S OFFICE	
16.	Affidavit for non-Blacklisted (Annexed)	

N.B. The above details have been checked by me/us and found correct.

Date:

Signature of the bidder with official seal

ANNEXURE-II

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)

Ref.No. ///////////////
Dated.....

To
To
The Registrar,
West Bengal University of Animal & Fishery Sciences
68, K.B. Sarani
Kolkata-700037

Sub: NIT for of WBUAFS, Kolkata

Sir,

With reference to your N.I.T..... dated

1. I/We.....the Proprietor/Authorized Nominee/s of the Firm..... Address.....are hereby furnishing my/our rates for the item tendered for as per your specification, terms & conditions.

2. I/We hereby agree to abide by & fulfill all the terms & conditions laid down in the online N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the Registrar, WBUAFS,, Kolkata the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

3. I/We are offering rate for the item/items in the BOQ and assured supply as per requirements of The Registrar, WBUAFS, Kolkata.

4. I/We also agree that the decision of The Registrar, WBUAFS, Kolkata in all matters in respect of this tender will be final & binding on me.

5. I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true and correct.

Yours faithfully,

Date:

Signature & office seal:
Name of the Firm:
Contact no.
E-mail Id:
Address with PIN:

ANNEXURE- III

AFFIDAVIT
DECLARATION

1. I/We _____ the Proprietor/Authorized nominee(s) of the Firm M/s. _____ hereby declare that our firm /Products have not been either blacklisted nor debarred to participate in tender by any Government /Authority for the Financial Year 2022-23, 2023-2024, 2024-2025 and till date.

2. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Registrar, WBUAFS, and Kolkata.

3. Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

4. I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ ascertain to be incorrect/ fabricated/ misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/ terminated immediately & I/ my firm/ company shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit.

Place:

Date:

Signature of the Bidder with Seal

NB: Declaration is to be uploaded in the form of Affidavit from Class-1 Magistrate / Notary

ANNEXURE-IV

ANNUAL TURNOVER CERTIFICATE (BIDDER)
(Certificate from Chartered Accountant Firm in the official pad)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/s. _____

Having its office _____ for the past three years are given below and certified that the statement is correct as per the records

Sl. No.	Year (FY)	Turnover (Rs. in lakhs)	Rupees in words
1.			
2.			
3.			

Date:

Signature of the Chartered Firm with Registration No

Seal:

Signature of the authorised signatory (bidder)

Seal:

Signature Not Verified

Digitally signed by RATAN KUMAR SARKAR
Date: 2026.02.20 14:56:48 IST
Location: West Bengal-WB