

WEBEL TECHNOLOGY LIMITED

NOTICE INVITING e-TENDER

Online Tender documents are invited for **appointment of a Chartered Accountants Firm / Cost Accountants Firm for Internal Audit of Webel Technology Limited for the Financial Year 2026-27**. Online bids are invited from reputed Chartered Accountants firms / Cost Accountants firms with sufficient experience and credentials in conducting financial / internal audit of Government Departments, Government Enterprises, PSUs, Statutory Bodies, or Autonomous Bodies. The Bidder must have sufficient experience in audit of IT and software development companies and should possess a minimum of 3 (three) full-time partners with Certificate of Practice, of whom at least one must be proficient in ERP environment audit.

Sl.	Particulars	Details
1.	Tender No. & Date	WTL/Inhouse/Audit/26-27/009 dated 17/06/2026
2.	Tender Version No.	1.0
3.	Brief Description of Job	Appointment of Chartered Accountants Firm / Cost Accountants Firm as Internal Auditor of Webel Technology Limited for the Financial Year 2026-27 (extendable depending upon satisfactory performance)
4.	Application Fee	Rs. 4,000/- (Rupees Four Thousand Only). Non-Refundable. The amount to be transferred online through e-Tender portal.
5.	Bid Validity	180 days from date of opening of tender
6.	Date of Downloading	17/06/2026
7.	Pre-Bid Meeting Date & Time	24/06/2026 at 12.00 Hrs. (On-Line Meeting) • Pre-Bid meeting will be over online platform only. Only queries as per format (Section -L) reaching WTL by 23.06.2026 at 15.00 Hrs. will be taken for decision. Interest bidders are requested to send mail to purchase@wtl.co.in for participation of online prebid meeting. Based on request WTL will share meeting id / links for meeting. If there is any change in date and time then will inform.
8.	Bid Submission Start Date & Time	25.06.2026 at 16.00 Hrs.
9.	Last Date & Time of Application Fee Submission	Before submission of Tender
10.	Last Date & Time of Bid Submission	01.07.2026 at 14.00 Hrs.
11.	Date & Time of Technical Bid Opening	03.07.2026 at 14.00 Hrs.
12.	Venue of Submission & Opening	Office of the Chief Executive Officer, WEBEL TECHNOLOGY LIMITED (A Govt. of West Bengal Undertaking), Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata – 700 091
13.	Contact Person	Mr. Subhasis Mukherjee, Manager (Finance & Accounts) Email: subhasis.mukherjee@wtl.co.in & purchase@wtl.co.in

- Intending bidders may submit sealed offers (Technical Bid + Financial Bid) to the Chief Executive Officer, Webel Technology Limited. Both Technical Bid and Financial Bid are to be submitted concurrently duly signed as per instructions in Section – C of this Tender Document.

- Tender documents may be downloaded from WTL's official website. Submission of Technical Bid and Financial Bid will be done as per the Time Schedule stated in Section – D of this Tender Document.
- The Financial Bid of the prospective Bidder will be considered only if the Technical Bid of the bidder is found qualified by the Selection Committee. The decision of the 'Selection Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed on the WTL Website.
- All clarifications / corrigendum will be published only on the WTL Website.

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SECTION – A

SCOPE OF WORK

Job Title: Appointment of a Chartered Accountants Firm / Cost Accountants Firm as Internal Auditor of Webel Technology Limited for the Financial Year 2026-27.

Introduction

About WTL

Webel Technology Limited (WTL) is a Govt. of West Bengal Undertaking under the administrative control of Personnel and Administrative Reforms & e-Governance Department, Government of West Bengal. Incorporated in the year 2001, WTL is an ISO 9001:2015, ISO/IEC 27001:2013 and CMMI Level 5 certified organisation. WTL is the State Nodal Agency and State Implementing Agency of Government of West Bengal for implementation of all e-Governance related activities in the State. The company caters services to various Government Departments, PSUs, Statutory Bodies, and Autonomous Bodies in the area of IT and ITeS. Since inception it is a profit-making organisation having an average annual turnover of approximately Rs. 400 Crore.

Project Background

WTL desires to engage a Chartered Accountants Firm / Cost Accountants Firm as Internal Auditor of the Company for the Financial Year 2026-27. The Internal Auditors are required to conduct a thorough financial transactions audit of Webel Technology Limited with particular emphasis on propriety audit, in the light of prevailing generally accepted accounting standards, policies, rules, regulations, delegation of power, etc., so as to provide effective recommendations for improving efficiency and strengthening internal control systems.

Goal & Objectives

The selected Firm is required to handle the complete internal audit function of the company for the Financial Year 2026-27. The audit scope is not exhaustive; the internal auditors may add other activities / areas as they deem appropriate through communication and consultation with WTL management. The internal auditors are also expected to review systems in operation and the adequacy, security, and adherence to internal controls with recommendations for improvement. Detailed scope is as follows:

A.1 Sales and Debtors

Detailed and periodic audit of systems and procedures relating to accounting, monitoring, and reporting of activities for identification of procedural weaknesses and recommendations for strengthening of internal controls and minimization of risks, covering:

- Customers' order — linking with corresponding Order Execution Note (OEN), PO / WO issued against OEN, raising of sales invoice, system of tracking sales bills with corresponding supplier's bill.
- Bill-wise payment received from customer and payment of corresponding supplier's bill.
- Accounting of sales, Debit Notes, Credit Notes, and input credit of GST.
- Scrutiny of customers' accounts; follow-up of outstanding customers' dues; review of unadjusted advances from customers.
- Outward / Inward Bank Guarantee records, renewal, discharge, and realisation of margin money.
- Realisation / collection of TDS / GST TDS certificates from customers; reconciliation of tax deductions with deposits by customers.
- Security / Earnest Money — deposited, realised, monitoring, and control.
- Status of pending legal cases with respect to sales invoices; adequacy of provisions.
- Age-wise analysis of debtors (>3 years, >2 years, >1 year, <1 year, unbilled, not due); review of bad debt provisions and write-offs.
- ECGC and other insurance covers to protect WTL's receivables.

A.2 Purchases and Creditors

Detailed and periodic audit of systems and procedures for accounting, monitoring, and reporting to identify procedural weaknesses and recommend strengthening of internal controls, covering:

- Purchase procedures followed with reference to WTL's purchase procedure manual and delegation of power.

- Approved list of suppliers / contractors; procedure for inviting quotations, limited tender, open tender, e-tender, and compliance with Government orders on public procurement.
- Awarding of contracts — selection of contractors, fixation of rates and other terms, approvals; examination of all individual purchases / contracts with value above Rs. 50,000/-.
- Scrutiny of Bank Guarantees — records maintained, renewal, and discharge.
- Issue of Purchase Orders / Work Orders; payment to contractors / suppliers including advance payments.
- Recovery of advances paid to suppliers / contractors; scrutiny of outstanding advances to suppliers.
- Cash purchases — approval and propriety; Debit Notes / Credit Notes.
- Processing and accounting of suppliers' / contractors' bills; payment against bill with adjustment of advance.
- Review of pending legal cases relating to purchase invoices.
- Verification that sub-contractors / vendors are appointed as per procurement manual and delegation of powers.

A.3 Services, Expenses and Creditors

Detailed and periodic audit of systems and procedures for accounting, monitoring, and reporting of service-related activities, covering:

- Approved list of service providers / contractors; tendering process — limited tender, open tender, e-tender, selection of contractors, and awarding of contracts.
- Vehicle expenses — hire agreements, terms and conditions, vehicle log book review, and procedural compliance.
- Repairs / AMC — quotation process for major repairs and annual maintenance contracts.
- Travelling expenses — approval, tour programme, tour report, settlement of unadjusted travel advances.
- Staff welfare expenses — procedures and accounting.
- Miscellaneous expenses — procedures, accounting, and payment.
- Scrutiny of creditors' accounts; review of approval, processing, payment, and accounting of expenses.
- Unadjusted advances of service providers; status of pending legal cases relating to service / purchase invoices.

A.4 Capital Expenditure and Fixed Assets Register

Detailed audit of systems and procedures for accounting, recording, monitoring, and reporting covering:

- Capital expenditure budget — approval process and adherence.
- Approval of expenditure incurred, capitalisation, payment, and accounting of bills for capital items.
- Maintenance of Fixed Assets Register — completeness, accuracy, and proper classification.
- Status of unutilised / idle assets; fixed assets lying with third parties / outsiders.
- Physical verification of fixed assets — records of verification, reconciliation, and adjustment of differences.
- Compliance with CARO and relevant provisions of the Companies Act, 2013.
- Depreciation computation as per applicable Ind AS / Companies Act provisions; capitalisation of Work-in-Progress.
- Adequacy of insurance cover for assets; timely renewal of policies.

A.5 Salary and Benefits

Detailed audit of systems and procedures for accounting, monitoring, and reporting, covering:

- Attendance records and leave records — maintenance, accuracy, and authorisation.
- Preparation of payroll and disbursement — accuracy of pay fixation, increments, promotions, and pay revision.
- Deductions from salary — statutory deductions (PF, ESI, Professional Tax, Income Tax / TDS) and other deductions.
- Statutory compliances involved with payroll system; timely deposit of deducted amounts.
- Leave encashment — entitlement, calculation, and payment.

- Full and final settlement of separated employees — accuracy and timeliness.
- Reimbursement of medical / vehicle / telephone expenses — entitlement, bills, and approval.
- Loan / advance to employees — sanction, disbursement, recovery, and outstanding balances.
- Pending legal matters relating to salary and employee benefits.
- Verification that Form 16 is issued to employees within the prescribed time.

A.6 Cash and Bank

Detailed audit of systems and procedures for accounting and reporting, covering:

- Verification of cash / bank payment vouchers; approval of payment vouchers by competent authority.
- Cash verification (surprise and periodic); imprest cash management.
- Cash payments exceeding Rs. 10,000/- — compliance with Income Tax provisions.
- Money receipts to customers — records and controls; receiving of cheques — records maintained.
- Direct credits by bank; deposit of cheques — regularity; post-dated cheques — custody, deposit, and accounting.
- Cancellation of cheques — procedures and accounting.
- Fixed deposits — renewal, physical verification, and confirmation from bankers.
- Unusual items in Bank Reconciliation Statements; inoperative bank accounts; idle funds in bank.
- Fund management — adequacy of investment guidelines compliance; comparison of yields with permissible alternatives.

A.7 Inventory

Detailed audit of systems and procedures for accounting, recording, and monitoring, covering:

- Determination of quantity to be purchased; maintenance of stores records including receipt and issue documents.
- Utilisation of stores; identification of slow-moving / non-moving / obsolete stores.
- Stores lying outside WTL premises — records and control.
- Physical verification — procedure, records of verification, adjustments of shortages / excesses, and approval thereon.
- Adequacy of stores records and internal controls.

A.8 Statutory Compliances

Detailed audit of compliances in respect of all applicable statutes, covering:

- Direct & Indirect Taxation matters — TDS (employees and others), advance income tax, accounting of TDS deducted by customers, reconciliation of tax deductions with deposits.
- GST — GSTR-1, GSTR-3B, GSTR-9; ITC reconciliation (GSTR-2A / 2B matching); GST TDS.
- Provident Fund, Professional Tax, and other applicable statutory dues.
- ROC / MCA filings — annual returns, financial statements, and other statutory forms.
- Compliance with MSME Act, 2006 — timely payment to MSME vendors.
- Monitoring system for tax deposit, return filing, litigation status, pending assessments, and demand notices.
- Unpaid liabilities — identification and recommendations for compliance.
- West Bengal State-specific statutory compliances — West Bengal Shops and Establishments Act, WB Professional Tax Act, WB Labour Laws, and other applicable state levies.

A.9 ERP System Audit

Independent assessment of key controls in WTL's ERP / accounting system, covering:

- Identification of control gaps and process weaknesses in system-generated workflows.
- Data security — access rights, password policy, segregation of duties, and audit trails.
- Risk exposure and information security — anti-virus, firewall, backup, and disaster recovery.
- Reliability of system-generated reports and MIS — accuracy and completeness.
- Verification that all financial transactions are recorded in the ERP with no bypass through offline means.
- Legality of all installed software; AMC status for hardware and software.

- Compliance with WTL's IT policies (email, internet, data retention).

A.10 Risk-Based Internal Audit

The Internal Auditor shall also undertake a risk-based audit approach covering:

- Identification, assessment, and prioritisation of key financial, operational, compliance, and IT risks.
- Deeper review of high-risk areas with findings reported to management and the Audit Committee.
- Maintenance and update of a Risk Register presented to management on a half-yearly basis.
- Action Taken Report (ATR) on all pending observations from previous quarterly reports.

A.11 Administration

- Whether all Expenses incurred/handled by the Administration Department (viz. stationery, telephone, fax, electricity, dispatch, manpower contract, purchase of stamp papers, courier, etc.) are at reasonable level.
- Whether the records as applicable are maintained and report on compliance of extant rules i.e., due approval of Competent Authority obtained.
- Whether timely payment of various monthly/periodical expenses is ensured.
- Whether the calculation for allocation of fund for CSR projects has been calculated correctly and fund allocated accordingly.
- Whether CSR activities are carried out as per the approval of Board.
- Whether unspent / uncommitted amount in CSR allocation has been transferred as per the provisions of Companies Act.

A.12 Establishment

- The auditors to verify the area of pay-fixation on appointments, promotions and pay revision etc., communication from the Competent Authority in relation to the increments, and indicate in their Report on correctness, statutory compliance, apart from on the internal control systems, which are in place, in such areas.
- Checking / Verification of Salary and other allied matters including NPS / Provident Fund, Gratuity etc. and other deductions for all Officers and Staff.
- Checking and verification of payments made in case of separation of an employee.
- Auditors to verify that the Bills (Medical, T.A., LTC etc.) are processed as per prevailing policy / Circulars and duly approved by the Competent Authority.
- Review of Maintenance of Files and records of each employee.
- Check the carry forward leave balances; leave encashment / availments by the employees as per service rules.
- Maintenance of Official Records as per extant guidelines to ensure upkeep and maintenance of documents and files.

A.13 Imprest

- Whether any requisition for imprest advance is forwarded after approval of competent authority.
- Whether Imprest / Contingency / TA advance up to Rs. 10,000 or ceiling as prescribed by Income Tax Act whichever less is only be made via cash and payment above Rs. 10,000 are made through Bank.
- Whether the employee has settled the imprest advance on fortnightly basis. At the end of the year, in case any advance is pending with the employee, he should furnish certificate of the advance pending with him to Accounts Department.
- Whether there is a physical verification of cash from time to time, if any.
- Whether the cash balance as on March 31st of financial year is verified by actual cash count and requisite Certificate furnished to accounts department duly certified by the HoD.
- Whether all the employees who are handling cash has submitted the account of expenditure incurred duly approved before March 31st.

A.14 Tenders / Contracts

- Whether the Purchase Procedure as prescribed is being followed in tendering.
- Whether the vendor base adopted by the Company have proven records of performance.

- Whether Company is following a proper system of tendering for awarding of various contracts as per the purchase procedures.
- Whether details of earnest money deposits furnished by suppliers are maintained and reference to refund of earnest money is entered under proper attestation against the relevant deposit.
- Whether the bank guarantees furnished by suppliers are noted in a separate register and timely action taken for their renewal keeping in view the delivery period of goods / services.
- Whether the liquidated damages clause incorporated in the purchase orders as per purchase procedure of the Company.
- Whether the delivery terms and conditions indicating delivery schedule, place of delivery, inspection of stores, dispatch instructions, particulars of consignee etc. are clearly spelt out in the purchase order.
- Whether a register of purchase orders is maintained and progress of deliveries is watched.
- Whether amendments to purchase orders are approved by competent authority.
- Whether the certificates regarding acceptance of quality and quantity of goods / services procured have been furnished by the consignee or certified by the purchase department before payment is made.
- Whether all the purchase invoices received including imports and services are submitted to Finance / Accounts Department for accounting purposes immediately.
- Whether the vendors were paid within the due date.
- Whether the terms and conditions agreed upon in any outstanding contract are detrimental to the interests of the company.
- Scrutiny of bills passed for payment of fees to architects, consultants, local purchase of store, repairs and maintenance etc. by concerned officials and confirmation that the same is submitted to finance for payments after being duly approved by the Competent Authority.
- Whether progress on establishing grievance redressal mechanism and feedback provided to unsuccessful bidder is adequate.

A.15 Reports on Verification of Records

- Review of all payment vouchers / Journals.
- Whether the books of accounts as required by the Companies Act, Income Tax Act, and GST Act are maintained by the Company.
- Whether the vouchers verified have adequate supporting documents.
- Whether all major expenses are duly approved by appropriate authorities.
- Whether the books of accounts maintained are up to date.
- Review of Bank Reconciliation Statement.
- Whether adequate care is taken to produce the MIS reports accurately.
- Whether all the invoices are raised in timely manner as per instructions received from Business Segment and realisation made within the stipulated time as per GST Act.
- Whether the cost relating to the individual projects are identified and booked for the purpose of comparing with the revenue.
- Whether the accrual of interest and other income have been claimed and accounted.
- Whether all expenses relating to the business have been accounted on accrual basis and they are as per the contract entered into with the Vendors.
- Review of Annual accounts and report whether the same is as per the provisions of Companies Act, 2013 and Ind AS amended from time to time.

A.16 Taxation

- Review of the compliance to TDS and withholding tax provisions like Deduction of TDS from various payments made as per rules and deposit of such TDS within the stipulated time.
- Verification of computation of income and TDS made from salaries.
- Verification of transactions / billing / payments in relation to levy of applicable GST and other taxes if any etc.
- Whether the filing of the returns under GST, TDS, Income Tax, Custom duty and other applicable laws have been made in time and the figures shown match with the figures in the books and the taxes have been paid within time to the respective authorities.

- Comment on the amounts of tax deducted at source from income etc., and certificates received or the amounts credited to the account of the Company as per the procedure for giving credit for tax at source.
- Review of the income tax calculations made and the payments of instalments of advance tax.

A.17 Legal & Secretarial

- Whether Board / Committee directions have been complied with.
- Whether the Board Minutes Book, Minutes of General Meeting and other Committee Minutes have been recorded and updated.
- Whether various registers prescribed under the Companies Act are maintained and updated.
- Compliance of MCA requirement / other statutory requirements as per Companies Act 2013 as amended from time to time and filing of returns done within the due date.
- Review on Legal / Arbitration cases under litigation, pending tax issues from GST, income tax and any other applicable laws and report on the same and the provisions as appearing in the books and the adequacy thereof.
- Whether the loans and advances made by the Company are as per the Policies laid down and are settled within the respective dates.

Delivery of Audit Reports

- Quarterly Internal Audit Report shall be submitted within 45 days of completion of each quarter to the Chief Executive Officer of Webel Technology Limited.
- Reports shall be submitted in both hard copy (two sets) and soft copy (PDF + editable Word format).
- A half-yearly summary report highlighting critical findings shall be presented to WTL's Audit Committee.
- The audit firm shall also prepare and submit an updated Action Taken Report (ATR) on all pending observations from previous quarters.

Quarterly Audit Schedule:

Activity	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
Commencement of Audit	1st July	1st October	1st January	1st April
Submission of Report	By 14th August	By 14th November	By 14th February	By 14th May

SECTION – B

ELIGIBILITY CRITERIA

The following criteria shall be considered for selection of a firm of Chartered Accountants or Cost Accountants. In the absence of compliance with any one of the criteria below, the offer will be treated as non-responsive and will be summarily rejected.

Sl.	Eligibility Criterion	Documentary Evidence Required
1.	The Firm must have at least 3 (three) Partners holding a full-time Certificate of Practice, of whom at least one must be proficient in auditing in a computerised / ERP environment and have audit experience in an IT and software development company.	ICAI / ICMAI Constitution Certificate; CVs of all Partners with details of ERP audit experience
2.	The Firm must have at least 5 (five) full-time professionally qualified paid staff (CA / CMA qualified).	List of qualified staff with ICAI / ICMAI membership numbers; proof of employment
3.	The Firm must have a minimum of 10 years of experience in financial audit of Government Departments, Government Enterprises, Statutory Bodies, or Autonomous Bodies.	ICAI / ICMAI firm registration certificate; appointment / experience letters evidencing Govt. / PSU audit
4.	The annual turnover of the Firm must be a minimum of Rs. 50 lakh for each of the immediately preceding three financial years (FY 2022-23, FY 2023-24 & FY 2024-25).	Certified audited Balance Sheets and P&L Accounts for FY 2022-23, 2023-24 & 2024-25; Acknowledged ITRs for the same three years
5.	The Firm must have conducted financial audit of at least 3 (three) companies / PSUs / Autonomous Bodies / Statutory Bodies having a turnover exceeding Rs. 200 Crore for each such client in the last three financial years (FY 2022-23, 2023-24 & 2024-25).	Appointment letters / experience certificates from respective clients confirming turnover and nature of audit
6.	The Firm must have a valid registration number issued by the Institute of Chartered Accountants of India (ICAI) or the Institute of Cost Accountants of India (ICMAI).	Self-attested copy of ICAI / ICMAI firm registration certificate
7.	The Firm must possess all applicable statutory documents — PAN, GST Registration, Professional Tax Certificate, and such other registrations as required by law. The Firm must be operating under the same name and style for at least the last three years.	Self-attested copies of PAN card, GST registration certificate, Professional Tax certificate, and ICAI / ICMAI certificate confirming uninterrupted existence in same name for 3+ years
8.	No Blacklisting / No Bankruptcy declaration to be submitted. The Firm must not have been blacklisted by any State / Central Government, PSU, or bilateral / multilateral funding agency for breach of ethical conduct or fraudulent practices as on date of submission.	Signed declaration on Firm's letterhead
9.	The Firm should have their presence in Kolkata with own office. Valid proof should be submitted along with the bid.	Proof of office address in Kolkata (e.g., trade licence, utility bill, lease deed)

SECTION – C

DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date & Time
1	Date of Uploading of N.I.T. & other Documents (Publishing Date)	17-06-2026
2	Documents Download Start Date	17-06-2026
3	Last Date and Time of Sending Queries (Online)	23/06/2026 at 15.00 Hrs
4	Pre-Bid Meeting (Online)	24/06/2026 at 12.00 Hrs
5	Corrigendum, if any will be published	WTL Website / Communication to bidders
6	Last Date & Time of Submission of Application Fee (Demand Draft)	Before submission of Tender
7	Bid Submission Closing Date & Time (Online)	01.07.2026 at 2.00 PM
8	Bid Opening Date & Time for Technical Proposals (Online)	03.07.2026 at 2.00 PM
9	Date of Uploading the Final List of Technically Qualified Bidders (online) after Disposal of Appeals, if any	-
10	Date for Opening of Financial Bid (online)	-

SECTION – D

INSTRUCTION TO BIDDER

D.1 Definitions

In this document, the following terms shall have following respective meanings:

- "Agreement" means the Agreement to be signed between the successful bidder and Webel Technology Limited including all attachments, appendices, and all documents incorporated by reference thereto together with any subsequent modifications.
- "Bidder" means any Chartered Accountants Firm / Cost Accountants Firm offering the internal audit services as required in this NIT.
- "Contract" is used synonymously with Agreement.
- "Contractor / Audit Firm" means the Bidder whose bid has been accepted by the Selection Committee and is named as such in the Letter of Award.
- "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract.
- "NIT" means this Notice Inviting Tender.
- "Selection Committee" means the committee constituted by WTL for evaluation of bids and selection of the Internal Auditor.
- "WTL" means Webel Technology Limited, a Government of West Bengal undertaking.
- "Working Day" means any day on which the office of WTL shall be functioning.

D.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid and WTL will in no case be responsible for those costs regardless of the conduct or outcome of the bidding process.

D.3 Bid Document

Bidder is expected to examine all instructions, forms, terms and requirements in the bid document. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result in rejection of the bid.

D.4 Amendment of Bid Document

At any time prior to the deadline for submission of proposals, WTL reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the WTL website and communicated to all bidders. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

D.5 Language of Bid & Correspondence

The proposal will be prepared by the Bidder in English language only. All documents relating to the proposal should also be in English, and correspondence between the Bidder & WTL will be in English language only.

D.6 Application Fee

The Bidder shall furnish a Demand Draft of Rs. 4,000/- (Rupees Four Thousand Only) drawn in favour of "Webel Technology Limited", payable at Kolkata, as Application Fee (Non-Refundable). The DD shall be enclosed with the Technical Bid. Bids without Application Fee shall be summarily rejected.

D.7 Bid Validity

The proposals shall remain valid for 180 days from the date of opening of the tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, WTL may ask for extension of the period of validity.

D.8 Period of Contract & Extendibility

The initial period of contract shall be for the Financial Year 2026-27 (April 2026 to March 2027). The assignment of the selected Firm may be extended for a further period depending upon the satisfactory performance of the Firm, on mutually agreed terms.

D.9 Payment Terms

- No advance payment shall be made.
- Payment will be made after completion of each quarter of audit upon submission of bills along with the Quarterly Audit Report covering all segments described in the Scope of Work.
- Payment shall be released within 30 (thirty) days of submission of a complete and valid bill.
- All statutory and necessary taxes (TDS and other applicable taxes) shall be deducted from each bill as per Government rules prevailing at the time of payment. WTL will issue the necessary tax deduction certificate in due course.
- GST or any other applicable tax shall be payable extra, as applicable, and shall be clearly mentioned in the Financial Bid.
- Payment shall be made only against valid Tax Invoices as per the GST Act.

D.10 Prohibition of Sub-Contracting

The selected Firm shall not subcontract any part of the audit assignment to any other firm or individual. Discovery of subcontracting shall result in immediate termination of the contract and debarment of the firm from future WTL assignments.

D.11 Confidentiality & Non-Disclosure

The selected Firm shall maintain strict confidentiality of all information accessed during the audit. Before commencement of work, the selected Firm shall sign a Non-Disclosure Agreement (NDA) in the prescribed format (Annexure VII). The NDA shall be executed on non-judicial stamp paper of Rs. 100/-.

D.12 No Conflict of Interest

The selected Firm shall not, during the period of the audit engagement, undertake any work for any client or entity that has a financial interest in WTL, which may conflict with the audit assignment. A declaration as per the prescribed format (Annexure VI) shall be furnished at the time of bid submission.

D.13 Termination for Default

WTL may, without prejudice to any other remedy or right of claim for breach of contract, by giving not less than 30 days written notice of default, terminate the order in whole or in part if the Firm fails to render any or all the services within the time period specified or fails to remedy its failure within a period of thirty days after receipt of default notice from WTL.

D.14 Governing Laws

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

D.15 Corrupt or Fraudulent Practices

The Selection Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. The Selection Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices. The Selection Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it determines that the firm has engaged in corrupt and fraudulent practices.

D.16 Binding Clause

All decisions taken by the Selection Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. WTL reserves the right to vary, modify, revise, amend or change any of the terms and conditions mentioned and to reject any or all the Tenders without assigning any reason whatsoever thereof.

D.17 WTL's Right to Reject any or all Bids

WTL reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s).

D.18 Disputes and Arbitration

In case of any dispute or difference, breach, or violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Chief Executive Officer of Webel Technology Limited, or any other person appointed by him. The award of the arbitrator shall be final and binding on both parties. The arbitration shall be held in Kolkata only and shall be governed by the Arbitration and Conciliation Act, 1996, as amended from time to time.

D.19 General Terms

- All the pages of the bid document including documents submitted therein must be duly signed and stamped.
- All documents to be submitted by the bidder should be duly authenticated by the person signing the offer.
- No Technical / Commercial clarification will be entertained after opening of the tender.
- WTL reserves the right to increase or decrease the scope specified in the tender.
- WTL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof.
- Price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
- The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender.

SECTION – E

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all blanks and to be submitted on Letter Head in original)

To

Webel Technology Limited

Plot – 5, Block – BP, Sector - V,
Salt Lake City,
Kolkata – 700091.

Sub: Appointment of Chartered Accountants Firm / Cost Accountants Firm as Internal Auditor of Webel Technology Limited for the Financial Year 2026-27 — Ref. No. WTL/Inhouse/Internal Auditor/26-27/009 dated 17-06-2026

Sir,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject Ref. No. WTL/Inhouse/Audit/26-27/009 dated-17-06-2026, do hereby propose to execute the Internal Audit assignment as per the scope of work and terms set forth in your Bid documents.
2. The fees of all items stated in the bid are firm during the entire period of contract irrespective of date of completion and not subject to any price adjustment. All prices and other terms & conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of bid.
3. We confirm that our bid prices include all professional charges, expenses, and costs for conducting the internal audit as per the Scope of Work. We further declare that prices stated in our proposal are firm and final.
4. Application Fee: We have enclosed a Demand Draft of Rs. 4,000/- (Rupees Four Thousand Only) vide DD No. _____ dated _____ drawn on _____ Bank, payable at Kolkata, towards Application Fee (Non-Refundable).
5. We declare that the audit assignment shall be executed strictly in accordance with the specifications and documents. We agree that no additional conditions or deviations, if any, found in the proposal documents other than those specifically stated by us, shall be given effect to.
6. If this proposal is accepted by you, we agree to provide services and complete the entire audit assignment, in accordance with the schedule indicated in the proposal. We fully understand that the audit schedule stipulated in the proposal is the essence of the contract, if awarded.
7. We agree that WTL reserves the right to accept in full/part or reject any or all the bids received without any explanation and its decision on the subject will be final and binding on Bidder.
8. We have no conflict of interest in relation to this assignment as declared separately in the enclosed Undertaking (Annexure VI) and agree to execute the Non-Disclosure Agreement (Annexure VII) if selected.

Dated, thisday of2026

Thanking you, we remain,

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation / Partner

.....
ICAI / ICMAI Membership No.

.....
Company / Firm Stamp

SECTION – F

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

Evaluation Procedure

- The Eligibility Criteria (Section – B) will be evaluated by the Selection Committee and those qualifying will be considered for further evaluation.
- The Selection Committee would evaluate the Technical / Commercial Evaluation. Bidders securing a minimum of 70 marks in the Technical Evaluation will only be considered for further evaluation.
- After qualifying in Technical Evaluation, qualified bidders will only be considered for Financial Bid evaluation.

Technical Evaluation Criteria

Sl.	Parameter	Max Score	Score Details Breakup	Documents Required
1.	Firm Strength / Key Personnel / Staff Strength	10	Full marks for minimum three full-time partners and minimum five qualified paid staff as per eligibility criteria	Firm's Registration Certificate / Partnership Deed / Partners profile / pay slips / PF of staff
2.	Financial Capability of the Firm	10	Full marks for minimum average annual Turnover of Rs. 1 crores as per eligibility criteria	Audited Balance Sheet / Profit & Loss statement for FY 2022-23, 2023-24 & 2024-25, OR CA Certificate
3.	Experience in handling Internal / Financial Audit of Government Departments / PSUs / Autonomous Bodies / Statutory Bodies. Experience in IT / software companies will carry additional weightage.	40	Per audit assignment: 4 marks. Less than 3 score will be 0. At least 3 audit assignments for each of the last three financial years i.e. FY 2022-23, 2023-24 & 2024-25 as per eligibility criteria.	Valid appointment letters / workorder / completion certificate/ experience certificates from clients
4.	Presentation on understanding of scope of work, methodology, and resource deployment plan.	40	Understanding of Audit Scope (10), Detailed approach and methodology (10), Resource CV and lead auditor to be present in the Tender Committee presentation for Q&A (10), ERP / IT audit capability and experience (10)	Technical Proposal in Doc and PPT format for all areas. CVs of key personnel to be deployed as part of proposal. Presentation to be made to Selection Committee.

Quality and Cost Based Selection (QCBS)

Selection of the Firm shall be done on the basis of Quality and Cost Based Selection (QCBS) with 70% weightage for Technical Bid and 30% weightage for Financial Bid.

$$\text{Composite Score (S)} = \text{Ts} * 0.7 + \text{Fn} * 0.3$$

Where, Ts is Technical score and Fn is normalized commercial score. The financial scores would be normalized on a scale of 100, with the lowest score being normalized to 100. The bidder with the highest composite score shall normally be awarded the contract, subject to eligibility conditions.

Technical Presentation

The eligible bidders shall give a technical presentation to portray their understanding of the scope of work and responsibility for the same in front of the Selection Committee / Customer. The date, time and venue of technical presentation for the eligible bidders will be intimated in due course. Bidder has to give a technical presentation on the following points:

- Understanding of Audit Scope

- Detailed approach and methodology
- Resource deployment and execution plan
- ERP / IT Audit capability and proposed approach

SECTION – G

GUIDANCE FOR SUBMISSION OF BIDS

Bid Structure

Interested Chartered Accountant Firms / Cost Accountant Firms are required to submit their Technical and Financial Proposals in two separate sealed envelopes as follows:

Envelope	Contents	Superscription on Envelope
Envelope 1 — Technical Bid	Proposals submission cover letter on Firm's letterhead, clearly indexing all enclosures Detailed profile of the Firm and ICAI / ICMAI Registration Certificate Details of experience in audit (as per Annexure V) Details of Partners — name, qualification, membership no., and auditing experience (Annexure III) Details, qualifications, and experience of full-time paid assistants / professional staff (Annexure IV) Copies of Acknowledged Income Tax Returns for the last 3 financial years (FY 2022-23, 2023-24 & 2024-25) Proof of audit assignments as per eligibility criteria Copies of PAN Card, GST Registration, Professional Tax Certificate, and Firm's Registration Certificate Demand Draft of Rs. 5,000/- (Rupees Five Thousand) in favor of Webel Technology Limited, payable at Kolkata (Application Fee — Non-Refundable) No Conflict-of-Interest Undertaking (Annexure VI)	"Technical Bid for Appointment of Internal Auditor of Webel Technology Limited for the Financial Year 2026-27"
Envelope 2 — Financial Bid	Financial Bid in prescribed format as per Annexure-1	"Financial Bid for Appointment of Internal Auditor of Webel Technology Limited for the Financial Year 2026-27"
Outer Covering Envelope	Sealed Envelope 1 (Technical Bid) and Sealed Envelope 2 (Financial Bid) placed together in the outer envelope	"Technical Bid & Financial Bid for Appointment of Internal Auditor of Webel Technology Limited for the Financial Year 2026-27"

Address for Submission:

The sealed envelope containing both bids should be addressed to:

The Chief Executive Officer

Webel Technology Limited

Plot-5, Block-BP, Sector-V, Salt Lake, Kolkata – 700 091

The bid may be submitted by post / speed post / courier or dropped personally at the above address within the stipulated time. Late submissions will not be accepted under any circumstances.

General Instructions for Submission

- Proposal not submitted as per the specified format shall be outright rejected.
- Any deviation from the tender specifications and terms and conditions will not be accepted.
- A proposal once submitted shall not be permitted to be altered or amended after the closing time.
- Prices shall be quoted exclusively in Indian Rupees.
- Every page of the bid document submitted by the bidder must be signed and sealed by the authorised signatory of the Firm.
- Bidder shall not approach WTL officers beyond office hours and/or outside WTL office premises from the time of the Bid opening to the time of finalization of successful bidder.

SECTION – H

UNPRICED BOQ / COMMERCIAL BID DETAILS

Sl. No.	Description	Unit	Quantity
1	Internal Audit Services of Webel Technology Limited for the Financial Year 2026-27 covering all areas as described in Scope of Work (Section – A), including: (i) Quarterly internal audit of all financial, operational, compliance, and IT areas; (ii) Submission of Quarterly Audit Reports and Half-Yearly Summary Report to Audit Committee; (iii) Action Taken Report (ATR) on all pending observations; (iv) Attendance at Audit Committee meetings, if required.	Lump Sum	1

Note:

The Internal Audit shall be conducted as per the Scope of Work described in Section – A. The selected Firm shall quote an all-inclusive lump sum professional fee for the complete audit assignment for FY 2026-27. Applicable GST shall be quoted separately. No additional cost other than that mentioned in the Price Bid shall be taken into account.

SECTION – I

TECHNICAL CAPABILITY OF BIDDER

(Ref. No. WTL/Inhouse/Audit/26-27/009 dated 17/06/2026)

Sl.	Name of Client	Start Date	End Date / Status	Brief Description of Audit Assignment & Scope	Type	Approx. Value (Rs.)	Contact Details of Client

Authorized Signatory (Signature in full): _____

Name and Title of Signatory: _____

Stamp of the Firm: _____

Note: Type of Audit shall indicate whether it is Internal Audit, Statutory Audit, Concurrent Audit, or any other form. Scope of work shall indicate whether it is implementation, operation, or maintenance. Submit appointment letters / experience certificates from clients confirming the nature and period of engagement.

SECTION – J

FINANCIAL CAPABILITY OF BIDDER

(Ref. No. WTL/Inhouse/Audit/26-27/009 dated 17-06-2026)

FINANCIAL INFORMATION

Sl.	Name of the Bidder	Turnover FY 2022-23 (Rs. Lakh)	Turnover FY 2023-24 (Rs. Lakh)	Turnover FY 2024-25 (Rs. Lakh)
1				

Authorized Signatory (Signature in full): _____

Name and Title of Signatory: _____

Stamp of the Firm: _____

Note: Submit the audited financial statement / audited annual report / acknowledged ITRs of the last three financial years.

SECTION – K

BIDDER'S DETAILS

(Ref. No. WTL/Inhouse/Audit/26-27/009 dated 17-06-2026)

Name of the Firm	
ICAI / ICMAI Registration Number	
Date of Constitution of the Firm	
Registered Office Address	
Contact Number	
E-mail	
Correspondence / Contact Address	
Name & Designation of Contact Person	
PAN of the Firm	
GST Registration Number	
Professional Tax Registration	
Number of Full-time Partners (as on date)	
Number of Full-time CA / CMA Employees	
Number of Article Clerks / Semi-qualified Staff	
Whether Firm is empanelled with C&AG of India	Yes / No
How many years has your Firm been in practice under present name	
Does your organisation have ISO certificate? If yes, provide details.	
List major clients with whom Firm has been / is currently associated for audit.	
Have you ever been denied tendering facilities by any Government / PSU? (Give details)	
Any court cases / arbitration / legal cases against the Firm (If Yes, details in separate annexure)	Yes / No

Authorized Signatory (Signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

SECTION – L

FORMAT FOR PRE-BID MEETING QUERY

(Ref. No. WTL/Inhouse/Audit/26-27/009 dated 17-06-2026)

Name of the Bidder: _____

Queries

Sl. No.	Section No.	Clause No.	Page No.	Queries

Note: The filled form to be submitted in XLS & PDF Format. There is a cutoff date for receiving of queries before Pre-Bid Meeting. Queries received after the cutoff period will not be accepted. The Purchaser reserves the right to respond all queries over e-mail.

Authorized Signatory (Signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

SECTION – N

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT-CUM-PERFORMANCE GUARANTEE

Ref Bank Guarantee No.....

Date.....

KNOW ALL MEN BY THESE PRESENTS that in consideration of WEBEL TECHNOLOGY LIMITED, a Government of West Bengal Undertaking incorporated under the Companies Act, 1956 having its Registered office at Plot - 5, Block BP, Sector V, Kolkata-700 091 (hereinafter called "The Purchaser") having agreed to accept from _____ (hereinafter called "The Contractor / Audit Firm") having its Head Office at _____, a Bank Guarantee for Rs. _____ in lieu of Cash Security Deposit for the due fulfillment by the Contractor of the terms & conditions of the Work Order No. _____ dated _____ issued by the Purchaser for Internal Audit Services for FY 2026-27 (hereinafter called "the said Work Order"). We _____ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. _____ (Rupees _____) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the Contractor of any of the terms and conditions contained in the said Work Order of which breach the opinion of the Purchaser shall be final and conclusive.

AND WE, _____ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of _____ Rupees _____) only as may be specified in such demand, in the event of the Contractor failing or neglecting to execute fully, efficiently and satisfactorily the order for Internal Audit Services — Work Order No. _____ dated _____.

WE _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order have been fully paid and its claims satisfied or till the Purchaser or its authorised representative certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor and accordingly discharged the guarantee.

The liability under the Guarantee is restricted to Rs. _____ (Rupees _____) only and will expire on _____ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filed against us within 6 months from _____ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities.

Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. _____ (Rupees _____) only and our guarantee shall remain in force up to _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

SIGNED, SEALED AND DELIVERED

(Stamp of the executants)

WITNESS

1. _____
2. _____

(Name & address in full with Rubber Stamp)

SECTION – O

NIT DECLARATION FOR BIDDER

(Bidders are requested to furnish the Format given in this section, filling all blanks and to be submitted on Bidder's Letter Head)

To

Webel Technology Limited

Plot – 5, Block – BP, Sector - V,
Salt Lake City,
Kolkata – 700091.

Sub: Appointment of Chartered Accountants Firm / Cost Accountants Firm as Internal Auditor of Webel Technology Limited for the Financial Year 2026-27.

Dear Sir,

We the undersigned bidder/(s) declare that we have read and examined in details the specifications and other documents of the subject Ref. No. WTL/Inhouse/Audit/26-27/009 dated 17-06-2026 for Appointment of Internal Auditor of Webel Technology Limited for the Financial Year 2026-27 published by Webel Technology Limited.

We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions and other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating in and executing the said assignment.

Thanking you, we remain

Yours faithfully

.....
Signature

.....
Name in full

.....
Designation

.....
Company Stamp

Dated, thisday of2026

ANNEXURE – I

FINANCIAL BID FORMAT

(Bidders have to submit the Price Bid in this format only — on Firm's Letterhead, in a separate sealed envelope)

Ref. No.: _____ (Mandatory)

Date: _____ (Mandatory)

To,

**The Chief Executive Officer,
Webel Technology Limited,**

Plot-5, Block-BP, Sector-V, Salt Lake, Kolkata – 700 091.

Dear Sir, In response to your Invitation Ref. No. WTL/Inhouse/Internal Auditor/26-27/009 dated-17-06-2026 for Appointment of Internal Auditor of Webel Technology Limited for the Financial Year 2026-27, we offer our price as below:

Sl.	Job Description with SAC Code	Internal Audit Fees for FY 2026-27 (Rs.)	CGST (%)	CGST Amt. (Rs.)	SGST (%)	SGST Amt. (Rs.)	IGST (%)	IGST Amt. (Rs.)	Total Amt. (Rs.)
1	Internal Audit Services — Webel Technology Limited FY 2026-27 (all areas as per Scope of Work in Section A) SAC Code: 998221								
GRAND TOTAL (Rs.)									
GRAND TOTAL IN WORDS: Rupees _____									

Notes:

- The above price is inclusive of all costs, charges, and expenses for conducting the internal audit as per the Scope of Work in Section A. No extra cost shall be charged.
- Applicable GST shall be specified separately at the rates applicable on the date of invoice. GST shall be payable extra by WTL at the then-applicable rate.
- In case of any difference between the amount quoted in figures and in words, the amount in words shall prevail.
- Both Income Tax TDS and GST TDS, as applicable, shall be deducted by WTL from the professional fee.
- Quoted price shall remain firm throughout the contract period. No escalation shall be allowed except for statutory variation in taxes and duties.
- WTL reserves the right to reject this bid if the price is found to be abnormally high or abnormally low compared to the standard fee structure of the relevant professional body.

Bid Validity: 180 days from the date of opening of tender.

Place: _____ Date: _____

Signature: _____

Name (Partner): _____

ICAI/ICMAI Membership No.: _____

Firm Name & Reg. No.: _____

(Seal of the Firm)

ANNEXURE – II

PROFILE OF THE FIRM

(On Firm's Letterhead)

1.	Name of the Firm (in capital letters)	
2.	ICAI / ICMAI Registration Number	
3.	Date of Constitution of the Firm	
4.	Constitution of Firm (Partnership / LLP)	
5.	Number of Years of Establishment	
6.	Address of Head Office (with Phone, Email)	
7.	Branch Office Address(es) (if any)	
8.	PAN of the Firm	
9.	GST Registration Number	
10.	Professional Tax Registration	
11.	Number of Full-time Partners (as on date)	
12.	Number of Full-time CA / CMA Employees	
13.	Number of Article Clerks / Semi-qualified Staff	
14.	Whether Firm is empanelled with C&AG of India	Yes / No (If Yes, empanelment letter enclosed: ___)
15.	Annual Turnover (FY 2022-23, Rs. Lakh)	
16.	Annual Turnover (FY 2023-24, Rs. Lakh)	
17.	Annual Turnover (FY 2024-25, Rs. Lakh)	
18.	Whether Firm has experience in audit of Govt. Companies / PSUs / Autonomous Bodies	Yes / No (If Yes, details enclosed in Annexure V)
19.	Any court cases / arbitration / legal cases against the Firm	Yes / No (If Yes, details in separate annexure)

(Signature of Authorised Signatory of the Applicant)

(Name, Title, and Address of the Authorised Signatory)

Seal of the Firm:

ANNEXURE – III

LATEST DETAILS OF FULL-TIME PARTNERS OF THE FIRM

Sl.	Name of Partner	Membership No.	FCA / ACA / FCMA / ACMA	Date of Joining Firm (Full-time)	Years of Exp.	ERP / IT Audit Exp. (Yes/No)

Note: Attach detailed CV of each Partner indicating: name of organisations served, capacity, nature of work, number of years in each role, experience in government / PSU audit, IT & software company audit, and internal audit.

(Signature of Authorised Signatory) Seal of the Firm:

ANNEXURE – IV

DETAILS OF FULL-TIME QUALIFIED PAID STAFF

Sl.	Name	Membership No.	CA / CMA / Semi-qualified	Date of Joining Firm	Evidence of Continuous Employment

(Signature of Authorised Signatory) Seal of the Firm:

ANNEXURE – V

DETAILS OF AUDIT EXPERIENCE (LAST 3 FINANCIAL YEARS)

Sl.	Name of Client / Organisation	Type (Govt./PSU/Autonomous Body / Private)	Turnover of Client (Rs. Crore)	Year(s) of Audit	Nature of Audit & Supporting Document
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)
					Appt. letter / Experience Certificate (Page No.: __)

Note: Proof of audit assignments (appointment letters or experience certificates from clients) must be attached for each entry.

(Signature of Authorised Signatory) Seal of the Firm:

ANNEXURE – VI

UNDERTAKING FOR 'NO CONFLICT OF INTEREST'

(On Firm's Letterhead)

Date: _____

To,

**The Chief Executive Officer,
Webel Technology Limited,**

Plot-5, Block-BP, Sector-V, Salt Lake, Kolkata – 700 091.

Sub: Declaration of No Conflict of Interest — Ref. No WTL/Inhouse/Audit/26-27/009 dated 17-06-2026.

We, M/s _____ (Name of Firm), hereby certify and declare that:

9. We have no conflict of interest, whether financial, professional, or otherwise, in relation to the scope of the Internal Audit assignment of Webel Technology Limited as specified in the above-mentioned invitation.
10. Neither our Firm nor any of our partners / qualified staff is currently engaged in any assignment for any entity that has, or may have, a direct or indirect financial interest in WTL, which could impair our objectivity and independence in conducting the audit.
11. We are not the Statutory Auditors of Webel Technology Limited for the year under audit, nor have we been associated with WTL in any capacity during the immediately preceding financial year that would affect our independence.
12. We undertake to immediately disclose to WTL, in writing, any situation that may arise during the audit engagement that could give rise to a conflict of interest.
13. All documents / certificates / information submitted by us against this NIT are genuine and authentic.

Place: _____

Date: _____

Signature: _____

Name (Partner): _____

ICAI/ICMAI Membership No.: _____

Firm Name: _____ (Seal of the Firm)

ANNEXURE – VII

NON-DISCLOSURE AGREEMENT (NDA)

(To be executed on non-judicial stamp paper of Rs. 100/- after award of contract, before commencement of audit work)

THIS NON-DISCLOSURE / CONFIDENTIALITY AGREEMENT ("Agreement") is entered into on the ___ day of _____, 2026.

BETWEEN:

(1) Webel Technology Limited ("WTL"), a Government of West Bengal company incorporated under the Companies Act, 2013, having its registered office at Plot-5, Block-BP, Sector-V, Salt Lake, Kolkata – 700 091 (hereinafter referred to as the "Disclosing Party");

AND

(2) M/s _____ ("the Audit Firm"), a Chartered Accountants / Cost Accountants Firm registered with ICAI / ICAI, having its registered office at _____ (hereinafter referred to as the "Receiving Party").

WHEREAS WTL has appointed the Audit Firm as Internal Auditor for FY 2026-27 vide Letter No. _____ dated _____, in the course of which the Audit Firm shall have access to confidential and sensitive financial, commercial, technical, operational, and personnel information of WTL (collectively "Confidential Information").

NOW THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

14. CONFIDENTIALITY OBLIGATIONS: The Audit Firm shall: (a) keep all Confidential Information strictly confidential and not disclose it to any third party without prior written consent of WTL; (b) use the Confidential Information solely for the purpose of conducting the internal audit of WTL; (c) ensure that all personnel engaged in the audit are individually bound by similar confidentiality obligations; and (d) return or destroy all Confidential Information (physical and digital) upon completion or termination of the assignment.
15. EXCEPTIONS: The above obligations shall not apply to information that: (a) is or comes into the public domain through no fault of the Audit Firm; (b) was already in the Audit Firm's lawful possession before disclosure; (c) is received independently from a third party not under obligation of confidentiality; or (d) is required to be disclosed by applicable law or regulatory authority, provided reasonable prior notice is given to WTL.
16. SURVIVAL: The confidentiality obligations under this Agreement shall survive the termination or completion of the audit assignment for a period of three (03) years from the date of termination / completion.
17. GOVERNING LAW & JURISDICTION: This Agreement shall be governed by and construed in accordance with the laws of India. The Courts at Kolkata shall have exclusive jurisdiction over any disputes arising out of or in connection with this Agreement.

For Webel Technology Limited Signature: _____ Name: _____ Designation: _____ Date: _____	For Audit Firm (M/s _____) Signature: _____ Name (Partner): _____ Membership No.: _____ Date: _____ Seal:
--	---

***** Webel Technology Limited reserves the right to accept or reject any or all applications / bids without assigning any reason thereof. *****

— END OF DOCUMENT —