



Banglar Dairy Limited

(A Government of West Bengal Organization)

Animal Resources Development Department

CIN: U15122WB2015SGC208390, GSTIN: 19AAGCB5699F1Z7

Head Office: Prani Sampad Bhaban, Block - LB-2, Sector III
Salt Lake City, Kolkata - 700106

Phone: (033) 2335 0844 • Email: contact@banglardairy.com
Website: www.banglardairy.com

NIT NO.: WBARD/BDL/IA/NIT 1374/5/26-27

DATE: 03.06.2026

NOTICE INVITING e-TENDER

For

Engagement of Internal Auditor under Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106

The Managing Director, Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106 invites online bids (as per the prescribed format) from Interested Eligible **CA Firms only** preferably having experience in similar nature of work for “**Engagement of Internal Auditor under Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106**”. Selected Agency will be entitled to use BDL’s premises against the given sets of terms & conditions. Intending Agency may submit their offer in the prescribed format (Financial Bid-B)

Any addition / deletion / modification and correspondence related to the E-TENDER document will be posted on the Official website of Banglar Dairy Limited as well as website (<https://wbtenders.gov.in>). Any Bidder willing to take part in the process of e-tender will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://wbtenders.gov.in> using the option—Click here to Enroll. Possession of a Valid Class-II or Class-III Digital Signature Certificate (DSC) in the form of smart card/ e-token in the Company's name in a pre requisite for registration and participating in the bid submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <http://wbtenders.gov.in> under the link—Information about DSC. Intending Bidders can search and download E-TENDER and other E-TENDER documents electronically by logging on to the website <http://wbtenders.gov.in> using his Digital Signature Certificate (DSC). This is the only mode of collection of E-TENDER documents. A prospective bidder shall be allowed to participate in the job and the prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Eligibility criteria for participation in E-TENDER’ before bidding.

E-TENDER documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated Intending agencies may submit their offer **(ONLINE)** at <http://wbtenders.gov.in> in the prescribed format .

(Dr. Gouri Shankar Koner)
Managing Director
Banglar Dairy Limited



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DETAILS OF TENDER DOCUMENTS AND TIME SCHEDULE

Each Set Contains:-

1. Notice Inviting e-Tender.
2. General Instruction to Bidders.
3. Eligibility Criteria for Participation in the Tender.
4. Evaluation of Tender.
5. Tender Terms & Conditions.
6. Scope of Work / Job Schedule
7. Forms-I.

DATE OF PUBLICATION OF e-TENDER (ONLINE):	06.05.2026 at 10.00 AM
STARTING OF BID SUBMISSION (ONLINE):	06.05.2026 at 10.00 AM
PRE BID MEETING (Mandatory) TO BE HELD ON	16.05.26 FROM 2.00 P.M. TO 3.00 P.M.
LAST DATE FOR ON LINE SUBMISSION OF TENDER:	22.06.26 at 10.00 AM
OPENING OF TECHNICAL BID:	24.06.26 at 10.00 A.M
OPENING OF FINANCIAL BID:	TO BE NOTIFIED LATER ON.
TENDER FEES	NIL
EMD	Rs 10,000/- (Rupees Ten Thousands only)

1) In case bidder wants to be exempted from EMD submission, a valid **Exemption certificate** is to be scanned & uploaded along with the statutory documents in the e-tender portal for participation in the tender.

2) After publication of e-tender Notice in the Medias, detailed terms & conditions, BOQ (Bill of Quantities) may be obtained from the website <https://wbtenders.gov.in> at free of cost. Submission of tender by the bidder can be made with the help of Class- 3DSC (Digital Signature Certificate) in this website <https://wbtenders.gov.in>.

3) Tenders should normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).



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4) Tender must be supported by:

A. TECHNICAL BID : 'BID-A'

(a) **STATUTORY COVER** containing the following documents:

PART 1 (SINGLE FILE MULTIPLE PAGES SCANNED):

1	Transaction Slip / Receipt challan for EMD amount of Rs 10000.00/- only in favor of ICICI Payment Gateway OR Valid Exemption Certificate issued by the Competent Authority claiming EMD exemption.
2	Scanned Application in the prescribed format (Form - I)
6.	Working (Credential)
8	Upload All Documents / Certificates

(b) **NON-STATUTORY COVER/MY SPACE** containing the following documents:

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy	✓ PAN Card of the authorized signatory ✓ Valid Prof. Tax clearance certificate with challan. ✓ GST Registration certificate. ✓ IT returns of 2025– 2026 Financial year. ✓ Valid documentary proof of: The agency / company should have minimum annual turnover of Rs. 0.4 Corer. ✓ Work experience in last Three years particularly in Government Undertaking in manufacturing sectors ✓ Partners details & credentials ✓ Empanelment with C & AG for Audit purpose



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2	COMPANY/FIRM DETAILS (valid up to Date), scanned original copy	i) Registration Certificate under Company Act. (if any). ii) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum. iii) In Case Partnership Firms, the Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1. The balance sheet, Profit & Loss account should be in favor of applicant's name only. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any). v) List of Partners, Technical staffs along with qualification, structure & organization.
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The agency must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

B. FINANCIAL BID : 'BID-B' (BOQ)

i) The Firm is to quote the **rate on Itemwise BOQ format.**

ii) **Rate quoted shall be including GST, Cess and other taxes / all other charges per month basis.**

iii) **Scope of work As per NIT and BOQ**

iv) Only downloaded copy of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the contractor.

N.B.: ALL STATUTORY & NON STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE UPLOADED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.

No Hard copy of bid documents will be entertained for consideration for selection of this tender. Bidders must have to participate the tender through online only at www.wbtenders.gov.in.


(Dr. Gouri Shankar Koner)
Managing Director
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NAME OF WORKS:-

Name of the work	Work Details	Period of completion of the work.
1	2	4
"Engagement of Internal Auditor under Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106".	Details of work schedule may be found in the Scope of Work and BOQ	730 (Two year) Days including all

The MD, BDL reserves the right to cancel the N.I.T. due to unavoidable or, any circumstances and no claim in this respect will be entertained. MANAGING DIRECTOR (T.I.A), B.D.L., RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES. No objection in this respect will be entertained raised by any Bidder. **Bidders or their authorized representatives need not to be present in the office of the undersigned at the time of opening of the Technical or Financial Bid (BID-B).Decision of Tender committee at every stages of evaluation shall be intimated and uploaded on the website (<https://wbtenders.gov.in>) portal.**

No informal bidder will be entertained in the bid further.

However, at any stage before awarding the contract, the Tender Selection Committee reserves the right to cancel the tender process due to unavoidable circumstances and no claim in this respect will be entertained.


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2. GENERAL INSTRUCTION TO BIDDERS

- 1) The offer shall remain valid for **730 Days from** the date of issue of AOC.
- 2) The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtenders.gov.in>. The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority.
- 3) After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line **as per evaluation procedure (QCCBS)**.
- 4) Evaluation summary report of technical evaluation will be uploaded online to the portal from the office of the undersigned immediately after committee arrives at a decision regarding the same.
- 5) **Intending Bidder(s) must have to attend Pre-Bid meeting held on mentioned at time schedule at the office of the undersigned.**
- 6) **If any bidder fails to attend the pre-bid meeting his/her technical bid will be cancelled without assigning any reason behind it .**
- 7) **The intending Bidder must have a valid license for assigned works**
- 8) The Financial bid may be opened within a very short notice (on the same day afternoon or next day forenoon), once technical evaluation is completed.
- 9) Bidders having any query / objection / claim regarding the evaluation or any decision taken by the tender selection committee may communicate in writing to the Banglar Dairy Ltd. official mail ID contact@banglardairy.com within 48 hrs of taking such decision. Communications received after the due time, will not be entertained for consideration in any way.
- 10) For further information, the bidders are requested to please contact the undersigned.
- 11) No Tender will be accepted across the table and no such receipt will be issued thereon.
- 12) In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.
- 13) N.I.T. to be downloaded properly and to be uploaded duly digitally signed as a token of acceptance by the bidder with all the general & special (if any) terms & conditions laid down in the tender document.



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- 14) **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- 15) The Bidder is required to carefully study all the tender documents and prepare his tender to comply with all the provisions thereof. Submission of a Tender shall be taken as evidence and confirmation that the Bidder has acknowledged all the provisions of the Tender Documents and has fully acquainted himself with site conditions and all factors which may influence the preparation of his Tender. Negligence of the Bidder to observe instructions in the matter of preparation of his Tender shall be attributable to him and shall not be a ground for securing relief from any error as may be found or discrepancies as may be contained in his Tender and would not give him any liberty to withdraw his Tender after the same being opened.
- 16) All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.
- 17) The undersigned reserves the right to cancel the tender at any stage without assigning any reason thereof.

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3. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

- 1) Having experience to build up to specific work mentioned in NIT preferably **at similar work anywhere in India in Government Undertaking in Manufacturing Sector** .
- 2) Valid up to date clearance of Income Tax return, Professional Tax Clearance Certificate, P.T. (Deposit Challan), PAN Card, GST Registration Certificate, Valid Trade License with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents].
- 3) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application, if applicable. (Non-Statutory documents)
- 4) The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents
 - a) EMPANELLEMENT WITH C&AG: The CA Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in at least one year in last three financial years .
 - b) EXPERIENCE: The CA Firm should have minimum experience of Three years years from the date of registration of the firm till 31.3.2026.
 - c) NO. OF PARTNERS: The CA firm should have at least Two (2) partners on the date of tender submission at least Two (2) should be Fellow member.
 - d) NO. OF QUALIFIED CA's: The CA firm should have at least Two (2) Chartered Accountants as employee (other than partners) as on 31.03.2026
 - e) NO. OF INTERNAL AUDIT: The CA firm should have conducted internal audits of at least one Autonomous Bodies / Statutory Bodies /PSU in manufacturing sectors with minimum annual turnover of Rs. 200 Crores in financial year in which audit was conducted.
 - f) ANNUAL TURNOVER OF THE FIRM: The annual average turnover of the interested CA Firm shall not be less than Rs. 0.4 Crore for last three financial years .
 - g) Only bidder(s) having Registered Office/Head Office in State of West Bengal applicable for such job.
- (5)The firm should have not been debarred/ blacklisted/ disqualified from audit of any Government Company /PSU/statutory body for corrupt or fraudulent practices.

4. EVALUATION OF TENDERS

During the tender Evaluation Process, the **Technical proposal (BID-A)** will be opened first. Those bidders who will qualify the **Technical proposal** as described in BID-A **containing Statutory/Non statutory documents including credentials** will be identified and after qualifying Technical Score as mention below then only their **Financial Cover (BID-B)** shall be opened. The **Financial cover (BID-B)** will not be opened and will be summarily rejected **if that Bidder fails to meet the technical requirements participating in the tender as well as Documentation (online submission) which will be downloaded/ uploaded during participation** . Technical Evaluation of the Tender will be held



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on two parts, i.e. opening & evaluation of Presentation/**scoring method on online submitted documents** only of tender. The Tender Inviting Authority reserves the right to relax the minimum qualification criteria for the job if necessary. The Tender Inviting & Accepting Authority through an 'Evaluation Committee' will determine the eligibility of each bidder, considering the following criteria: -

- Technical capability comprising of technical personnel & capability and documentation .
- Experience in similar nature of through credentials in Established Organization (Govt/ Semi Govt / Undertaking Organization/ reputed private Unit).**
- Financial Capacity as per QCCBS on 70:30 weightage basis.

While evaluation the committee **may summon** the Bidders & seek clarification / information/ shortfall or additional documents in original hard copy of any of the documents already submitted/ not & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The credentials will broadly cover the following areas -

- Competence in all the credential activities and sectors noted in the campaign outline at invitation for bid section of this document, in case a bidder does not meet the criteria for eligibility, his Technical Bids will not be opened.
- For all bidders eligible according to the prescribed criteria, **the completed /ongoing Credentials** will be evaluated by a technical Committee among the online **submitted documents (as per Scope of works)** that may include external expert/s. The criteria for evaluation of the Technical / scope proposal are at below.

Details scoring System (70:30) for Quality cum Cost Based Selection (QCCBS)

Sl. No.	Bid Component (Technical Offer Evaluation)	Part Marks	Total Marks	Marks Scored
1.	Experience of the Farm: More than 5 years 2 point for each year		20	
2	No. of Qualified Partners: 2 Marks to each Associate member and 3 Marks to each Fellow Member		10	
3.	Details planning & Programme demonstration/Interaction for implementing the work .(after opening of technical bid) *Venue- BDL HQ, time and date will be intimated through email.		25	
4	Firm/ Agency / Proprietorship Profile			
	i) Number of Statutory Audit / Internal Audit of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU in manufacturing sector with minimum annual turnover of Rs. 200 Corers each 1 to 3 - 10 Marks 4 to 6- 15 Marks and above 6 - 20 Marks ii) Overall submission of tender documents : Very Good/ Good / Average / Poor : 5/4/3/2		25	
5.	Annual Turn over			
	Average annual turnover in last 3 (Three) years 2022-23,2023-24 and 2024-25 [$>1Cr-10$, 1 to 0.5 Cr- 8, less than 0.5 Cr - 6]		10	



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6	Credential in Govt unit/PSU -2.5 for each and maximum 10 marks (Single work order value not below 1 Lakh Rupees)	10	
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N.B.* Credential certificates / Agreement / Appointment to be verified, if necessary.

** Bidding Agency must have to submit the requisite format for scoring. Missing of any annexure/ format that means “Zero Score” in that particular score sheet.

Intending bidder(s) must have to attend Pre-Bid meeting held on as mentioned in time schedule at the office of the undersigned , if any bidder fails to attend but participate in the said tender his/her bid will be rejected as decided by the tender Inviting Authority (TIA) without showing any reason. The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each

Technical Proposal shall receive a technical score. The Proposal shall be rejected if it does not achieve the minimum technical mark of **50 (Fifty)** out of maximum of **100 (Hundred)** marks.

Final selection based on based on Highest Scorer on QCBS procedure on weightage of 70:30 (Technical: Financial) , highest scoring on Technical part as well as lowest offer rate on Financial bid . Financial bid will be opened only technically qualified bidders.

Formula : $H-1$ (Final Score of Bidder 1) = $T1$ (Technical score of bidder 1 out of 100) / T (highest scorer among bidders out of 100) $\times 70$ + L (Offer rate of Bidder 1)/ $L1$ (lowest offerer in financial bid) $\times 30$.

Final selection : $H-1 > H-2 > H3$

Scoring will be evaluated only after qualifying the criteria for submission of Statutory & Non-Statutory documents as stated in NIT by the intending Bidder(s).

Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority in writing within a period of 1 (One) day from the date of publication of tender technical documents and beyond such period no Representation in that behalf will be entertained by the Tender Inviting Authority. Written clarification or amendments etc, as may be issued by the tender inviting authority in pursuance to the representation made by the Bidders shall be final and binding on the Bidders and shall form part of the tender documents. Tender Inviting Authority, however, reserves its right to have pre bid conference with the Bidders.

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5. TENDER TERMS & CONDITIONS

01. OPENING OF THE TECHNICAL PROPOSAL:

- Technical proposal will be opened by the authorized officer of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non statutory documents will be opened. If there is any deficiency in the **Statutory Documents** the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
- The Financial Cover (BID-B) of those bidders passing the technical requirements will only be opened. **THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL & BINDING UPON THE BIDDER IN THIS RESPECT.**

02. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates or Work Orders as proof of credential) or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tenders on e-Tender platform for 3 (three) years.

The Contractors are bound by the terms and conditions of W.B.F No. 2911/2911(i)/2911(ii) with relevant changes.

03. AWARD OF CONTRACT:-

The Tender Inviting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time and prior to the issue of Award of Contract without incurring any liability to the affected Tenderer or Tenderers thereby or shall have any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter cum Award of Contract.

04. AGREEMENT

The BDL will execute an agreement with the successful bidder **as per the prescribed format or as will deem fit as per the condition in a Non-judicial Stamp Paper worth Rs.100/-** (Rupees One Hundred) only to be provided by the successful bidder. The notification of award will constitute the formation of the Contract or the agreement between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part & parcel of the Contract Documents. Prescribed Agreement must be signed by the both



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parties, the Authorized Signatories of the BDL (TIA)&Tendering firm concerned. The Original agreement will be retained by the BDL (TIA)in the concerned case file and the photocopy of the same will be provided to the concerned firm.

05. PENAL MEASURE

If the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Corporation. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

- i) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on shall liable to be Black Listed for 3 (three) years.
- ii) Quoting absurdly high or low rate in opinion of tender selection committee, with the intention to vitiate the tender process will be dealt with in the context of existing tender rules/ norms under Govt. of W.B.

06. PAYMENT

Any request for Advance Payment will not be entertained.

Bills to be produced in DUPLICATE. Payment will be made monthly basis.

07. POWER OF ATTORNEY:

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the BDL shall not be bound to take cognizance of such of attorney. **Third Party Engagement by The L-1 Agency (after issuing AOC) in exigency also is Strictly restricted .**

08. OTHER TERMS AND CONDITION:

- a) Agency must be holding a valid registration in **CA FIRM (document to be provided) .**
- b) Quotation rate contain an **all-inclusive fee per audit** (e.g. no extra charges such as for travel), for the job described in Scope of Work
- c) Only bidder(s) having **registered Office /Head Office in State of West Bengal applicable for such job.**
- d) **Report be submitted in the English language, duly signed, and contain the point of contact for discussion** or clarification of the quotation's content.
- e) The Service Provider should ensure that the **Audit Report is technically accurate and reliable**, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. The Firm should remain independent and impartial throughout the time of services provided to BDL.



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- f) Everything produced by the Agency in the framework of auditing shall be owned by BDL. The Service Provider and its staff/Technicians **are not authorized to disclose/disseminate any such materials as its/their own** work or to make any other use of the audit reports or any other shared documents of BDL for publication purposes. Agency and their staff/contractors shall treat as confidential any information which they may become aware of in the course of the contracted period of audit / visit.
- g) The Agency will report to BDL and will work closely **with the assigned contact person from BDL.**
- h) The engaged agency will ensure the submission **of relevant documents signed by the head of the office of user end in scheduled date and time as desired by the BDL.**
- i) **No escalation of rate** shall be provided within the contract period.
- j) The **order of Audit can be terminated** by The Managing Director, BDL at any time without any prior notice and assigning any reason thereof.
- k) Any person found to be **medically unfit** or unsuitable shall have to be removed by the Agency from the services immediately and suitable replacement shall have to be arranged forthwith.
- l) The Agency shall ensure that none of his personnel on duty is **in inebriated state or consumes drug, prohibited** substances, smoking, etc., while on duty or otherwise inside the Institute premises.
- m) The Agency shall **remove any employee** who in the opinion of the BDL is guilty of misconduct or is in any manner unfit or unsuitable for service.
- n) The Agency shall be solely **responsible for the remuneration** and other dues to its employees, as also for omissions / commissions done by them.
- o) The Agency shall indemnify the BDL for **any loss or damage that occurs** to person(s) or building or a third party during the period of contract. If the Agency does not take out these policies, the BDL (TIA) reserves the right to recover the cost of loss or damage together with penalty at the discretion of the PBGSBS, from the contractor.
- p) **Any compensation or expenditure towards** treatment of such injury, accident or loss of life shall be the sole responsibility of the contractor. The Agency has to make its own arrangements towards such unavoidable circumstances.
- q) The work men/employees engaged by the Contract or shall **not have any right/claim over** the facilities enjoyed by the BDL's staff/guests, etc. The contractor's employees shall not have any employee-employer or master- servant relationship with BDL.
- r) **The BDL reserves the right to accept any of quoted rate(s) suitable for user. Besides, reserves the rights to accept or cancel any or all Tenders(s) without assigning any reasons thereof.**
- s) Presently BDL is running with Haringhata Dairy Plant , Dankuni Dairy Plant ,Matigara Dairy Plant and Head office at Salt lake, Kolkata-700106.

(Dr. Gouri Shankar Koner)
Managing Director
Banglar Dairy Limited.



Banglar Dairy Limited

(A Government of West Bengal Organization)

Animal Resources Development Department

CIN: U15122WB2015SGC208390, GSTIN: 19AAGCB5699F1Z7

Head Office: Prani Sampad Bhaban, Block - LB-2, Sector III
Salt Lake City, Kolkata - 700106

Phone: (033) 2335 0844 • Email: contact@banglardairy.com

Website: www.banglardairy.com

NIT NO.: WBARD/BDL/IA/NIT 1374/5/26-27

DATE: 03.06.2026

6. Scope of work - Internal Auditor

- Pre audit of all payments to supplier, contractors and other on daily basis on the basis of Approval/purchase Order/work order.
- Pre audit of all purchase orders, work orders issued on daily basis as per terms of E-TENDER/Tender.
- Checking of Payroll with its Ledger verification and payment of salary to staff of Banglar Dairy Ltd. on monthly basis and recovery of dues - housing, electricity, advances.
- Checking the attendance/leave/Wages payment of the manpower through outsourced agency
- Checking of Bank Reconciliation Statement on monthly basis and follow up for corrections.
- Weekly checking of Sales, Receipts with bank credit, Debit/Credit notes for adjustments of Sales & Returns, Sundry debtors etc.
- Physical verification of cash balance and audit of cash book on weekly basis.
- Checking of stores ledger and inventory monthly as a process of perpetual inventory verification to complete 100% of SKUs at least once in six months. Physical verification of inventories - (a) major raw materials - 100% at month end (b) other items of inventory to be considered on the basis of perpetual inventory counting in every six months (c) work in progress & finished goods - 100% checking month end.
- Production - Monthly milk Material & Reconciliation of Solids - FAT and SNF for all production units.
- Distribution - particularly short / excess delivery, its reconciliation.
- Ledger Scrutiny – Debtors Outstanding, Creditors Outstanding/Advance, Suspense, Employee advance and its recovery, monthly Royalty claim and recovery status.
- Checking the Trial Balance on monthly basis and Annual accounts as per the applicable guidelines of Ind AS for the company and its associates for the current financial year and report the deviations.
- Outside project - stocks, production, reconciliation of inputs and outputs.



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- Quantitative analysis of production and sales and its reconciliation.
- Checking the payments of all statutory dues eg GST & GST TDS, Income Tax TDS, Advance Tax, PF, PTAX, Reporting all statutory compliances and any failure or delay in compliance.
- Checking GSTR-1 (monthly) and reporting its timely submission.
- Checking GST-3B (monthly) and reporting its timely submission.
- Checking of GST -TDS and reporting its timely submission.
- Checking of Quarterly Income Tax TDS 24Q, 26Q,27 EQ and reporting its timely submission.
- Checking Annual Return - GST, TDS etc. and reporting its timely submission.
- Submission of Internal audit report on monthly basis after discussing with Manager In charge along with Section In Charge and incorporating their views for corrective actions with timeline. A follow up report has to be submitted with next monthly report.
- Discussion of Audit Report with BDL management team to get their feedback and follow-up for corrective action and incorporate progress of such actions in next report.

(Dr. Gouri Shankar Koner)
Managing Director
Banglar Dairy Limited.



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Form I

(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 No., Website etc.)

To
The Managing Director
Banglar Dairy Limited
LB-2, Sector – III,
Salt Lake,
Kolkata-700106.

Sub: Engagement of Internal Auditor under Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106

NIT NO.: WBARD/BDL/IA/NIT 1374/5/26-27 DATE: 03.06.2026

Sir,
Having examined the pre-qualification and other documents published in the E-TENDER, I/We hereby submit all the necessary information and relevant documents for evaluations:

01.	Name of the Party (Organization) with Contact No.	
02.	(i) Father's Name (in case of Individual/proprietorship business) (ii) Type of Organization: Proprietorship/Partnership/Limited Company (iii) In case of Partnership/Limited Company documentary proof be places	
03.	Contact details with PIN	
04.	Mobile number & Email ID	
05.	PAN No. AdhaarNo.(if Individual)	
06.	CA FIRM Registration No.	
07.	I.T return for A.Y 2025-26	
08.	Whether the Organization is registered under (i) Professional Tax, GST, if yes give the Registration No. and assessment made by the respective authority upto date	
09.	Experience/Credential (Attach extra sheet if required)	



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.....
Signature & Seal of the Bidder

PROFORMA FOR CONTRACTUAL AGREEMENT

(may be modified as per Scope of work at the time of execution)

This Agreement is signed and executed on this day of, 2026 At Kolkata.

BY AND BETWEEN

Banglar Dairy Limited, A Govt. of West Bengal Organization and having its registered office at LB-2, Sector-III, Salt Lake City, Kolkata – 700106 represented by its Chief Executive Officer unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of PBGSBS hereinafter referred to as the **First Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **ONE PART**.

A N D

....., a company registered under the Company's Act/a partnership firm/Proprietorship Firm (delete whichever is not applicable) having its Registered Office at represented by its unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of..... hereinafter referred to as the **Second Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **OTHER PART**.

WHEREAS the **First Party** is desirous of the work for **Engagement of Internal Auditor under Banglar Dairy Limited, LB-2, Sector-III, Salt Lake City, Kolkata-700106** and wanted to execute the said work and for the purpose floated open Tender online.

A N D

WHEREAS the **Second Party** offered his price against the said Tender and being eligible, his Tender having been accepted agreed to execute and complete the said work as detailed in the tender document along with bill of quantities and all other conditions.

Now, therefore, this agreement witnessed as follows:-

That the word and expression shall have same meanings as are respectively assigned to them in the general condition of the contract hereinafter referred to.

1. That the **Second Party** shall abide by all statutory obligations and payment statutory dues as are obligatory on the part of the **Second Party** and that any failure on his part if attracts any liability on the **First Party** the **Second Party** will, on intimation from the **First Party**, immediately compensate the same.
2. If any dispute or question arises any time between the parties about the rights and liabilities of each of them relating to the terms and conditions stated hereinabove shall unless and otherwise mutually resolved between the parties, the aggrieved party may refer the matter to the sole Arbitrator as may be appointed by the Govt. of West Bengal, ARD Department on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties.
3. **The rate valid for Two Year .If situation so arises within the validity period ,the period of validity may be extended for such period by the Tendering Authority upon mutual**



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agreement . The approved rate, terms and conditions of the said tender shall remain in force without any variation throughout the extended period.

In witnessed whereof:

The parties have set and subscribed their hands on this Agreement on the day, month and year first written.

Contractor

Managing Director.
Banglar Dairy Limited

Seal