



## Government of West Bengal

### West Bengal State Haj Committee

Madinat-ul-Hujjaj Action Area-II, New Town, Rajarhat Pin-700 160

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Memo No: WBSHC-869/19

Date: 04/12/2019

#### NOTICE INVITING TENDER

##### SNIT NO : 11

The Executive Officer West Bengal State Haj Committee, invites sealed tenders from the willing bonafide & resourceful firms / organizations having experience in similar nature of work to undertake the following works on urgent basis, as per particulars given below :-

- |      |                                   |   |
|------|-----------------------------------|---|
| i)   | Name of Work                      | : Conducting Internal Audit of its Books of Accounts for the years<br><b>2015-16, 2016-17, 2017-18 and 2018-19( on quarterly basis)</b> |
| ii)  | Time of Completion                | : one month from the date of issue of work order.   |
| iii) | Eligibility of Agencies           | : Bonafide reputed agencies/ Chartered Firm having experience in similar  |
| iv)  | Last date of submission of Tender | : 11/12/2019 date up to 2:00PM  |
| v)   | Opening date of tender            | : 11/12/2019 date at 4:00 PM  |

The willing agencies/Firms will have to quote their rate in format given in annexure- I (Technical Bid) & annexure-II(Financial Bid).

The work is to be carried out as per direction of West Bengal State Haj committee. All agencies/Chartered Firms are requested to be present at the time of opening of sealed quotation.

Executive Officer West Bengal State Haj Committee reserves the right to reject any tender or all tenders without assigning any reason.

Encl: - Tender document & Annexure -I & II.

  
Executive Officer  
West Bengal State Haj Committee

Memo No: WBSHC-869/19

Date: 04/12/2019

Copy forwarded for information & wide circulation to the:

- 1) Office Notice Board
- 2) Department Website
- 3) -----

  
Executive Officer  
West Bengal State Haj Committee

**West Bengal Haj committee**  
**Madinat-ul –Hujjaj**  
**Action Area-II, New Town**  
**Rajarhat, Kolkata-700160**

**TENDER DOCUMENT**

FOR

**INTERNAL AUDIT**

Opening Date of Submission of Tender : 04/12/2019

Closing Date of Submission of Tender : 11/12/2019

## NOTICE INVITING TENDER

### APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR, 2015-16, 2016 – 2017, 2017-18 and 2018-19.

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2015-16, 2016-17, 2017-18, & 2018-19

The internal auditor will be required to conduct the internal audit in three quarters: 1<sup>st</sup> April to 30<sup>th</sup> June, 1<sup>st</sup> July to 30<sup>th</sup> September, 1<sup>st</sup> October to 31<sup>st</sup> December and 1<sup>st</sup> January to 31<sup>st</sup> March.

The interested CA firms may submit their tender in the prescribed Proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from website.

The sealed tender may be submitted in one big envelope superscripting "WBSHC" - Appointment of Internal Auditor" containing two separate sealed envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to EXECUTIVE OFFICER, WEST BENGAL HAJ COMMITTEE.

The technical bid envelope must contain the technical bid format in prescribed Proforma as per Annexure-I with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services will not accept any claim other than professional fee/charges etc. specified in financial bid.

The technical bid will be opened at Office of West Bengal State Haj Committee at Rajarhat, Newtown on 14/12/2019, in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.



The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in Prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

Any further clarifications can be sought from:

**EXECUTIVE OFFICER  
WEST BENGAL HAJ COMMITTEE,  
RAJARHAT, NEW TOWN KOLKATA**

**Eligibility Criteria:**

1. The Chartered Accountant firm should have at least an experience of 5 Years from the establishment or registration of the firm.
2. In Case of sole proprietor firm, the proprietor should be a FCA while in case of Partnership firm, one of the partners should be a FCA.
3. The firm should not have been debarred from Statutory Audit/Internal audit of any Company.
4. The Chartered Accountant firm should have its main office at KOLKATA/NEWTOWN
5. The Chartered Accountant firm should be empanelled with Comptroller and Auditor General of India.(Copy of self-attested empanelled certificate to be enclosed) / The Chartered Accountant firm should be empanelled with Reserve Bank of India.(Copy of self-attested empanelled certificate to be enclosed)
6. The Chartered Accountant firm should have at least 2 Partners as on the date of the Tender form.
7. The Chartered Accountant firm should have at least 5 Articles / Articled clerks on the date of Tender submission.
8. The Chartered Accountant firm should have conducted either statutory audit and/ or Internal audits in Non- Banking Finance Companies(NBFC).
9. The Annual turnover of the Chartered Accountant firm shall not be less than Rs.20 Lacs in each of last three financial years.

## **Terms and Conditions**

1. The period of appointment shall be for conducting Internal Audit for four year i.e. for the financial year 2015-16,2016-17,2017-18 & 2018-19. However, considering satisfactory work, the appointment may be extended for a maximum of 1 more year. The Committee reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.
2. West Bengal State Haj Committee reserves the right to accept or reject any application at any time without assigning any reason.
3. WBHC will not accept any claim other than professional fee/ Charges etc specified in financial bid.
4. Each page of the tender documents is required to be signed by the Partner of CA Firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.
5. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
6. Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

**TECHNICAL BID**

(The details to be provided as on the closing date of this Notice Inviting Tender)

**General Information**

|   |  |  |
|---|--|--|
| 1 | Name of the Chartered Accountants Firm                         |  |
| 2 | Registered/Main Office Address                                 |  |
| 3 | Name of Partners   |  |
| 4 | Contact no. of Partner   |  |
| 5 | No. of branches in India<br>(Attach a list along with address) |  |

**Eligibility Criteria**

|    |   |  |
|----|---|--|
| 1  | Whether the firm meets all the eligibility criteria (Yes/No)  |  |
| 2  | No. of years of experience  |  |
| 3  | Date of registration of Chartered Accountants firm  |  |
| 4  | Whether firm is empanelled with C&AG (Yes/No)   |  |
| 5  | C&AG empanelled no.   |  |
| 6  | Whether firm is empanelled with RBI (Yes/No.) If yes, empanelled no.  |  |
| 7  | Whether firm has peer review by members of ICAI for any financial year (Yes/No).<br>The year of peer review shall be mentioned. |  |
| 8  | No. of Partners<br>(as on date of tender)   |  |
| 9  | No. of Chartered Accountant Employees<br>(as on closing date of tender)   |  |
| 10 | No. of Article/Audit Clerks<br>(as on closing date of tender)   |  |

|    |  |  |
|----|--|--|
| 11 | Whether The Chartered Accountants firm have its registered/main office at Kolkata    |  |
| 12 | Annual turnover of CA firm for<br>a. FY 2013- 14<br>b. FY 2014 -15<br>c. FY 2015 -16 |  |



*Annexure-II*

**FINANCIAL BID**

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

| <b>Sl. no.</b> | <b>Particulars</b>  | <b>Amount in Rs.</b> |
|----------------|---|----------------------|
| 1              | Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2015-16 2016-17 2017-18 & 2018-19.<br>First Quarter<br>Second Quarter :<br>Third Quarter :<br>Fourth Quarter :<br><br>Total |                      |
| 2.             | Service Tax including Education Cess  |                      |
| 3.             | Grand Total   |                      |

Grand Total [Professional fees in words]

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**Signature of Partner  
With name and Firm Seal**