

**PROJECT FOR FOREST AND BIODIVERSITY CONSERVATION
FOR CLIMATE CHANGE RESPONSE IN WEST BENGAL
OFFICE OF THE CHIEF PROJECT DIRECTOR
BLOCK LB-2, SECTOR III, SALT LAKE CITY, KOLKATA -700106
Email ID: wbfbccr@gmail.com; Phone Number: 033 2335 2247**

SET OF TENDER DOCUMENTS (ONLINE)

for

e-Tender for Selection of bona fide Chartered / Cost Accountant Firms for Internal Audit for Financial Year 2024-25 of PMU and DMUs of Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR).

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**NIT NO. : WBFBCCR/NIT-04/2024-25 vide Memo No. 478/WBFBCCR/1-7(3)/25 dated
28.03.2025**

DECLARATION OF INTENT:

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal.

The Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal is a JICA assisted project launched to mitigate and adapt to climate change, conserve and restore ecosystems by ecosystem based climate change measures, biodiversity conservation and restoration, livelihood improvement activities and institutional strengthening, thereby contributing to sustainable socio-economic development in West Bengal.

The Society has three levels of operation-Project Management Unit (PMU) at headquarter, Divisional Management Unit (DMU) at Divisional level and Field management Unit (FMU) at Range level under each DMU.

The Society, intends to engage bona fide Chartered / Cost Accountant Firms, for conducting Internal Audit of the Accounts of PMU and DMUs for the Financial Year 2024-2025 of West Bengal Forest and Biodiversity Conservation Society throughout West Bengal.

(Submission of Bid through NIC e- tender portal --- <http://wbtenders.gov.in>)

The tender is invited online through <https://wbtenders.gov.in>. The bidders should have the necessary portal enrolment with their own Digital Signature Certificate (DSC).

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General Terms and Conditions:

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'Instructions to Bidders' stated in Section – A before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Affidavits as given in Section – B are to be uploaded in the respective folders as indicated in 'Instructions to Bidders'.

In the event of e-filling, intending bidder may download the tender documents consisting of this e-N.I.T., Instruction to Bidders, different Forms, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. Earnest Money:

2.1 The Bidder has to make payment of pre-defined Earnest Money Rs. 5,000/- (Rupees Five thousand only) against the work for which they applied, by RTGS/NEFT in offline payment mode through Bank Account (Account Name: West Bengal Forest and Biodiversity Conservation Society; Bank Name: Union Bank of India; Branch Name: NUJS-Campus Branch; Address: 12, LB Block, Sector-III, North 24 Parganas, Pin Code-700106; Account No.: 066322010002279; IFSC Code: UBIN0906638)

2.2 Earnest Money Refund/Settlement Process:

- a) The EMD of the bidders disqualified at the technical evaluation will be refunded to the respective bidders on their request.
- b) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded to the respective bidders on their request.
- c) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded on his/her request.
- d) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

3. NO INTEREST SHALL BE PAYABLE BY WB-FBCCCR FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

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5. Collection of Tender Documents:

The tenderer can search and download NIT and tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work or more than one or as many project works as mentioned in the List of Work(s) of this NIT.

7. Eligibility Criteria for participation in tender:

Criteria	Details	Documents to be submitted
1. Age of the firm	Must have been formed on or before 1 st January, 2015	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 st October, 2022
2. Minimum Partners	5 (Five) Full Time Chartered Accounts	Certified Copy from Institute of Chartered Accountants of India
3. Qualified Chartered Accountants	2 (Two) Full Time Qualified Chartered Accounts	Certified Copy from Institute of Chartered Accountants of India
4. Location of Head Office/Branch Office	Kolkata	Certified Copy from Institute of Chartered Accountants of India
5. Turnover	Average Turnover in the last 3 Financial Years (2021-22, 2022-23, 2023-24) must be Rs. 25.00 lakh	Audited and Balance Sheet of the Last 3 Financial Years

8. Submission of Tenders:

8.1 General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

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8.2 Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical File (Statutory Cover) containing:

- i) NOTICE INVITING TENDER (Including Instructions to Bidders, General Terms & Conditions Of Contract, Technical Specification.) (To be submitted in “NIT” Folder)
- ii) Section B (Form I, Form II, Form III, Annexure 2, Annexure 3, Annexure 4 and Annexure 5) (to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder.)

Note:

a) Document for the EMD must be submitted duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.

b) Addenda/Corrigenda: if published. Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

Statutory Documents

- i. Photo Copy of PAN Card
- ii. Photo Copy of GST Registration Certificate
- iii. Photo Copy of Professional Tax Registration Certificate
- iv. Photo Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
- v. Firm Profile.

8.3. Submission of Proposals

Two Bid System is to be followed for submission of bids.

a) Technical proposal:

SL. NO.	Details	Documents Required
1.	Mandatory Statutory Documents	<ul style="list-style-type: none">i. Copy of GST Registration Certificateii. Copy of PAN CARDiii. Copy of P. Tax Enrolment & Registration Certificateiv. Aadhaar Card of Proprietor/Partnerv. Firm Profile

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SL. NO.	Details	Documents Required
		vi. Copy of IT Return Acknowledgement of F.Y. 2021-22, 2022-23 and 2023-24 vii. Certificate of Practice
2.	Firm Constitution details	i. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc. ii. Partnership Firm / LLP - Registered Partnership Deed/LLP Deed, Registered Power of Attorney.
3.	Average Turn Over	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2021-22, 2022-23 and 2023-24
4.	Credential	Copy of Work Order with Completion Status in same or similar assignments.
5.	List of team members with experience in Tally and having experience in accounts oriented towards forestry operations	List with details of name, age, academic & professional qualifications and experience (in years) in working in to conduct Internal Audit which are oriented towards forestry related works is desirable.

b). Financial proposal:

The financial quote should be **comprehensive of all professional fees excluding taxes and also exclusive of travelling, fooding and lodging, if required** along with advisory & executionary services of the firm for the purposes as mentioned above. The Financial Bids will be opened for successful tenderers of Technical Bid. **Estimated financial involvement (expenditure) of the proposed work before GST as mentioned above is Rs. 2,52,000/ (Rupees Two lakhs and fifty-two thousand only).**

Only downloaded copy of the financial proposal are to be uploaded quoting the rate & digitally signed by the tenderer.

Financial quote of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

9. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents shall be opened first, if found in order, Cover (Folder) for 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 Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

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10. Norms for Finalization of the Bids:

The Evaluation of the tender will be done by a Committee based on the principle of **Quality cum Cost Based Selection (QCBS)**.

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical bids: Financial Bids = 70:30. The final Assessment will be based on the 70% of Technical + 30% of financial scores.

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

11. Evaluation of Technical Bids

The Technical Bid will be examined by a Committee to be constituted by the Chief Project Director, WB-FBCCR. Evaluation will be done on the basis of the evaluation criteria and scoring pattern.

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the Consultant firm relevant to the assignment		Copy of Firm Registration Certificate
	Date of establishment (< 10 years = 0 mark, 10-15 years=5 marks, > 15 years=10 marks)	10	
B	Experience of the Consultant firm in related assignments (Externally aided project) during the last 10 years		Copy of the Work Order
	1 mark for each project	5	
C	No. of Partners		Copy of the Firm Registration Certificate
	(<5 Nos.=0 mark, 5-10 Nos.=6 marks, 10-15 Nos.=10 marks)	10	
D	No. of Qualified CA's (Excluding Partners)		Firm Constitution Certificate

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Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
	(<2 Nos.=0 mark, 2-5 Nos.=10 marks, >5 Nos.=15 marks)	15	
E	No. of Semi Qualified CA's		Self-Certified List with Registration Numbers
	(<5 Nos.=0 mark, 5-10 Nos.=6 marks, >10 Nos.=10 marks)	10	
F	Average Annual Turnover		Audited Balance Sheet
	(<25 lakhs=0 mark, ≥25lakhs - ≤50 lakhs=10 marks, ≥50 lakhs=15 marks)	15	
G	Experience in Projects other than Externally Aided Project		Appointment Letters
	3 marks for each project	15	
H	No. of CISA/DISA/Certified Internal Auditor		Copy of Certificate from appropriate authority
	(1=0 mark, >1 - <3=5 marks; >3=10 marks)	10	
I	CAG Empanelment Eligible for Major Audits		i. CAG Empanelment Letter ii. Letter from CAG
	CAG Empanelment=5 marks Eligible for Major Audits=10 marks	10	

Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the Evaluation Committee may recommend lower/higher qualifying marks.

12. Uploading of Summary List of Technically Qualified Tenderer (1st Round)

Pursuant to scrutiny and decision of the **Tender Evaluation Committee (TEC)**, the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

13. Opening and Evaluation of Financial Proposal:

Financial proposals of the Tenderer declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

14. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total financial score for evaluation of financial bids is 100
- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest

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amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs.200/- & that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded $(200/400) \times 100 = 50$ Points.

Total Score Secured = 70% of Technical Score + 30% of Financial Score.

15. Uploading of Summary List of Finally Qualified Tenderer (2nd Round)

After evaluation of Financial Proposal, by the appropriate Authority ie. Tender Inviting Authority, WB-FBCCCR, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the work, provided tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

16. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. However, the Tender Accepting Authority does not bind him/herself to do so and may reserve the right to reject any or all the tenders, for valid reasons.

17. Award of Contract, Signing of Agreement and Issue of Work Order:

The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non-responsive and, in such cases, next bidder will be given an offer.

The successful bidder should execute an agreement for the fulfillment of the contract with the WB-FBCCCR at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non-responsive.

The expenses incidental to the execution of the agreement should be borne by the successful bidder.

Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' and execution of agreement with the successful bidder.

18. Duration and Extension of Work Order:

The contract agreement for the arrangement will initially be for one year i.e. up to finalization of Accounts for the financial year 2024-25 from the date of signing, which may be extendable under the same terms and conditions up to 3 years, based on performance, on yearly basis. An escalation of cost to the tune of 4.5% shall however be admissible for each subsequent year,

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calculated over the base cost of 2024-25.

19. Scope of Works/Deliverables:

The illustrative (but not exhaustive) list of tasks to be performed for Internal Audit by Practicing Chartered Accountants (CA) Firm is given as under:

- i. To audit the books of accounts, including cash book, bank book, Bank guarantees, vouchers, Journals, Ledgers and other account related reports and to ensure that the transactions are recorded as per the Regulations of the Society, guidelines of JICA, Govt. of India and Govt. of West Bengal and on the basis of proper authority.
- ii. To audit the transactions related to taxes etc., and to provide necessary guidance and assistance with regard to compliance of TDS requirements, computation and filing of returns such that the transactions are in accordance with the notification and guidelines of the Government.
- iii. Verification of matters related to the deductions from bills including salary bills, viz: GPF, GIS, P-Tax, I-Tax etc.
- iv. Auditing of the fund utilization of the sanctioned activities including the reimbursement claims and disbursement of loan.
- v. Checking the maintenance of books of accounts and records of PMU and DMUs and suggesting modifications and/or corrections as may be required.
- vi. Checking the Bank deposits, interest in bank, TDS receivables, Bank Reconciliation Statements and suggesting modification and/or corrections as may be required.
- vii. Suggesting corrective course of action with regard to the maintenance of accounts from time to time.

20. Payment Terms:

Tenderer will be paid remuneration for the services as per accepted price i.e. L1 price after completion of Internal Audit procedure accordingly.

In case the agreement is terminated earlier, the Security Deposit will be forfeited in addition to any legal action as deemed fit & required.

21. Termination of Services:

The authority reserves the right to terminate the services of the Tenderer, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of 30 (thirty) days. Tenderer will then be paid for the work completed, as per the fees accepted, till the stage of the assignment, on pro-rata basis.

22. Penalty for Suppression / Distortion of Facts:

If any tenderer fails to produce the original hard copies of the documents submitted or any other documents on demand of the Tender Evaluation Committee 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, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, their user ID will be deactivated and Earnest Money

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Deposit will stand forfeited. Besides, the West Bengal Forest Department may take appropriate legal action against such defaulting tenderer.

23. Cancellation of Tender:

The Tender Inviting Authority, WB-FBCCCR reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

24. Security Deposit:

- Security Deposit at 10% of the approved financial rate shall be deposited by RTGS/NEFT in offline payment mode through Bank Account (Account Name: West Bengal Forest and Biodiversity Conservation Society; Bank Name: Union Bank of India; Branch Name: NUJS-Campus Branch; Address: 12, LB Block, Sector-III, North 24 Parganas, Pin Code-700106; Account No.: 066322010002279; IFSC Code: UBIN0906638), within one week from the date of agreement but before issue of work order.
- Security Deposit will be released after 60 (sixty) days from the date of acceptance of the reports of complied accounts by the Management. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the security Deposit will be forfeited in addition to any legal action as deemed fit by the authority. Work order will be issued subject to the availability of fund.

25. Deduction of Taxes etc:

Deduction of Income Tax from the Tenderer's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the tenderer as per Govt. Rules and the rate in the financial proposal is excluding of all the taxes as stated above.

26. Removal of Discrepancy:

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- a. Tender Form.
- b. Technical Specifications.
- c. General Terms and Conditions.
- d. Instructions to Bidders.
- e. N.I.T.

27. Mobilization Advance / Cost over Run:

No Mobilization Advance and Security Advance will be allowed. Time / cost overrun and consequent cost of escalation for any services, materials, P.O.L. etc. will not be allowed.

28. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Tenderer.

29. The Successful Tenderer shall not be entitled for any compensation for any loss suffered by

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them, due to delay arising out for modification of the work, due to non-delivery of the possession of site.

30. **No tender** shall be deemed to be fit for consideration unless the tender documents are completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, their Tender will be out rightly rejected at any stage and legal action may be taken against him.
31. **The Tenderer** must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.
32. In case of any dispute, whatsoever in connection with the tender, the decision of the Chief Project Director, WB-FBCCCR shall be final and binding.

33. Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	Date of Publishing of e-Tender	04.04.2025 at 10.00 AM
2.	Documents download / sale start date (online)	04.04.2025 at 11.00 AM
3.	Pre-Bid Meeting	Not Applicable
4.	Bid submission start date (online)	04.04.2025 at 12.00 P.M
5.	Bid Submission closing date (online)	15.04.2025 at 05.00 P.M.
6.	Bid opening date for Technical Proposals (online)	18.04.2025 at 12:00 PM onwards
7.	Date of uploading list for Technically Qualified Bidder (online)	To be notified later on
8.	Date & Place for opening of Financial Proposal (online)	To be notified later on
9.	Date of uploading of list of bidders along with their rates through (online), also if necessary for further negotiation through.	To be notified later on

**Sd/-Sumana Bhattacharyya, IFS
Chief Conservator of Forests and Project Director
(Administration, Finance and Coordination)
WB-FBCCCR Project**

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FORM-1

APPLICATION FOR TENDER

**To
The Chief Project Director
Project for Forest and Biodiversity Conservation for
Climate Change Response in West Bengal
West Bengal**

NIT No: - _____ Date: _____.2025

**Project Name- Selection of bona fide Chartered / Cost Accountant Firms for Internal
Audit for Financial Year 2024-25 of PMU and DMUs of Project for
Forest and Biodiversity Conservation for Climate Change Response
in West Bengal (WB-FBCCCR).**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 20__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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FORM-2

Certificate regarding Summary Statement of Yearly Turnover

This is to certify that the following summary statement has been prepared from the audited Balance Sheet for last three years.

Sl.No.	Financial		Remarks
	Year	Turnover in Rs. Lakh (two digits after decimal)	
Total			

Average Turnover: In Rs.

Note:

- i. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.*
- ii. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.*
- iii. Please annex the audited Balance Sheet of the last three F.Y.***

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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FORM-3

Declaration against Common Interest

I/We, Shri/Smt. _____, the authorized signatory
on behalf do hereby
affirm that I/We/any of the member of

..... bidding against NIT No.....

Sl. No do not have any common interest either as a partner on any partnership
firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the
work I / We want to participate.

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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BLOCK LB-2, SECTOR III, SALT LAKE CITY, KOLKATA -700106
Email ID: wbfbccr@gmail.com; Phone Number: 033 2335 2247**

FORM- 4

Experience Profile - Government, PSU, Externally Aided Project

Name of Company/ Organisation audited	Address of the Company/ Organisation audited	Period of Audit	Total Contract Value (Rs.)	Whether Completed (Y/N)

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

**PROJECT FOR FOREST AND BIODIVERSITY CONSERVATION
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FORM- 5

General Information about the Firm

1.	Name of the Firm	
2.	FRN No.	
3.	Head Office Address, Landline..... Mobile..... Email.....	
4.	Branch Office/s Address in West Bengal Phone No..... Mobile..... Email.....	
5.	Partner In Charge i. Name ii. Address iii. Email iv. Mobile	
6.	PAN No.	
7.	Service Tax Registration No.	
8.	CAG Empanelment No.	

I..... authorized partner/proprietor of the firm certify that the above information is true & genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data/information.

Date:	Name of Partner/Proprietor:
Place:	Membership No.

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ANNEXURE-1A

Tender Inviting Authority- The Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

Nature of Work- Selection of bona fide Chartered / Cost Accountant Firms for Internal Audit for Financial Year 2024-25 of PMU and DMUs of Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)

Contract No. NIT NO. : WFBCCCR/NIT-04/2024-25

Bidder Name:-

This Financial Bid should be submitted in the following format:-

Sl. No.	Description of Work	Estimated Rate	Auditing Units	Financial Quotes inclusive of all taxes	
				In Figures Consolidated Amount	In Words
1	To conduct Internal Audit of Project Management Unit - 1 No.	48,000/-	PMU-1 No.		
2	Divisional Management Unit – 34 Nos.	6,000/-X 34 = 2,04,000/-	DMU-34 Nos.		
	Total amount Rs.	2,52,000/- (Rupees Two lakhs and fifty-two thousand only)		Total	

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ANNEXURE 1

LIST OF UNITS: PMU, DMUs wise

Sl.No.	Name of PMU/DMUs	Sl.No.	Name of PMU/DMUs
1	PMU	19	Baikunthapur
2	Medinipur	20	Cooch Behar
3	Kharagpur	21	Jalpaiguri
4	Rupnarayan	22	Darjeeling Wildlife
5	Jhargram	23	Gorumara Wildlife
6	Bankura (North)	24	Jaldapara Wildlife
7	Bankura (South)	25	Buxa Tiger Reserve (East)
8	Panchet	26	Buxa Tiger Reserve (West)
9	Burdwan	27	Raiganj Social Forestry
10	Birbhum	28	Nadia-Murshidabad
11	Durgapur	29	South 24 Parganas
12	Purulia	30	North 24 Parganas
13	Kangsabati (North)	31	Sundarban Tiger Reserve
14	Kangsabati (South)	32	Silviculture Hill
15	Purulia Extension Forestry	33	Silviculture North
16	Darjeeling	34	Monitoring North
17	Kalimpong	35	Monitoring South
18	Kurseong		