



West Bengal State Forest Development Agency
Aranya Bhawan, Block LA 10A, Sector III, Salt Lake City, Kolkata- 700 106

FOR READ ONLY PURPOSE

**ONLY TENDER FORMS DULY SIGNED
&
ISSUED FROM WBSFDA OFFICE WILL
BE ACCEPTED FOR SUBMISSION**



West Bengal State Forest Development Agency
Aranya Bhawan, Block LA 10A, Sector III, Salt Lake City, Kolkata- 700 106

Notice No. 8/WBSFDA/2018-19

Notice Inviting open tender for appointment from the C.A.G. empanelled of Chartered Accountant Firms for Statutory Audit for the Financial Year ending 31/03/2019.

Notice No. 8/WBSFDA/2018-19

Date: 20.08.2018

West Bengal State Forest Development Agency (WBSFDA) is a Society, registered under West Bengal Societies Act'1961 and under administrative control of Deptt. of Forest , Govt. of West Bengal, with the objective of playing an important role towards development of forest in the state of West Bengal. Subsequently, WBSFDA has been asked to take up the implementation of schemes from the funds to be received from various government funding sources.

The sources from which the funds have so far been received are as follows:

- | | | |
|--|---|----------------|
| 1. Rashtriya Krishi Vikas Yojana (RKVY) | : | Govt. Of India |
| 2. Green India Mission (GIM) | : | Govt. Of India |
| 3. Pollution Control Board (PCB) | : | Govt. Of India |
| 4. National Medicinal plantation Board(NMPB) | : | Govt. Of India |
| 5. Geetanjali | : | Govt. of W.B. |
| 6. Department of Tourism | : | Govt. of W.B. |
| 7. Any other New Project not mentioned above | | |

The activities of WBSFDA are carried out through various Divisional Forest Offices (DFO) scattered in different districts of West Bengal. The entire activities are coordinated through the Corporate Office situated in Salt Lake, Kolkata, which is headed by a Member Secretary.

The Society intends to appoint a Chartered Accountant Firm, empanelled under CAG, for conducting Statutory Audit of WBSFDA Head Quarter at Aranya Bhawan through tender. Sealed tenders are, therefore, invited from bonafide Chartered Accountant Firms fulfilling the pre-Qualification Criteria to carry the Statutory Audit for the Financial year 2018-19.

The selection will be a two stage process- A panel will be prepared based on fulfilment of eligibility criteria through a technical bid, in the first stage and actual selection for specific job will be done on financial quotation in the second stage taken from the empanelled firms.

Eligibility Criteria

1. The Firm should be Kolkata based.
2. The Firm should have Valid Service Tax, Professional Tax and PAN registration.
3. The firm should have 5 (five) Chartered Accountant (at least 3 partners of the Firm should be FCA & two full time Chartered Accountant)
4. The Firm should be empanelled with CAG
5. The age of the firm should be minimum 10 years i.e., it must have been formed on or before 1st January, 2008
6. Experience as Statutory auditor in Government Organisation, PSU on PAN INDIA basis.

[Note: Firm / Institution / Agencies / Companies, including consortiums and partnership firms, who are eligible to apply, are hereinafter referred to as "Bidder"]

7. Documents to be submitted:-

Only firms meeting all the following criteria should apply.

Criteria	Details	Document to be submitted
1. Regd office address of the firm 2. Valid Service Tax, Professional Tax and PAN registration	Official address of the Regd. office	Trade license, Companies TAN Service Tax, Professional Tax and PAN registration Certificate
3. Minimum Partners	3(Three) Full Time FCAs & 2(Two) Full Time Qualified Chartered Accountants*	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 st April 2018
4. The Firm should be empanelled with CAG	empanelment letter from CAG	Empanelment letter should be produced
5. Age of the Firm	Must have been formed on or before 1 st January 2008	Firm Constitution Certificate issued by Institute of Chartered Accountants of India not earlier than 1 st April 2018.
6. Experience	Details of experience as Statutory Auditor	Certificate to be enclosed
7. Turnover	Average Turnover in the last 3 financial years (2014-15, 2015-16, 2016-17) must be at least Rs. 30 lakh	Audited and Balance Sheet of the Last 3 Financial Years

Statutory documents to be stamped & signed by one of the FCA partner of the Firm.

[Note : Financial proposal of the bidders will come under the purview of consideration only if all the criteria-(1 to 7) mentioned above are fulfilled]

8. IMPORTANT POINTS OF REFERENCE:

Tender Inviting Authority	The Member Secretary, West Bengal State Forests Development Agency
Name of the Work	Conducting Statutory Audit of the accounts of WBSFDA Headquarters for financial year 2018-19
Tender Notice No.	NIT No. 8/WBSFDA/2018-19
Collection of Tender document	From 27.08.2018 to 06.09.2018 upto 3:00 PM
Last date and time for submission of Bids	06.09.2018, 4.00 PM
Opening of Technical Bids	To be notified later
Place of Opening of Technical Bids	Office of the Member Secretary, West Bengal State Forests Development Agency, Aranya Bhawan, Block LA 10A, Sector III, Salt Lake City, Kolkata- 700 106.
Declaration of the results of Evaluation of Technical Bids	To be notified later on
Opening of Financial Bids	To be notified later on
Communication Appellate Authority	Addl. Principal Chief Conservator of Forests,(Fin), W.B., Aranya Bhavan, Block LA-10A, Sector-III, Salt Lake, Kolkata 700 106.

9. Nature of Work:

- i. To conduct Statutory Audit of the Accounts of WBSFDA for the Financial Year 2018-19.

10. Important Details of the Tender.

10.1 Detail Scope of Work

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

- i. To ensure the True and fair view of the Accounts of the Financial Year 2018-19
- ii. Audit should be in accordance with the Auditing of standards generally accepted in India.
- iii. To ensure the Balance Sheet, Expenditure Accounts and Cash flow statement dealt with in accordance with the Accounting Standard.
- iv. To Report to Appropriate Authority the Financial Reports with Balance Sheet within due dates.

10.2 Eligibility for participation

Bona fide reputed / registered agencies including Partnership firms satisfying criteria set in certificate criteria are eligible for participating in the tender.

10.3 Collection of Tender Documents:

Tender Forms along with Tender documents are to be collected from the office of the Member Secretary, from 27th August, 2018

10.4 Submission of Tender

Tenders are to be submitted with all documents, as asked for in the NITs at the office of Member Secretary, WBSFDA. Tenders are to be submitted in two folders at a time- (1) Technical Proposal and (2) Financial Proposal. The intending bidder shall carefully go through the notice, prepare the required documents and submit the same as mentioned below. He also needs to fill up the rates to conduct Statutory Audit of the Accounts of the WBSFDA during the Financial Year 2018-19 which should be indicated in gross amount on yearly basis exclusive of all taxes etc.

11. Technical Sub-folder 1 containing:-

- i. Self attested copies of Professional Tax Deposit Challan for March 2018.
- ii. Self attested Copy of Income Tax PAN Card Valid up to the date of opening of the tenders.
- iii. Self Attested IT Return Acknowledgement Receipt for Financial Year 2014-15, 2015-16 and 2016-17
- iv. Notice Inviting Tender (NIT) document published by this office.
- v. Earnest Money Deposit (EMD)- original Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal State Forest Development Agency payable at Kolkata.
- vi. Self attested copy of Trade Licence of Proprietorship firm
- vii. Self attested Copy of Trade Licence, Registered partnership deed of Partnership firm. Mere application for registration will not be considered.
- viii. Self attested Copies of Registration Certificate under Company's Act, Memorandum of Association and Articles of Association, Trade Licence for Limited Companies.
- ix. Certified audit report from registered Chartered Accountant for the Financial Years 2014-15, 2015-16, 2016-17. The report should reflect the Annual Turnover for these three Financial Years.

All pages of all above documents should be stamped and signed by the bidder.

12. Financial Proposal

For Statutory Audit for 2018-19, the bidder should quote total consolidated bid amount giving break up of Professional fees and applicable taxes (GST) which should be shown separately. The Estimated Rate is Rs. 11,500/- (Rupees Eleven thousand five hundreds only) approximate excluding GST.

13. Deliverables:

The tasks mentioned under 10.1 "Details scope of work" within a time frame of 1 months from finalisation of annual accounts.

14. Opening of BIDS

14.1 Opening of Technical Proposal

- i. Technical Proposals will be opened by the Tender Inviting Authority or his authorised representative in the specified date and time.
- ii. Intending bidders may remain present if they so desire in the office of the Member Secretary, Aranya Bhawan, Block LA 10A, Sector III, Salt Lake City, Kolkata- 700 106. for opening of Technical proposal, to be held on the date and time declared in the Schedule of dates as mentioned in point No. 1 under IMPORTANT POINTS OF REFERENCE, or any subsequent modifications announced.
- iv. The technically qualified tenderers, i.e. tenderer who qualifies in the assessment of the technical proposal shall be eligible for competing the Financial bid. Accordingly, the Financial bids of only those tenderers who pass the Technical Evaluation shall be opened on the scheduled date and time.

14.2 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders declared technically eligible and shortlisted by the Tender Accepting Authority, will be opened on the prescribed date and the rates will be read out to the contractors present at that time.
- ii. After evaluation of Financial Proposal ranking of the tenders will be done.
- iii. The Tender Accepting Authority, if required, may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer and the tenderer has to satisfy the Tender Accepting Authority within the time frame allowed. In case it is not received within the stipulated time, the tender will be liable for rejection.

15. Norms for finalisation of the Bids

The evaluation of the Tender shall be carried out by a Committee formed by the Chairman, WBSFDA based on the Principle of Quality-cum-Cost based selection (QCBS). The details of the process is described below:-

The weightage assigned for bids is Technical bids : Financial Bids = 60:40. The final assessment will be based on the 60% of Technical + 40% of Financial scores.

16. Technical Bid Evaluation Criteria :

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the Consultant firm relevant to the assignment		Copy of Firm Registration Certificate
1	Date of establishment (<10 yrs=0, 10-15 yrs=5,>15 yrs+10)	10	
B	Experience of the Consultant firm in related assignments during the last 10 years		Copies of the Work Orders
	1 mark for each project	10	
C.	Experience in Forestry / Agriculture Projects. 2 marks for each project	10	Appointment Letters
D.	No. of Partners		Copy of Firm Registration Certificate
1	(<5 Nos.=0, 5-10 Nos.=6, 10-15 Nos.=10)	10	
E.	No. of Qualified CA's/Cost Accountant (Excluding Partners)		Firm Constitution Certificate
1	(<2 Nos.=0, 2-5 Nos.=10,>10-Nos.=15)	15	
F.	No. of Semi Qualified CA's/CMA		Self Certified List with Registration Numbers
1	<4 = 0 marks, 5 – 10 = 6 marks, >10=10 marks	10	
G.	Average Annual Turnover		Audited Balance Sheet
	<50 lakh=0 marks,>50 lakh <60 =10, >60=-15	15	
H.	CISA / DISA Partners / Employee		Copy of Certificate from appropriate authority
	<1 = 0 marks, > 1 <3 =5 marks, >3=10 marks	10	
H	CAG Empanelment Eligible for Major Audits		CAG Empanelment Letter from CAG
	CAG Empanelment-5 marks Eligible for Major Audits 10 marks	10	
	Maximum technical score (St)	100	

16. Evaluation of Technical bids

The Technical Bid will be examined by a Committee already constituted by the Chairman, West Bengal State Forests Development Agency for selection of Statutory Auditor.

17. Evaluation of Financial bids

17.1 The Financial Bids of the technically qualified bidders will also be evaluated by the same Committee as mentioned above.

17.2 The list of Bidder will be ranked in descending order (i.e) the Bidder who scored the highest rank (Rank 1st) will be ranked first and so on.

18. Awarded Of Contract

18.1 Letter of Acceptance

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

18.2 Signing of Agreement

- a. The successful bidder should execute an agreement for the fulfilment of the contract with the Society 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.
- b. The expenses incidental to the execution of the agreement should be borne by the successful bidder.
- c. The contract agreement for Statutory auditing will initially be for one year from the date of signing, which is extendable under the same terms and conditions upto 3 years, based on performance and discretion of Member Secretary, West Bengal State Forests Development Agency.
- d. The tender documents will form part of the agreement.
- e. The Member Secretary, WBSFDA, is however not bound to accept the lowest bid and reserves the right to cancel the entire tender without assigning any reason whatsoever.

18.3 Security Deposit

- a. The Successful bidder shall deposit a refundable security, equivalent to 10% only of the accepted financial rate.
- b. The Security shall be deposited in the form of demand draft favouring The Member Secretary, West Bengal State Forests Development Agency, payable at Kolkata, within one week from the date of receipt of the letter of acceptance issued by the Tender Inviting Authority.
- c. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void.
- d. The Security Deposit furnished by the bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all deliverables in required norms and subject to Satisfactory performance.
- e. The Security Deposit will be released after 1 (one) week after the approval of report by AGM of final payment to the successful tenderer. 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 deem fit & required.

18.4 Issue of Work Order

After the execution of the agreements and after receipt of the Security Deposit, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.

18.5 Execution of Work Order

The successful bidder should nominate and intimate to the Tender Inviting Authority the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is / are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

19. Payment

- 19.1** Payment will be made after successful completion of the Report with the approval by AGM.

Member Secretary,
West Bengal State Forests Development Agency

FORM-1

APPLICATION FOR TENDER

To

The Member Secretary
West Bengal State Forest Development Agency
West Bengal
NIT No:-1/WBSFDA/2016-17

Project Name-Appointment of Statutory Auditor for F.Y 2018-19

Dear Sir,

Having examined the Statutory 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, bill of quantities and addenda.

Dated this _____ day of _____ 201_____

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.

Submission of FINANCIAL BID

Dated this _____ day of _____ 201_____

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_____

Bid value for conducting Statutory Audit (excluding taxes)	Taxed applicable and amount	Total Amount
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Date.....

Signature of the Authorised Signatory
On behalf of the bidder.