



## **New Town Telecom Infrastructure Development Company Limited**

(A Govt. of West Bengal Company- Joint Venture between WBHIDCO LTD & WEBFIL LTD)

CD-6&7, 04-2222, MAR (SE), 1<sup>st</sup> & 2<sup>nd</sup> Floor, Action Area-IC, New Town, Kolkata- 700156

Telephone No. (033) 2324-2513; Mobile No. 9432668899

e-mail: [nttidco@gmail.com](mailto:nttidco@gmail.com)

Memo No. ACA/NTTIDCO/INTERNAL AUDITOR/EOI/2021

Date: 29/09/2021.

### **NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT OF A CHARTERED/COST ACCOUNTANT FIRM TO CONDUCT INTERNAL AUDIT OF NTTIDCO**

#### **NOTICE INVITING E-TENDER NO:**

**NEW TOWN TELECOM INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED** (NTTIDCO), an enterprise under the Department of Housing, Govt. of West Bengal, invites Expression of Interest for appointment of a Chartered/Cost Accountant firm to conduct Internal Audit of NTTIDCO, as per the criteria set in this document, initially for the Financial Years 2021-22, that may be renewed/extended further for the Financial Year 2022-23 upon satisfactory performance as per the Competent Authority of NTTIDCO.

The detailed EOI document is available in our office interested participants who meet the pre-qualification criteria may submit their Expression of Interest online through our e-mail ID: [nttidco@gmail.com](mailto:nttidco@gmail.com) /[cs.nttidco@gmail.com](mailto:cs.nttidco@gmail.com)/[coo.nttidco@gmail.com](mailto:coo.nttidco@gmail.com) with all the necessary documents as mentioned in the EOI. The scanned documentary evidence as required in point D below, will be acceptable. However financial bid will be only in hard copy in sealed envelope.

#### **Preface**

New Town Telecom Infrastructure Development Company Limited (“The Company”) is a State Government Company incorporated in 2006. The Company is in Engineering business, engaged in installation of underground ducts and maintenance pits for Tele Communication. It leases out such facilities to telecom operators. Its registered office is in Kolkata, India. It is a public unlisted Company land is classified as ‘Company limited by shares’. It is a subsidiary of West Bengal Housing Infrastructure Development Corporation Ltd. (HIDCO).

Currently, NTTIDCO Ltd is maintaining its Accounting records on Tally Prime (accounting software). NTTIDCO

#### **Project Objective:**

In order to enhance the operational efficiency and assisting NTTIDCO, the Company wishes to select Chartered/Cost Accountant Firms for the Financial Year 2021-22 and 2022-23 for its Internal Audit. The selected Firm will be appointed initially for the Financial Year 2021 to 23 and may be renewed for a further periods based on performance and on mutually agreed terms and conditions.

The objective of the audit is to seek a professional opinion on the financial statements of NTTIDCO and to ensure that funds received and expenditure incurred are in accordance with the laid down financial rules, applicable prescribed procurement procedures of Government of West Bengal, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels as prescribed by the Companies Act 2013 and corresponding Rules and IND AS (Indian Accounting Standard) and strict observance of internal control procedures.

#### **A) Scope of Service:**

The scope of work is broadly designed to cater the needs of the management so as to ensure the following but not limited to the same:

1. Transactions are recorded as per principles of Indian Accounting Standards and Guide lines issued from time to time by the Institute of Chartered Accountants of India and the Assets and Liabilities, Income and Expenditure are booked to proper accounting heads
2. Goods and services have been procured in compliance with the provisions of the Act.
3. Transactions are duly supported by proper supporting documents.
4. Propriety of the transactions are maintained and deviations, if any, to be pointed out.
5. Checking the maintenance of books of accounts and records.
6. Checking the bank reconciliation statements.
7. Checking of component wise, category-wise and account head wise expenditures.
8. Checking of investments, short term deposit etc. made from time to time.
9. Checking of various taxes/statutory compliance.
10. Verification of fixed deposit register and checking of interest received.
11. To check statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Board of Directors Meeting are given in the Books of Account

#### **Financial Books**

1. Vouching of Cash Book, Bank Books Journal, vouching of Imprest Cash
2. Scrutiny of General Ledgers, Commenting on outstanding Utilisation Certificates, Unadjusted Advances etc.
3. Verification of cash, cheques on hand etc. as on 31st of March every year.
4. Verification of vouchers on test basis and sheets ensure correct accounting head.
5. Scrutiny of general ledger and Verification of Profit & Loss Account and Balance sheet and other Schedules. Physical Verification of Fixed Assets on test check basis and report on yearly basis .
6. Verification of Salary/ Consultancy payments, P.F. GST PT., TDS, etc., and verification of submission of various return to the competent authority in time, TDS Reconciliations.
7. Verification of necessary authorization (Board decisions/Office Orders/Government Orders etc.) was recorded.

#### **Comprehensive audit**

1. The areas covered by comprehensive audit may cover : Comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment decisions and management of information systems, organizational effectiveness, management of equipment, etc.

### **Accounting policy & standard**

1. To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
2. Review of Accounts
3. Check recorded entries comply with Indian Accounting Standards (Ind AS).

### **System Improvement**

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted to the management of NTIDCO

### **The Chartered / Cost Accountant firm so appointed would be required to give:**

1. Audit Certificates and issue any other certificate as may be required by the Company from time to time without any additional fee to be paid by the Company.
2. Statements in annual Internal Audit Report that describes the overall internal control of NTTIDCO will report compliance/non compliance of all/any law, rules, Act etc. The responsibilities of the audit also include reporting on the adequacy of statements.
3. To suggest the measures for cost control.

### **Liaison**

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

8. The Chartered/Cost Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Audit report of this assignment.

### **Others**

Any other related matters of importance.

### **Reporting**

After finalization of Audit, the Internal Auditor shall submit report to the Management

### **GENERAL**

Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of NTTIDCO, and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

### **General Conditions**

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Accountants & employees to be engaged for the Audit work

experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in similar kind audit.

2. The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from NTTIDCO.
3. The Audit of Accounts of NTTIDCO as per the assigned work has to be completed in a time bound manner as specified in Section- Execution of the Service.
4. The selected firm will be required to comply with the instructions if any issued by the NTTIDCO.
5. These are only proposed draft terms and conditions and can be modified at any time by NTTIDCO at its sole discretion.

In case of any dispute, the decision of CHAIRMAN/ MD, NTTIDCO shall be final and binding.

**B) Non-Disclosure Agreement**

The selected Bidder has to sign Non-Disclosure Agreement with NTTIDCO. It will be selected bidder responsibility to get this agreement signed along with contract agreement.

**C) Execution of the service:**

The audit firm would be required to conduct the Internal Audit of NTTIDCO in accordance with the Standards (Auditing, Review and Others) issued by the Institute of Chartered/Cost Accountants of India/related Professional bodies and in accordance with the Standards on Quality Control, Generally Accepted Auditing Principles and the Scope of Service mentioned above, comprising such test of controls and procedures on audit as the auditors feel necessary under the circumstances. The timelines for execution of the internal audit would be as follows:

Schedule	For the period	Remarks
1 <sup>st</sup> Quarterly Audit	1 April 2021 to 30 <sup>th</sup> June 2021	Should be completed by 30 <sup>th</sup> November 2021
2 <sup>nd</sup> Quarterly Audit	1 July 2021 to 30 September 2021	Should be completed by 31 <sup>st</sup> December 2021
3 <sup>rd</sup> Quarterly Audit	1 October 2021 to 31 December 2021	Should be completed by 31 January 2022
4 <sup>th</sup> Quarterly Audit	1 January 2022 to 31 March 2022	Should be completed by 30 April 2022

The audit of the accounts should be carried out on quarterly basis without any overlapping. Quarterly audit reports & annual audit report need to be submitted to the Chairman, NTTIDCO in triplicate after completion of each quarter and the audit period should be minimum of 20 days for each phase of audit covering the entire scope.

Audit firm is required to visit office as and when required as per scope of work. The audit should be executed by a competent team of professionals, comprising of at least 2 qualified Chartered/Cost Accountant with at least 5 years of experience and the team leader/Auditor shall attend all meetings with Senior Officers and the Competent Authority of NTTIDCO, whenever such meetings are called for.

**D) Eligibility Criteria:**

SI.NO	ELIGIBILITY CRITERIA	DOCUMENT PROOF
1	<ul style="list-style-type: none"> <li>The bidder may be a Chartered/Cost Accountant Firm engaged in conduct of Internal Audit.</li> <li>The bidder shall be solvent at the date of bidding.</li> </ul>	<ul style="list-style-type: none"> <li>A Copy of Partnership Deed</li> </ul>
2	Minimum 5 to 10 Years of existence in Kolkata	A self-declaration by the Bidder may be submitted in this regard
3	Minimum 2 Partners (in Kolkata)	Documentary evidence
4	Experience of Audit of Infrastructure Development Companies for at least 1 entity in last 5 Financial years will be preferred	Documentary evidence
5	Experience of Internal Audit/ Statutory Audits (other than Infrastructure Development Companies) for at least 5 entities carried out during last 5 years will be preferred	Documentary evidence
6	Average turnover of Audit Firm of preceding 3 Financial Years i.e., 2018-19, 2019-20, 2020-21 of at least INR 7 Lakhs	Documentary evidence
7	<p>The Bidder should not have in the past 3 years, preceding the due date of this proposal, been</p> <p>(i) Expelled from any project or contract by any government or government instrumentality (ii) barred by any government or government instrumentality in India.</p>	A self-declaration by the Bidder may be submitted in this regard
8	<p>Other mandatory legal documents</p> <ul style="list-style-type: none"> <li>Trade License</li> <li>Income Tax Return (Last 3 FY)</li> <li>Copy of PAN</li> </ul>	Copy of the valid documents

**E) Bid Evaluation Mechanism:**

The score of Technical Proposal shall be given 50% weightage and that of the Financial Proposal shall be given 50% weightage.

1) **Technical Evaluation**

The proposals shall be evaluated through 'Quality and Cost Based Selection (QCBS) process and ranked accordingly by a Committee constituted by NTTIDCO. Both the Technical and Financial Proposals shall be marked separately. The Audit Firms should carry out self evaluation and submit the same.

Sl. No.	Criteria	Scoring		Supporting document to be submitted	Maximum Score
		No. of years	Marks		
1	Years of existence from the date of registration of firm to 01.09.2021 in Kolkata	No. of years	Marks	Dt. of Registration Proof	7
		5	3		
		6 to 10	5		
		Above 10	7		
2	No. of Partners (in Kolkata) at least 2 as on 01.09.2021	No. of Partners	Marks	Self-attested Declaration on letter head of the Audit Firm	7
		2	3		
		3 to 10	5		
		Above 10	7		
3	No. of Years of experience in Practice (weighted average to be taken)	No. of years	Marks	Self-attested Declaration on letter head of the Audit Firm	3
		5	1		
		6 to 10	2		
		Above 10	3		
4	Experience of Statutory/ Internal Audit of Public Sector Companies (other than Banks & Financial Institutions) during the preceding Financial Year (i.e., 2020-21)	No. of audits	Marks	Self-attested Declaration on letter head of the Audit Firm	4
		2	1		
		3 to 5	2		
		6 to 8	3		
		Above 8	4		
5	Experience of Audit of Infrastructure Development Companies	No. of Audits	Marks	Self-attested Declaration on letter head of the Audit Firm	5
		1	2		
		2 to 3	3		
		Above 3	5		
6	Experience of Internal Audit/ Statutory Audits (other than Infrastructure Development Companies) carried out during last five years	No. of Audits	Marks	Self-attested Declaration on letter head of the Audit Firm	5
		2	2		
		3 to 5	3		
		Above 5	5		

Sl. No.	Criteria	Scoring		Supporting document to be submitted	Maximum Score
		Average Turnover (Rs. In Lakhs)	Marks		
7	Average turnover of Audit Firm of preceding 3 Financial Years i.e., 2018-19, 2019-20, 2020-21	7	3	Self-attested Declaration on letter head of the Audit Firm	7
		Above 7 to 25	5		
		Above 25	7		
8	Empanelment with CA&G or any Statutory Authority	<b>Status</b>	<b>Marks</b>	Self-attested Declaration on letter head of the Audit Firm	2
		Yes	2		
		No	0		
<b>Total maximum Score</b>					<b>40</b>

Based on the above Marks, each applicant would be assigned a technical score out of 40. The applicants having technical scoring more than 60% will be declared eligible for financial evaluation.

## 2) Financial Evaluation

- i. The Financial Proposals of only Technically Qualified Bidders will be opened for further consideration. The Bidder (L1) who has quoted the lowest price will be given a score of 100. The other Bidders (N, N1, N2, N3 etc.) will be allotted scores based on the score of L1 as per the formula: "L1/N x 100". ;
- ii. The all-inclusive lump sum fee excluding of GST will have to be quoted by the bidders at the appropriate section of the financial proposal. Disclosure or indication of quote at any other section will lead to disqualification of the bidder.

## 3) Final Evaluation

The total score for Bidders shall be calculated based on the following formula:  
(Total Score = 50% of Technical Score + 50% of Financial Score).

The total composite score (technical and financial score) through QCBS method shall be used to rank the Bidders. The bidder scoring highest composite score will be the preferred bidder subject to compliance with all other relevant terms and conditions.

## F) Terms & Conditions:

- 1) The selected bidder will have to enter into non-Disclosure Agreement along with contract agreement with NTTIDCO within 07 days from the date of issuing Work Order.
- 2) The agreement shall be initially for the audit period – Financial year 2021-22 and 2022-23, that may be renewed/extended further upon satisfactory performance.
- 3) Fees Payable: Payment would be made as per milestones defined in the Payment Schedule below. Payments would, however, be released only after approval by the

Competent Authority.

- 4) Internal Auditor would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of NTTIDCO and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.
- 5) Any bid /offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
- 6) No conditional bid/offer shall be accepted.
- 7) A prospective Bidder requiring any clarification about the EOI document and scope of work may contact through e-mail at [cs.nttidco@gmail.com](mailto:cs.nttidco@gmail.com) / [coo.nttidco@gmail.com](mailto:coo.nttidco@gmail.com) / [nttidco@gmail.com](mailto:nttidco@gmail.com) After opening of EOI responses, if the EOI committee feels, they may ask for supporting documents in respect of the claim of the bidder and the bidder will have to submit supporting documents as well as written clarifications as required by the committee within three days.
- 8) Earnest Money Deposit: Rs.1,000.00(Rupees one thousand Only) to be submitted online through any net banking enabled bank account or offline through any bank by generating NEFT etc. Bidders are also advised to submit EMD of their bid, at least 03 working days before the bid submission closing date as it requires time for processing of Payment of EMD.
- 9) **The last date of submission of the bid is 29.10.2021**

Offline submission of **EMD** should be in favour of NTTIDCO LTD, KOLKATA only & through NEFT in the NTTIDCO's Bank Account as below:

**BANK DETAILS towards EMD for payments through Indian Rupees only:-**

1)	Account Name	NEW TOWN TELECOM INFRASTRUCTURE DEVELOPMENT CO LTD
2)	Bank & branch name	STATE BANK OF INDIA
3)	IFS Code	SBIN0014528
4)	Account number	33659195393

Bidders should take utmost care to ensure that the EMD and intimation are made correctly. EMD deposited elsewhere will not be considered for participation in this-tender. No interest will be payable on the EMD. The EMD of the Successful Bidder shall be automatically retained and will be converted to Security Deposit for the selected bidder.

In case the submitted documents are found false, their offer would stand cancelled and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Bidder may not be allowed to take part in any of the bids which may be held by NTTIDCO in future.



Confirmation on electronics transfer of EMD through NEFT/RTGS will have to be submitted as soft copy (Scanned copies of the Originals) along with the tender. The successful bidder will submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI within specified time as mentioned in the letter of acceptance.

Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with according to legal provision including barring the bidder in participating in any tender of NTTIDCO Ltd. for one year.

Successful tenderers/bidders, who will not submit all relevant copies of the documents physically as stipulated in this NIT, will be barred from participating in any further tender of NTTIDCO for one year from the date of this NIT.

- 10) Refund of EMD: The Earnest Money of all the unsuccessful bidders deposited online of the unsuccessful bidders, deposited offline would be returned by NTTIDCO Ltd. after completion of the bidding process.
- 11) The EOI response submitted by the Bidder should be in English language only. All the documents relating to the EOI (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & NTTIDCO will be in English language only.
- 12) NTTIDCO reserves the right to accept / reject, at its sole discretion, any or all evaluated Technical / Financial Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.
- 13) No Sub-contracting will be allowed.
- 14) No Consortium is allowed to participate.
- 15) No claim of any category and type, on this ground shall be entertained. The contractor and NTTIDCO shall make every effort that such situation does not arise.
- 16) No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the agency owing to any dispute between the contractor and NTTIDCO or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- 17) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by NTTIDCO. NTTIDCO Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
- 18) Prospective applicants are advised to carefully note the minimum qualification criteria before tendering the bids.
- 19) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
- 20) Mobilization advance, time/cost overrun and consequent cost escalation for any material, professional resource etc. will not be allowed.
- 21) Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered/Cost Accountants & employees to be

engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in similar kind audit.

- 22) The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from NTTIDCO.
- 23) The selected firm will be required to comply with the instructions if any issued by the NTTIDCO.
- 24) The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
- 25) These are only proposed draft terms and conditions and can be modified at any time by NTTIDCO at its sole discretion.
- 26) In case of any dispute, the decision of CHAIRMAN, NTTIDCO shall be final and binding.

**G) Payment Schedule:**

All payments would be claimed by the Firm from NTTIDCO on being due, and would be accepted for payment by the Competent Authority of NTTIDCO based on the satisfactory completion of the work in sole discretion of NTTIDCO. The payment to the Auditing Firm under the contract shall be released after achieving the milestones as per the following terms:

Sl. No	Milestone stage completion	Payment Schedule
1	After successful completion of 1 <sup>st</sup> Quarterly Audit	20% payment
2	After successful completion of 2 <sup>nd</sup> Quarterly Audit	20% payment
3	After successful completion of 3 <sup>rd</sup> Quarterly Audit	20% payment
4	After successful completion of 4 <sup>th</sup> Quarterly Audit	40% payment

The audit firm shall raise invoice after successful completion of audit and as per the work order. NTTIDCO shall make payment on receipt of such invoice in triplicate.

NTTIDCO shall be entitled to deduct applicable tax (if any) at source as per Income Tax Act, 1961 from all payments due to the Auditing Firm under the contract. As regards the Indian Income Tax Act, surcharges on Income Tax and any other corporate tax, NTTIDCO shall not bear any tax liability, whatsoever, irrespective of the mode of contracting.

**H) Penalty Provisions:**

- 1) Delay in completion of audit: A penalty of Rs. 200/- per day may be imposed on audit firm in case of any unjustified delay in successful completion of audit work at the sole discretion of the Competent Authority of NTTIDCO subject to 10% of amount of fee as and when due.

**I) Bidding Process:**

- 1) The bid documents containing the Company Profile and Work Experience of the bidder will have to be sent to the email mentioned above.
- 2) The financial bid to be opened in front of all technically qualified persons, whose names would be selected from technical bid.
- 3) NTTIDCO Ltd authority reserves the right to cancel the EOI due to unavoidable circumstances and no claim in this respect will be entertained.
- 4) Bid shall remain valid for a period not less than 180 days from the last date of submission of Financial Bid / Sealed Bid.
- 5) There shall be no provision of Arbitration.

**J) Schedule of Dates:**

Sl. No.	Schedule	Date & Time
1.	Publication of EOI	05.10.2021
2.	Start date of Submission of Technical document	28.10.2021
3.	Last Date of Submission of Technical and financial document	29.10.2021
4.	Opening of Technical Proposal	29.10.2021
5.	Opening of Financial Bid	29.10.2021
6.	Date of Publication of the final selection	29.10.2021

**CHIARMAN/COO/ACA**

**NTTIDCO Ltd.**

**EOI FORM On Auditing Firm's Letter Head**

**Annexure 1: Technical Proposal**

To  
The CHAIRMAN/COO/ACA  
NTTIDCO LTD  
CD – 6 & 7, 04-2222 MAR(SE) AA-IC, New Town,  
Kolkata-700156

Sub: Appointment of Chartered/Cost Accountant Firms for conducting audit of NTTIDCO Ltd. for the financial Year 2021-22 and 2022-23.

Sir,

With reference to your EOI No: ACA/ NTTIDCO/INTERNAL AUDITOR/EOI/2021 Date: 29/10/2021 for appointment of Audit Firms for conducting audit of for the Financial Years 2021-22, I/we wish to apply for the appointment as Internal Auditor of NTTIDCO Ltd. and the particulars enclosed as per Annexure- B.

1. Further, I/we hereby certify that: I/we have read all the provisions/ clauses of the EOI document and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I/we have not taken any deviation to any clause.
2. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.
3. I/ We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
4. I/ We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EOI.
5. I/ We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. I/ We understand you are not bound to shortlist / accept the EOI you receive.

Signature of the Authorized Signatory and Seal of the bidder

Full Name: .....

Designation/Firm Name: .....

Address with Phone: .....

Mobile No and Email ID: .....

Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

**On Auditing Firm's Letter Head**

**Annexure 2: Financial Proposal**

To  
The CHAIRMAN/COO/ACA  
NTTIDCO Ltd.,  
CD 6 & 7, 04-2222 MAR(SE), AA-IC, New Town,  
Kolkata-700156

Sub: Appointment of Chartered /Cost Accountant Firms for conducting audit of NTTIDCO for the Financial Years 2021-22 and 2022-23.

**Table for Quoting Fee for the Assignment in terms of the Tender:  
(To be kept in a separate Envelope sealed properly while sending the proposal)**

Sl. No.	Particulars	Fee in INR Price bid shall be quoted	
		(in figure)	(in words)
1.	All-inclusive Lump sum fee (including TA/DA and other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis with escalation provision for whatever reason) valid till the complete execution of the assignment.		

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature of the Authorized Signatory and Seal of the bidder

Full Name: .....

Designation/Firm Name: .....

Address with Phone: .....

Mobile No and Email ID: .....

### Annexure 3: Details of the Responding Bidder

(To be submitted on the letterhead of the bidder)

1.	Name of the firm	
2.	Address of the Registered/Head Office	
3.	Mobile no. and E-mail address	
4.	ICAI /ICWAI Registration No. with Region Name	
5.	CAG Empanelment No., if any	
6.	Web Site Address	
7.	Date of constitution of the firm	
8.	PAN of the firm	
9.	Average Turnover of the Firm (last 3years)	
10.	Number of Full-Time Partners as on 31-03-2021 (Details to be provided in "Annex-C")	
11.	Number of Full Time Chartered/Cost Accountant Employees as on 31-03 2021	
12.	Number of Branches (Details to be provided in "Annex-D")	
13.	Whether the firm is engaged in any statutory/ Internal/ Concurrent Audit and other accounting work of any Govt. Companies/ Autonomous body, and Academic Institutions etc. (If yes, details may be given "Annex E").	
14.	Details of Company's Registration (Please enclose copy of the company registration document)	

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

**Annexure 4: Declaration for not being blacklisted**  
(To be submitted on the letterhead of the bidder)

Self-declaration for not being blacklisted by any Government Entity

(Date)

To,  
The CHAIRMAN/COO/ACA  
NTTIDCO Ltd.,  
CD 6 & 7, 04-2222 MAR(SE), AA-IC, New Town,  
Kolkata-700156

**Sub: Submission of an EoI for appointment of a Chartered/Cost Accountant Firm to conduct Internal Audit of NTTIDCO**

**Ref: EoI Notice No.**

Dear Sir/Madam,

In response to the above mentioned EOI I/We, \_\_\_\_\_, as \_\_\_\_\_  
<Designation> of M/s \_\_\_\_\_, hereby declare that we are having  
unblemished past record and are not declared blacklisted or ineligible to participate for  
bidding by any State/Central Government, Semi-Government or PSU.  
Sincerely,

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

**On Firm's Letter Head**  
**Annexure 5: Details of Full Time Partners of the Firm**  
**(In Kolkata Only)**

<b>Sl. No.</b>	<b>Name of the Partner</b>	<b>Membership No.</b>	<b>Membership</b>	<b>Date of joining the Firm (Full time)</b>	<b>Station &amp; region where residing at present</b>

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date



**On Firm's Letter Head**

**Annexure 6: Particulars of Branches of the Firm (including foreign branches, if any):**

Sl. No.	Station at which located	Complete address with PIN code & Mobile number	Name of the partner/qualified Personnel in charge of the Branch	Date of opening branch	Region

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date

On Firm's Letter Head

**Annexure 7: Details of Statutory/ Internal Audit work/ Any other Accounting Work of Govt./ Listed Companies, of Companies registered under the Companies Act Autonomous Body, Academic Institutions, etc. in hand with the firm/ undertaken in the last five year as on 31-03-2021**

Name of Clients	Type of Audits		
	Tick appropriate Box		
Companies	Statutory	Tax	Internal/ Others
<b><u>PSU</u></b>			
1)			
2)			
<b><u>Public Limited</u></b>			
1)			
2)			
<b><u>Private Limited</u></b>			
1)			
2)			
<b><u>Autonomous Bodies</u></b>			
1)			
2)			
<b><u>Infrastructure Development Companies</u></b>			
1)			
2)			
<b><u>Others</u></b>			
1)			
2)			

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date

**On Firm's Letter Head**

**Annexure 8: Declaration**

I/We the following partners of M/s. .... Chartered/Cost Accountants do hereby jointly and severally verify and declare:

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information. the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the respective Acts of the Institutes and the regulations framed there under,
2. that the firm, or partners has not been debarred or cautioned by the Institute during the last five years, (if debarred, give details);

Sl. No.	Name of the Partner	Membership Registration No.	PAN	Signature of Partner

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date