

BISWA BANGLA MARKETING CORPORATION LIMITED
Room No. 009, Karigari Bhawan, Plot No. B/7, Action Area III,
New Town, Rajarhat Kolkata – 700160
Phone: 033 2324 7230, Email: info@biswabangla.in
CIN – U52100WB2014SGC204751

Ref:BBMC/ACC/SK-AUDIT/2022-23/121

04.06.22

NOTICE NO. BBMCL/ACC/STK-AUDIT/2022-23/EOI04(e)

Notice Inviting Expressions of Interest/ bids for engagement of Stock Auditors for undertaking Physical Verification of Stock in Biswa Bangla Showrooms, Kiosks and Warehouse

1. Introduction

Biswa Bangla showrooms are operated by Biswa Bangla Marketing Corporation Limited, under Department of MSME & Textiles, Government of West Bengal in Kolkata (Domestic and International Security Hold Area at NSCBI Airport, Park Street, Dakshinapan Shopping Complex at Dhakuria, Misti Hub, Biswa Bangla Restaurant, and Acropolis Mall), Bagdogra Airport, Darjeeling and New Delhi with an objective to market traditional handicrafts, handloom, and heritage products of West Bengal.

On behalf of Biswa Bangla Marketing Corporation Ltd (BBMC) Expressions of Interest/ bids are invited from reputed Chartered Accountant firms for engagement of Auditors for conducting Physical Verification of stock at all the locations and warehouse. Firms who fulfil the criteria/ requirements, as detailed below, may submit their Expression of Interest in the prescribed format, The schedule is detailed below:

Sl. No.	Particulars	Date	Time
01.	Date of Publishing Notice Inviting EoIs (on line)	04.06.2022	At 10 AM
02.	Start date for downloading Notice inviting EoIs as well as online submission of bids	04.06.2022	After 10 AM
03.	Last date of downloading EoIs as well as last date for uploading online	17.06.2022	Up to 6 PM
04.	Date for opening Technical Bids	18.06.2022	At 11 AM
05.	Online Pre-Bid Meeting	09.06.2022	At 3 PM
06.	Date for opening Financial Bids	To be notified subsequently	
07.	Link for Online Pre-Bid Meeting	meet.google.com/ypx-ijkp-wur	

2. Term of Engagement

The term of the engagement will be for 3 (Three) years initially from the date of issue of engagement letter. However, the term can be extended/ curtailed at the sole discretion of the competent authority of BBMC.

3. Scope of the work

A) Stock Audit at Stores

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Proper arrangements exist for locking the stores and keeping the keys in safe custody
- Adequate arrangements exist for fire protection
- Any other areas of checking as may be mutually decided

B) Stock Audit at Warehouse

- Reconciliation of physical quantities with inventory records and report on shortage/ excess stock.
- Identification of Slow moving, non-moving, surplus items.
- Identification of old, expired, damage stock.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Proper arrangements exist for locking the stores and keeping the keys in safe custody
- Adequate arrangements exist for fire protection
- Any other areas of checking as may be mutually decided.

4) Eligibility Criteria

A. The Firm of Chartered Accountant:

- i) Must have at least 3 qualified Chartered Accountants either as Partner/ Director.
- ii) Must have a minimum of 5 years of experience in conducting stock audit at Central/ State PSU's, large companies, etc.
- iii) Must have existing empanelment with Comptroller and Auditor General of India.
- iv) Should have a minimum of 5 Articles/ Paid Assistants.
- v) Should have a Gross Annual Turnover of minimum ₹ 20 lakh.
- vi) Should have conducted a minimum of 2 physical verification of stock in Central/ State PSU in the last 5 financial years.

5) Deployment of Officials

a) The audit firm should deploy at least a minimum of 1 (one) qualified personnel and 2 (two) Assistants for each location for conducting the audit at the stores. For warehouse, at least 1 (one) qualified personnel and 4 (four) Assistants should be deployed.

b) The staff deployed should remain unchanged till the Audit is completed.

6) Submission of Bids

Tenderers/bidders should have Digital Signature Certificate (D.S.C.). For e-filing tenders, intending bidder may download the tender documents, terms & conditions etc. from the website <http://wbtenders.gov.in> directly with their Digital Signature Certificate and also from www.biswabangla.in.

Tender process will be in two parts:

- a. Technical Bid to be submitted online only
- b. Financial Bid to be submitted online only

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

The Financial offer of the prospective tenderer will be considered if only the Technical Documents of the tenderer found qualified by the tender committee of this office.

The firms/ bidders who have been delisted by any Government Department/ Agency shall not be eligible in any way for submission of tender.

7) Technical Bid Opening and Evaluation

a) Opening of Bids

BBMC will open all the Technical Bids received before the specified date and time. Bidders are at liberty to be present personally or through authorised representative at the time of bid opening at BBMC office at Karigari Bhawa, Room No 009, Ground Floor, Plot No B/7, Action Area III, New Town, Rajarhat. Kolkata – 700160. In the event of the specified date of Bid opening is declared a holiday, the Bids will be opened on the next working day at the same time.

b) Preliminary Examination

Prior to the detailed evaluation of the bids, it will be determined whether each bid is responsive to the requirements of the Bid documents. Any non-responsive bid will be rejected.

c) Supporting Documents

Documents for Technical Bid (to be submitted online)

- a. Audited Balance Sheet and Profit & Loss Account for the FY 2019-2020, 2020-2021 and 2021-2022.
- b. Trade License
- c. Testimonials of previous experience along with valid Completion Certificate/ copy of on going assignments Work Order
- d. Copy of GST Registration Certificate
- e. Copy of GST Return for the FY 2018-2019, 2019-2020 and 2020-2021.
- f. Copy of PAN card
- g. Copy of Income Tax Return for FY 2018-2019, 2019-2020 and 2020-2021.
- h. Brief Profile of the bidder.

d) Tender evaluation criteria

The Technical Bids of bidders who secure the minimum prescribed marks will only be considered. The Technical Bid evaluation would be as follows.

Sl.No	Particulars	Marks Breakup	Maximum Marks
1	Experience in Physical verification Audit of Central/ State PSUs	a) Having conducted physical verification of stock in 5 or more Central/ State PSU in the last 5 years. b) Having conducted physical verification of stock in 3 or more Central/ State PSU in the last 5 years.. c) Having conducted physical verification of stock in at least 2 Central/ State PSU in the last 5 years.	20 15 10

Sl.No	Particulars	Marks Breakup	Maximum Marks
2	Gross Annual Turnover	a) Gross Annual Turnover of ₹ 50 lakh and above b) Gross Annual Turnover of ₹ 30 Lakh and above c) Gross Annual Turnover of ₹ 20 lakh and above	20 15 10
3	No. of Qualified Chartered Accountants as Partner/ Director	a) 5 marks for each qualified Partner/ Director who is an ACA b) 10 marks for each qualified Partner/ Director who is a FCA	20
4	No. of Assistants who are qualified Chartered Accountant	2 marks each per qualified Assistant	10
5	No. of Assistants who are intermediate passed	1 mark each per intermediate passed qualified assistant	10

Price bids of those Firms who secure **at least 50 marks** in the Technical Bid evaluation would be opened.

8) Financial Bid

- i. After the Technical Bids evaluation is completed, Financial Bid of only the technically qualified bidders will be open on the specified date and time (to be intimated later).
- ii. Bidders are required to fill up the Financial Bid ONLINE ONLY.
- iii. The bidder shall quote in figures as well as in words, the rate and amount figured by them in the financial bid.
- iv. The quoted amount shall include all taxes, duties, and cost of all statutory compliances. However, all applicable taxes or duties have to be mentioned separately as per statutory norms.

The fees shall be quoted as follows.

- a. Physical Verification of Stock of the Warehouse.
- b. Physical Verification of Stock – Stores at NSCBI Airport, Kolkata
- c. Physical Verification of stock – Other Stores and Kiosks in Kolkata
- d. Physical Verification of stock – Bagdogra Airport and Darjeeling
- e. Physical Verification of stock – New Delhi Store
- f. Physical Verification of Stock – Warehouse, Stores at NSCBI Airport Kolkata, Other Kolkata Stores and All outstation stores.

No other cost like travelling allowance, hotel and lodging allowance, etc. will be paid. Fees quoted should be all inclusive.

9) Conditional Bids

Conditional bids or bids which are not submitted strictly in accordance with the bid terms are liable to be rejected.

10) Award of Contract

The job will be awarded to the successful Bidder through issue of an acceptance letter.

11) Validity of the Bid

Bids shall remain valid till 6 months from the date of submission.

12) Right of Bid Rejection

BBMC reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time without notice and without assigning any reasons thereof and shall not have any liability or obligation for such acceptance, rejection or annulment.

At any time, if a material misrepresentation is made or discovered, or the bidder does not provide supplemental information sought for purposes of evaluation within the time specified, it may lead to rejection of the bid.

13) Termination

The contract may be terminated in any of the following contingencies.

i) On the expiry of the contract period, without any notice.

Or

ii) On giving one month's notice at any time during the currency of services in case the services rendered by the Contractor are not found satisfactory and in conformity with the general terms and conditions of the contract and the standard prescribed for the services.

Or

iii) On Contractor being declared insolvent by the competent Court of Law without any notice.

14) Confidentiality

Selected bidder shall treat all information provided or obtained otherwise in connection with the services provided to BBMC and its stakeholders as confidential, and shall not use the same either in full or in parts, for any purpose without prior written approval of BBMC.

15) Force Majeure

Neither party shall bear the responsibility for complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods or services under the provisions of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God, War, Military operation, Blockade, Acts or Actions of State Authorities, Pandemic or any other circumstances beyond the parties' control.

16) Notices & Contact Information:

All notices, queries, communication and submission of bids shall be addressed to:

Managing Director

Biswa Bangla Marketing Corporation Limited (BBMC Ltd)

Room No. 009, Karigari Bhawan, Plot No. B/7,

Action Area III New Town, Rajarhat, Kolkata 700160

Telephone No. 033 2324 7230

Email: info@biswabangla.in

Sd/-

Managing Director

Biswa Bangla Marketing Corporation Limited

Store, Kiosk and Warehouse Location and value of Stock as on 31.05.2022

Sl. No	Location	Address	Value of Stock (₹)
1	Warehouse	Karigari Bhawan, Ground Floor, Action Area III, New Town, Rajarhat, Kolkata 700160	6.73 crore
2	Stores at NSCBI Airport, Kolkata	NSCBI Airport, Domestic and International Departure Lounge, Dum Dum, Kolkata	2.75 crore
3	Other Stores and Kiosk in Kolkata	Dakshinapan Market Complex, Dhakuria, Kolkata, Park Street, Misti Hub – Eco Park Gate 3, Biswa Bangla Gate and Acropolis Mall	3.19 crore
4	Bagdogra Airport and Darjeeling Store	Bagdogra Airport, Airport Road, Bagdogra, and Darjeeling Mall Road.	1.27 crore
5	New Delhi	State Emporia Complex, Baba Kharak Singh Marg, New Delhi 110001	1.24 crore

TECHNICAL BID – APPLICATION FORMAT (ANNEXURE – I)

FIRM/ORGANISATION/ COMPANY PROFILE

1	Name of the Applicant Firm/ Company/ Organisation	
2	Type of Organisation – Whether Public Limited/ Private Limited Company/ LLP/ Partnership Firm/ Others (please specify)	
3	Registered/ Communication Address of the Firm/ Company	
4	Phone No./Mobile No	
5	Email	
6	Name of the Contact Person with Mobile No and email address	
7	Date of establishment of Firm/ Company/ Organisation (documents of proof to be enclosed)	
8	Membership/ affiliation details with Institutes of Chartered	
9	GST Registration No.	
10	PAN no of the firm	
11	Name and Qualification of all Partners/ Directors	
12	Number of qualified staff (trained / Semi trained employees / Trainees / Apprentices besides a Chartered Accountant	Provide number of staff in each category mentioned – Chartered Accountant - Inter Qualified - Other Paid Staff -
13	Details of existing empanelment with Comptroller and Auditor General of India	
14	Number of years of experience in Physical Verification of Stock	
15	Core Competency	
16	Any other information about the Firm/ Company/ Organisation	

Date:
Place:

Signature of authorized person
Full Name:
Seal

Details of at least Three (3) qualified Chartered Accountants who would be undertaking the Physical Verification of Stock

Sl.No	Name and Designation	Post Qualification Experience in completed years	Name of the Organisation(s) Audited	Number of Years with the present Firm/ Company/ Organisation	Areas of specialisation in Audit

Date:

Place:

Signature of authorized person

Full Name:

Seal

Brief Details of the Physical Verification of Stock Audit assignments of Central/ State PSUs completed in the last 5 years.

Sl.No	Brief Description of the Assignment	Year of Audit	No. of Unit Offices	No. of Staff Engaged by the Firm		Turnover in ₹ Crore	Central/ State PSU
				Qualified	Assistants		

Date:
Place:

Signature of authorized person
Full Name:
Seal

DECLARATION (ANNEXURE – II)

1. I _____ the authorised officer of the Firm/ Company/ Organisation and I am competent to sign this declaration and execute this Bid Document.

2) I have carefully read and understood all the terms and conditions of the Bid and undertake to abide by them.

3) The information/ documents furnished along with the Bid are true and correct to the best of my knowledge and belief. I/We am/ are aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my Bid at any stage without prejudice to any other rights that the Corporation may have under the Contract and Law.

4) I further undertake that the person(s)/ team deployed for Physical Verification of Stock will complete the assignment and they will not be removed from the task till its completion.

Date:

Place:

Signature of authorized person

Full Name:

Seal